

**Minutes of the meeting of the  
Mount Vernon City Library Board of Trustees  
January 5<sup>th</sup>, 2017**

**Board members present:** Bill Craig, Katy Armagost, Hal Verrell, Frank Replier, Margaret Redfern

**Absent (or Excused Absent)**

**Library staff present:** Interim Library Director Bill King, Deputy Director Sara Holahan, Library Specialist Carissa Mason, Anita Thornton (for part of the meeting)

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

**A. Call to order:** Mr. Craig called the meeting to order at 5:33 PM.

**B. Approval of minutes from the (December 3<sup>rd</sup>, 2016) meeting:**

Mr. Verrell moved that the minutes of the December 3<sup>rd</sup>, 2016 meeting be approved as submitted. Ms. Redfern seconded the motion; all were in favor.

**C. Visitors:** Ms. Mason was introduced as the new Library Specialist.

**D. Surplus material:** Ms. Redfern moved that items withdrawn between December 3<sup>rd</sup> and December 28<sup>th</sup> be declared surplus and transferred to the Friends of the Mount Vernon Library. Ms. Armagost seconded the motion; all were in favor.

**E. Budget reports:** Mr. Verrell asked if the Budget Report numbers were final. Ms. Holahan replied that there is a Period 13 during the first two weeks of January in which bills from 2016 are still able to be paid.

**F. Approval of Disbursements:** Ms. Redfern asked what an 'Indie Author' was on the Disbursements sheets. Ms. Holahan and Ms. Mason replied that it was an independent author that came into the library for a book talk. Mr. Craig asked about the amount of \$12,218 on page 30. Ms. Holahan replied that it was Digital Content. The top number was a base subscription to OverDrive, and the bottom number was titles purchased. Mr. Replier asked if he had pages missing from the Disbursements sheets. Ms. Holahan said that some of the sheets might be mixed up. Mr. King asked if having two dates on the Disbursements sheets was correct. Ms. Holahan replied that two dates were correct, as there are two disbursements each month, a 1<sup>st</sup> and 2<sup>nd</sup> run. Mr. Replier moved that disbursements from Period 12 in the amount of \$33,449.84 be certified as reviewed. Mr. Verrell seconded the motion; all were in favor.

**G. Monthly Statistical Reports:** Ms. Holahan announced that there was a Monthly Statistical report for the month of December as well as a year-end Statistical report. Ms. Redfern noted that Audio downloads is at a higher rate than books. Ms. Holahan noted

that the Materials Collections was a little high at 88,000. They should be around 86,000. Program attendance has been up, however, library attendance has been down significantly. Michael Thompson added the number of entries from the Notable Behavior Log to the Statistical Reports. However, these numbers do not reveal the level of severity of the incidents. Ms. Holahan suggested that the new Library Director should provide a summary of Notable Behavior incidents that would give more meaning to the numbers. Mr. Replier asked what the Library tried to shoot for in regard to material numbers. Ms. Holahan replied around 85,000-86,000. Mr. Replier asked what the Library's criterion for duplicate materials was. Ms. Holahan said that demand for materials generates duplicates. The Library tried to keep up a ratio of 1 item to 6 requests. There are also book donations. Mr. Craig asked if there were any alarming statistics for the year-end report. Ms. Holahan replied that The Library was down 3% of circulated items. However, this appears to be a national trend, with patrons using more digital content. Mr. Replier conveyed an instance where he was in the library 4 to 5 days ago when a man took off with a stack of library books. Ms. Holahan expressed that the Library tries to be gentle in these situations, and that the Library's security is the best deterrent for theft. Ms. Holahan then noted that the most alarming statistic is that the door count is down 11%. Mr. Craig noted that several city council members are not too supportive of the Library. He asked if the statistic of the door count being down could be used to argue against support for the Library. Ms. Armagost said that it could be a good argument for the surroundings of the library. One could argue that to build a library in a better location would improve library traffic. Mr. King said that he is looking into how to move forward with a new library. Cost is the big driver. Ms. Armagost asked if Mr. King would let them know when meetings about this took place. Mr. King agreed.

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

### **a. 2016 Goals Summary Report**

Ms. Holahan reviewed the progress on goals and staff comments included in the report. Overall she gave a grade of "b." Areas needing improvement were more advocacy for the new library and collaborating with the college for programs.

### **b. 2017 Library Goals**

Progress for a new library: Mr. King said that City Hall is focusing on 3 priorities for 2017. 1) A new Fire Department 2) A new Library 3.) A City Shop. Estimated cost for a new Library is 22 million dollars. Ms. Redfern said that a Fire Department/ Library combination has been discussed. Mr. King agreed that was up for discussion, and that the Foundation Meeting is next Monday.

Ms. Holahan said that the Library has implemented the Board's security suggestions. Mr. King said that Linda Brookings from Parks will be at the Library Staff Meeting next Friday. The aim is to increase partnership and utilize each other's talents for programs and events. Mr. King said that Mayor Boudreau wants an emphasis on Library Security. Two cameras have been installed inside the Library, and one outside the Library. The outside camera has already captures a man attempting to get into another patron's car.

**c. Horizon Migration:** Ms. Thornton came to the meeting to present the new and developing technology for the Library in 2017. Ms. Thornton spoke about the Library's current circulation system, SirsiDynix. SirsiDynix develops the program Horizon, which the Library currently uses for circulation. SirsiDynix has developed a new product called Blue Cloud. Currently, Kim Kleppe in IS keeps the Library's servers. There are fees every time a change is required to update software. Blue Cloud would switch IT help from the City Hall IS department to the software itself. They do the upgrades themselves; therefore the library does not have to worry about compatibility or upgrading. Next Wednesday, Ms. Thornton, Mr. Kleppe, and Mr. King will have a conference call to set up a game plan to implement Blue Cloud. Blue Cloud central has training programs that will be available to staff.

**d. Policy First Reading:** Mr. King noted that Vaping has been added to the Code of Conduct restrictions. Ms. Redfern noted the clause no "aggressive selling," and wondered where the Library draws the line at aggressive. Ms. Holahan agreed that it was hard to regulate this. Ms. Armagost suggested that the wording be changed to "Unwelcome" instead of "Aggressive." Mr. Replier noted the clause on Service Animals. Ms. Holahan replied that this was also hard for staff to enforce. Mr. King said he would like to train the staff on how to ask about these issues. Mr. Craig added that he would like to see a restriction for Marijuana added with the Tobacco restriction.

**I. Around the Table:**

**Ms. Armagost** asked about the hiring process for the new Library Director.

**Mr. Replier** asked if the Library offers photo displays of authors, events, etc. Ms. Holahan replied that the Library borrowed photos from the Skagit Historical Museum for the Library's Centennial anniversary. There is also space near the newspapers for photo displays.

**Ms. Redfern** mentioned that the next step in searching for a Library Director was to have the final two candidates meet with staff. They would also give a presentation on how they would seek support for a library.

**Mr. Craig** mentioned how the interviews went for potential candidates.

**Mr. Verrell** said he had nothing to report.

**J. Board Chair's Report:** Two decisions were made for the first meeting of 2017.

1.) **The adaption of a new schedule.** Mr. Verrell moved that the meetings which fell on the first or second of the month be moved to the following week's Thursday. Ms. Armagost seconded the motion. All were in favor.

2.) **Election of Officers:** Ms. Armagost nominated Mr. Craig to continue as Chair of the Board. Mr. Repplier seconded the motion, all were in favor. Ms. Armagost nominated Mr. Verrell as Vice Chair. Ms. Redfern seconded, all were in favor. Ms. Armagost nominated Mr. Repplier as Secretary. Ms. Redfern seconded, all were in favor.

**K. Adjournment:** The meeting was adjourned at 7:20 PM. The next meeting of the board of trustees will be on Thursday, February 9<sup>th</sup> at 5:30 PM at the library.

Minutes by Carissa Mason, Library Specialist