

## Library Board Minutes

December 17, 2018

Location: Beatley Central Library, Dickman Board Room

Present: Kathleen Schloeder, Oscar Fitzgerald, Helen Desfosses, Trudi Hahn, Frank Fannon, Patricia Rogers, Director Dawson, Deputy Director DiPilato, Division Chief/Administrative Services Wesson

Unexcused: Councilman Willie Bailey

The meeting was called to order at 4:00pm

### Public Comments

Chuck Ziegler, Vice President, Friends of Beatley Central Library, reported that the Beatley Friends had committed \$116,886 as of November 30 toward projects for the Beatley Library and had adopted a 2019 calendar year budget with \$31,000 to be expended toward Beatley library programs. He noted that new Beatley Friends board members would be introduced at their annual meeting in February.

### Approval of minutes

A motion to approve the September minutes was made by Mr. Fannon and was seconded by Ms. Desfosses. The motion carried.

### Director's Report

The Director reported that the patron count and circulation have both increased. The e-material circulation seems to be a major reason for the increase. The Director noted that the Library had revised its calculation for in-house use of materials which accounts for use of materials that are not actually checked out. She added that at the Virginia Public Library Director's meeting, other directors shared that they had not been counting in-house use and they have decided to begin counting it again.

The Director reported that she and Deputy Director DiPilato had attended and presented at orientations for the four incoming council members, Amy Jackson, Mo Seifeldin, Elizabeth Bennett-Parker, and Canek Aguirre. She noted that Amy Jackson and Mo Seifeldin were particularly interested in the fact that the Library is preparing to celebrate two anniversaries in 2019, the 225<sup>th</sup> anniversary of the Library and the 80<sup>th</sup> anniversary of the Library Sit-in. The Director reported that the honorary co-chairs for the external anniversary committees are former Library Board member Gwen Day-Fuller for the Sit-in Committee and Alexandria Library Company President Bryant Mitchell for the 225<sup>th</sup> Anniversary Committee.

Director Dawson reported that the Library had been selected for a second time to receive the Truth and Racial Healing Transformation (TRHT) Grant via the American Library Association, a Kellogg Foundation grant. A group of three staff members submitted the grant and will be working this year with the Juvenile Detention Center, with students in 6<sup>th</sup> through 12<sup>th</sup> grade.

The Director also reported that she was one of 30 people selected to be trained to become a racial healing practitioner. The training will be conducted by the American Library Association, the Association

of American Colleges and Universities and the Kellogg Foundation. In addition, the Director presented to City Council as a member of the City's Equity Committee. The TRHT book club with the Sheriff's Department was one of the more visible aspects of the equity presentation to Council.

The City's Facilities Plan, which reviewed existing facilities and made recommendations about shared use and maintenance was presented to City Council during the City Council Retreat on November 10. This document is intended to help the City focus and be strategic about future maintenance and facilities usage. The Director noted that the Burke first floor is something that needs to be addressed as discussions proceed. She will keep the board informed about planned town hall sessions on the topic.

The Director reported that General Services had replaced the damp insulation and resolved the moisture issue at the Burke Branch Library.

The Director announced that the Library would introduce a new website in 2019, with a target date of January 9.

#### Treasurer's Report

The Treasurer's Report stated that the Library had spent 44% of the budget and 65% of State Aid funds. The Library made \$186,734 (42.2%) of its requirement of \$442,411.00 in Fines and Fees Revenue. In addition, the Law Library received \$68,418 in filing fees. Included in this amount is a one-time transfer of \$63,000 of funds which had not been previously known about, or accessible to, the Library.

#### Investment Report

Mr. Fannon presented the Investment Report. He noted that beginning in October 2018, Russell decided to terminate their use of certain benchmarks including the Russell Global. So, BB&T was forced to switch to another global benchmark, the Morgan Stanley Capital International (MSCI) All Country World Index (ACWI) Investable Market Index (IMI) NR (60)/Barclays Intermediate Government Credit Bond Index.

He reported that as of October 31, 2018, the fiscal year to date portfolio performance was -2.05%, somewhat higher than the benchmark of -2.41%. Over the last twelve months, the account performance was 0.99% compared to the benchmark of -0.57%.

Mr. Fitzgerald questioned why an international benchmark was being used. Mr. Fannon will consult with the BB&T representative and report his findings at the February board meeting.

#### New Business

Director Dawson provided an update on the FY20 Budget process. She reminded the Board that the City had requested that departments submit 2.5% in reductions, which is approximately \$176,000 for the Library. Departments were asked to consider priority based budget rankings in looking for efficiencies or elimination of services. At this point in the process, the Office of Management & Budget (OMB) and the Focus Area Teams had reviewed the submissions. The Department of Community and Human Services (DCHS), the Health Department, and Parks and Recreation are included in the Library's FAT group. The

FAT had to rank its submissions. Those items that departments wanted to keep were ranked in Tier 1 and those which departments were more willing to cut were ranked as Tier 4 items.

For the Library, Tier 1 included the elimination of security guards at Barrett and Beatley. Thanks to the encouragement of Deputy City Manager Debra Collins, it also included the addition of a guard at Beatley. Tier 2 included a reduction to the Law Library materials budget, specifically the elimination of the Westlaw database which costs approximately \$36,000 for two seats. The Director noted that there had been a 1000% increase in service at the Law Library, making this cut difficult. Tier 3 included the elimination of the Pop-up outreach vehicle. The Library has not spent the money for the vehicle yet because the Fleet Services representative is very interested in the Library purchasing an electric vehicle. The Library submitted this as a reduction, with the plan that the Library will make the request for an electric vehicle in the future. Tier 4 included all of the Library's other submissions. A Library Aide which had been vacant for quite some time would be cut. A full-time Custodian would be replaced with part-time "lump sum" positions that could be stationed at multiple locations at the same time, or when those buildings needed custodial attention the most. Efficiencies would also be created with less travel time between branches. The Director pointed out that Human Resources will work with the existing staff person to find another position or transition to retirement. Another Tier 4 item was the removal of a 5% increase to the materials budget. Also, the Library expects passport revenue to increase by \$10,000 in FY20 so this was another Tier 4 item. Although the number of passports processed has leveled off and actually decreased, the State Department fee increase from \$25 to \$35 allows for a slight increase in revenue. The last item in Tier 4, a Law Library materials supplemental request, is no longer needed due to the recent \$63,000 transfer of funds now made available to the Library. Next steps include another FAT meeting and FAT presentations to the City Manager, who will in turn present the budget to Council on February 19.

Deputy Director DiPilato presented the Library's new Gift Policy. She noted that the Library had been offered several interesting items over the last few years, which have caused the need for a formal policy to outline what the Library can reasonably accept and care for, along with expectations to donors and staff. A motion to approve the gift policy was made by Ms. Hahn and seconded by Ms. Rogers. The motion carried.

Deputy Director also presented the Library's new Smoking Policy, noting that the Library had received several complaints about people smoking at the front entryways. She noted that surprisingly, there is no ordinance concerning smoking around public facilities. Mr. Fannon noted that during his time on City Council, he had discovered that it is illegal in Virginia to prevent smoking outside of a public building. Deputy Director DiPilato will do additional research to ensure that the policy takes this into account. A motion to approve the Smoking policy with suggested amendments or corrections in compliance with city code or state law was made by Mr. Fitzgerald and seconded by Mr. Fannon. The motion carried.

A motion to adjourn at 5:40pm was made by Ms. Desfosses and seconded by Ms. Rogers. The motion carried.