

**Minutes of the meeting of the
Mount Vernon City Library Board of Trustees
March 3, 2016**

Board members present: Bill Craig, Margaret Redfern, Frank Replier and Laura Riquelme.

Excused absence: Hal Verrell.

Library staff present: Director Brian Soneda and Deputy Director Sara Holahan.

A. Call to order: Mr. Craig called the meeting to order at 5:32 PM. He offered his congratulations to Ms. Riquelme on her appointment as the next Skagit County Superior Court judge.

B. Approval of minutes from the February 4, 2016 meeting: Ms. Riquelme moved that the minutes of the February 4, 2016 meeting be approved as submitted. Ms. Redfern seconded the motion; all were in favor.

C. Visitors: Bob Hyde, the City's Community & Economic Development director, was an invited guest; in the interest of respecting Mr. Hyde's time, Mr. Craig invited him to present in the Visitors' agenda spot. After brief introductions, Mr. Hyde shared a PowerPoint presentation capturing the current and developing land/property use situation in Mount Vernon. He then took some questions from trustees regarding efforts to bring a new library to Mount Vernon. Some of the potential options included a partnership with the Mount Vernon School District and a less-fleshed out but intriguing "internal" partnership between Fire, Public Works and Library departments. Mr. Hyde noted that he and Mr. Soneda would be talking with other City staffers about ideas related to a Fire, Public Works and Library project later in March. Mr. Craig asked some questions about long-vacant buildings and properties, noting that his observation was that not enough attention and effort had been given to possible use of any existing vacant buildings as a repurposed/reconfigured library building. Mr. Hyde noted both his interest in a new library and his professional experience in new library projects; he was with the City of Anacortes at the time that city built a new library. Mr. Hyde thanked the trustees for their ideas and for their service to the community.

D. Surplus Material: Mr. Craig briefly went over the surplus process for the new trustees. Ms. Riquelme then moved that items withdrawn between February 3, 2016 and February 26, 2016 be declared surplus and transferred to the Friends of the Mount Vernon Library. Ms. Redfern seconded the motion; all were in favor.

E. Budget Reports: Mr. Soneda reported that spending was roughly on track for the year. He did note that some lines, most noticeably the Software Maint-Horizon line, were heavily spent early in the year; this line had its main expense, the annual maintenance contract with Sirsi-Dynix for the library's Horizon operating system always come due very early in the year. Mr. Replier asked about the \$20,250 revenue noted in

the Contributions & Donations line. Mr. Soneda identified this as the annual disbursement from the Frank Bichler bequest in support of the library's book collection, which was administered by the Skagit Community Foundation.

F. Approval of Disbursements: Ms. Riquelme moved that disbursements from Period 2 in the amount of \$33,275.79 be certified as reviewed. Mr. Repplier seconded the motion; all were in favor.

G. Monthly statistical reports: Mr. Soneda described February as a pretty average month, statistically. He did note that addressing the still disappointingly weak self-check percentage was a coming priority this year. Ms. Holahan talked about renewed staff training on assisting patrons to use self-check as well as "promotional" projects that would also draw patron attention to the convenience and flexibility of the self-checkout option. Mr. Craig asked if excellent Youth Services programming was still a major driver of the library's strong program participation numbers; Mr. Soneda confirmed that this was still the case.

H. Director's Reports:

a. Introduction of Bob Hyde, C&ED director. Mr. Hyde spoke during the Visitor period, noted above.

b. 2016 Library Goals, progress report. Mr. Soneda shared a brief progress report on the 2016 Goals, noting in particular good efforts and accomplishments on certain items under the first (Progress toward building a new library) and third (Maximize collaboration with other resources in Skagit County) goals. He specifically mentioned two very recent goal-related activities under the third goal, meetings and discussions at the director and other staff levels with Boys & Girls Club and with the Highly Capable Program of the Mount Vernon School District.

c. WLA institutional membership. Mr. Soneda gave a brief "pitch" on the value of renewing the library's Washington Library Association annual institutional membership, including reductions in staff conference/workshop registration fees and support of the work WLA does on behalf of Washington libraries. Mr. Soneda noted that the \$476.69 membership cost was budgeted in 2016 library department funds and after a short discussion, Ms. Riquelme moved that the renewal of the library's institutional membership be approved. Mr. Repplier seconded the motion; all were in favor. Mr. Soneda thanked the trustees.

d. Outreach (100 year anniversary). Mr. Soneda shared that staff was close to finalizing a centennial celebration slogan and that the staff Centennial Committee would continue to meet on a weekly basis planning events and the marketing of those events. Since March 22, 1916 was the date that the Civic Improvement Club officially sold the until then volunteer run library collection to the City for \$1.00, March 22, 2016 would be a festive day at the library.

e. New Trustee training (online). Mr. Soneda noted that members of boards like the library's Board of Trustees are expected to receive training on Open Public Meetings within 90 days of taking their board positions. Mr. Soneda provided information on a State Attorney General's office approved video available online that fulfilled this training requirement and asked that new trustees Ms. Redfern and Mr. Replier complete this training before the next Board meeting.

f. Staffing update. Ms. Holahan reported that Laura Gomez had been hired to fill the open part-time Public Services Assistant position last held by Mayra Fernandez, who left to take a position at Burlington-Edison High School.

g. other. Mr. Soneda reported on the Horizon upgrade mentioned in his written monthly report to the Board, noting that the final stage occurred on March 2 and went quite smoothly, adding that this was a credit to good work between library and IS staff.

I. Around the Table:

Ms. Riquelme stated that while becoming a judge would mean she could not serve as a trustee, she was still committed to supporting the library, including efforts to bring a new library to Mount Vernon. She added that "it's been great" working with the other trustees and that the new trustees would enjoy being on the board.

Ms. Redfern shared information from fellow trustee Hal Verrell, an article about Hoopla (a streaming content service) and how cost overruns at the Whatcom County Library and the Bellingham Public Library had both libraries reconsidering their decision to contract for this service. This was very relevant information as staff had made the difficult decision in the 2016 Budget process not to contract for streaming content services such as Hoopla or Freegal at that time for budgetary reasons; the article seemed to validate that decision.

Mr. Replier complimented the creative and energetic job staff member Summer Daour did in chairing the Centennial Committee meeting that he sat in on.

J. Board Chair's Report: Mr. Craig pointed out the grants information listed on the office whiteboard and noted his appreciation of staff listing this information about potential sources of grant funding; Mr. Soneda credited staff member Alberta Hendrickson with keeping the list current. Mr. Craig also restated his commitment to take a more active role as board chair in recognizing staff members. He invited trustees to his workplace to attend the Mayor's Coffee on March 18 at 9 AM, which would be downtown at Home Trust of Skagit County. Finally, Mr. Craig noted that he would be in Saskatchewan in April on family business and would thus miss the April board meeting.

K. Adjournment: There being no further business, the meeting was adjourned at 6:55 PM. The next meeting of the board of trustees will be on Thursday, April 7, 2016 at 5:30 PM at the library.

Minutes by Brian Soneda, Library Director

