

**Minutes of the meeting of the  
Mount Vernon City Library Board of Trustees  
September 6, 2016**

**Board members present:** Katy Armagost, Bill Craig, Margaret Redfern, Frank Replier and 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 5:30 PM.

**B. Approval of minutes from the August 4, 2016 meeting:** Mr. Verrell moved that the minutes of the August 4, 2016 meeting be approved as amended. Ms. Armagost seconded the motion; all were in favor.

**C. Visitors:** There were no visitors in attendance.

**D. Surplus Material:** Ms. Redfern moved that items withdrawn between August 3, 2016 and August 31, 2016 be declared surplus and transferred to the Friends of the Mount Vernon Library. Mr. Verrell seconded the motion; all were in favor.

**E. Budget Reports:** Mr. Soneda noted that with exactly two-thirds of the year gone by as of August 31, the library was on good pace with spending. Mr. Craig asked about the significant overspending in the Operating Supplies line; Mr. Soneda noted that this was a good example of a budget line being adjusted in the following year's budget if overspending was not a one-time anomaly but rather an indication that the line had simply been under-budgeted. Mr. Soneda added that in the department's 2017 budget request just submitted to Finance, the Operating Supplies line was increased to reflect the over spending in 2016. Mr. Verrell asked about the curiously round-figured over spending in the Books-Endowments line. Mr. Soneda confirmed that this was intentional, as the annual disbursement from the Frank Bichler Bequest, in support of the library's book collection was projected as \$20,000 in the 2016 Budget, but Skagit Community Foundation disbursed \$20,250, which was the amount that staff had spent out of that line.

**F. Approval of Disbursements:** There was a short discussion about the Rivista disbursements; Mr. Soneda shared that staff, in particular Betsy Cherednik, had done good research on a new periodicals distributor (Rivista) which both saved the library some money and provided a slightly broader range of available periodicals. Ms. Armagost then moved that disbursements from Period 8 in the amount of \$21,507.95 be certified as reviewed. Ms. Redfern seconded the motion; all were in favor.

**G. Monthly statistical reports:** Mr. Soneda noted that September was overall an average month compared to September of 2015, although circulation was up slightly. Programming numbers showed a substantial increase. Mr. Soneda did not have a plausible reason for this increase and promised to look into it, but Ms. Holahan explained

that the way Summer Reading Program signups were being counted as regular programming statistics for the first time.

#### **H. Director's Reports:**

**a. 2016 Library Goals, progress report.** Mr. Soneda noted that other than the fact that an exemplary service outlet tour had not been scheduled this year and might not be before the end of the year, good progress had been made in addressing the goals and action items of the 2016 Library Goals.

**b. Outreach (100 year anniversary).** Mr. Soneda noted that outreach related to the centennial of tax-supported public library service in Mount Vernon was going well. He did share that the staff committee chair of the Celebrating a Century of Service committee, Summer Daour, had submitted a letter of resignation. She had done a great job of leading this effort and would be missed.

**c. 2017 Library Budget preparation status.** Mr. Soneda reported that he had submitted the library's 2017 Budget request and would be meeting with the mayor and Finance Director about the library budget on September 20. Mr. Soneda shared the bottom line numbers for the budget lines that were input by departments (meaning the lines that were not salary/benefits related). Ms. Armagost noted that the one salary line that was input by the library department, Salary Part-Time Employees, showed a significant increase over the 2016 total for that line, and asked if this represented more staffing at the part-time level. Mr. Soneda responded that this did not represent an increase in staffing but rather a request to increase the pay scale for part-time staff positions. Ms. Armagost also asked about the approximately \$70,000 requested in the Software Maintenance-Horizon line, an over \$50,000 increase from the total in the 2016 Budget. Mr. Soneda responded that this is where the \$50,000 for the library's operating system upgrade was placed. He added that this expense was moved to "funded" status in the recently approved Capital Improvements Plan as a precursor to placement in the library's 2017 Budget Request.

**e. Staffing update.** Ms. Holahan noted that Mr. Soneda had already shared information about Ms. Daour's resignation. She added that there were no further confirmed outgoing staff members, but did note that several staff members currently had injuries that limited their range of work, including herself.

**f. other.** Mr. Soneda invited trustees to the next Library Update presentation at the September 14 City Council meeting, noting that the bulk of the presentation would be done by Ms. Holahan. He also referenced a busy Saturday the 17<sup>th</sup> for the library, as library representatives would be at both the Farmers Market and at the Hispanic Heritage Community Festival, at Skagit Valley College. The Friends of the Library Book Sale would be on the following weekend, September 23-24. Finally, Mr. Soneda alerted trustees that two new items would be on the October Library Board meeting agenda, a first look at the Library's 2017 Goals

and a report by Support Services Supervisor Anita Thornton about digital resources.

**I. Around the Table:**

**Mr. Verrell** asked if there was anything of substance to report on a new library. Mr. Soneda responded that there was nothing new to report at this time.

**Ms. Redfern** asked for directions to the trustee training in Everett; Mr. Soneda will send those to Ms. Redfern and Ms. Armagost.

**Mr. Replier** passed.

**Ms. Armagost** congratulated Mr. Soneda on his Chamber of Commerce Upbeat Award for the month of August. Mr. Craig noted that he was in attendance at the Chamber meeting and added his congratulations. Mr. Soneda thanked Ms. Armagost and Mr. Craig.

**J. Board Chair's Report:** Mr. Craig asked whether Mr. Soneda had heard back about his application for a WALE Conference attendance scholarship. Mr. Soneda responded that he had not heard back and clarified for the other trustees that he had applied for the scholarship and that one of the required elements of the application was a letter of support, which Mr. Craig had supplied. Mr. Soneda added that with training budget stretched thin already in 2016, he would not attend the WALE Conference unless his scholarship application was successful. Mr. Craig commended Mount Vernon Police Chief Jerry Dodd on an excellent presentation at a recent Kiwanis Club meeting.

**K. Adjournment:** There being no further business, the meeting was adjourned at 6:44 PM. The next meeting of the board of trustees will be on Thursday, October 6, 2016 at 5:30 PM at the library.

Minutes by Brian Soneda, Library Director