

**Minutes of the meeting of the
Mount Vernon City Library Board of Trustees
February 09, 2017**

Board members present: Bill Craig, Hal Verrell, Frank Repplier, Margaret Redfern

Absent (or Excused Absent) Katy Armagost

Library staff present: Interim Director Bill King, Deputy Director Sara Holahan,
Library Specialist Carissa Mason

Visitors: None

A. Call to order: Mr. Craig called the meeting to order at 5:30 PM.

B. Approval of minutes from the January 5th, 2017 meeting:

Ms. Redfern had a question about the previous changes in the meeting schedule. The group clarified together that when a Tuesday meeting falls on the first or second of the month, the meeting will be moved to the following Thursday. A list is provided in each Board Meeting Binder. Ms. Redfern moved that the minutes from the January 5th 2017 meeting be approved as submitted. Mr. Verrell seconded the motion; all were in favor.

C. Visitors: None

D. Surplus material: Mr. Verrell moved that items withdrawn between January 4th and January 25th be declared surplus and transferred to the Friends of the Mount Vernon Library.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. King noted that the most notable number was an overage of -\$2,000 in final budget. This is due to two reasons: One was Brian's final pay on retirement. The other main overage was the Programs line, but this was covered by the Elks grant that was listed in Revenue but not Expenditures. Ms. Holahan noted that Digital Content came on budget. She said that the Library was lucky there wasn't a huge cost increase, since the Library does not receive the bill until December.

Mr. Verrell asked if the Library was charged for the new door locks. Mr. King replied that the cost all came out of City Facilities.

F. Approval of Disbursements:

Ms. Redfern asked what 'Authority Processing' was. Ms. Holahan replied that an authority defines how you set a title and author. The library pays to get those records and be a part of OCLC. When the library buys a book, we pull the corresponding data from OCLC. Mr. Verrell asked what EBSCO was. Ms. Holahan replied that it was several databases, and the fee on the Disbursements was annual. Mr. Replier moved that disbursements from Period 13 in the amount of 14,076.56 be certified as reviewed. Ms. Redfern seconded the motion; all were in favor. Mr. Verrell moved that disbursements from Period 1 in the amount of \$17, 840.28 be certified as reviewed. Mr. Replier seconded the motion; all were in favor.

G. Monthly Statistical Reports:

Ms. Holahan noted that Circulation increased by 2.67% and that more nonfiction had been checked out than fiction, which is generally not the case. Mr. Craig noted that 5 people were removed in January. Ms. Holahan said she would check with Michael whether '5 people removed' meant either trespassed or banned. Mr. King said that next month, the Library will bring an example of the Notable Behavior log. This will better detail who is trespassed. Mr. Replier asked about how the Library takes note of trespassed people. Mr. King replied they are trying to make it so the Library can connect faces to who is trespassed. Mr. Craig asked why the Library cannot access police photos or take photos of trespassers while they are on location. Mr. King said he was unsure of the policies.

H. Director's Reports:

Mr. King noted that the library received a \$19,800 check from Bichler Endowments. Mary McGoffin, who is in charge of the Bichler Endowments, has requested a list of items bought with last year's Endowments. Mr. King said that in regards to security, the cameras have worked quite well. Some staff has received training on how to access and gather images from it. Cipher locks have been installed on both the break room and storage room. The Safety Bar to exit the back of the Library is now up to OSHA standards.

- a. Library Director Hire:** Mr. King reported that a new Director, Isaac Huffman, has been hired and starts March 1st. In preparation for this, supervisors will have their performance evaluation early. When Mr. Huffman arrives, he will meet one on one with each supervisor and have access to their performance reviews.

b. Library Goals Progress Reports: Mr. King reported that for the new library, Mike Bonacci has been appointed to attend meetings to pursue progress for a new Library. The first step is to see if it is possible to create a dual space for both a new Library and Fire Station. The new Finance Director, Doug Volesky, is looking into seeking bonds for the project. 15 million is the estimated cost for a new Fire Station, and 22 million for Library. Mr. Bonacci has a background in architecture design, so he will be able to assist in this progress. Mr. King passed around examples from Maryanne Ward and Katy Armagost about good and bad designs in a library. Ms. Redfern noted that a nice thing she saw was a Library that had a donut shop. Mr. King noted that the provided examples were from real life locations that Ms. Ward and Ms. Armagost have visited. Mr. King noted that he had a meeting with Ms. Mason about assigning each Library Supervisor to a task to accomplish the Library's 2017 Goals.

C. Policy Second Reading- Security Cameras: Mr. King said that the new security policy for the Library cameras will be available at a later board meeting, after the city attorney has reviewed it. The topic was changed to Farmer's Market. Ms. Holahan mentioned that the 2017 Farmer's Market will have themes. She asked if the Library's participation was worthwhile in the 2016 Farmer's Market. Mr. Verrell said that in his personal opinion, it was not worthwhile, because it became more of a babysitting program. Mr. Craig said that it would be more helpful if the library had more to display at the Market, such as information about the new Library. Mr. Craig suggested that the Library could provide technology for kids, such as laptops or tablets. Ms. Holahan said that the Library is able to have a free booth at the Market because of they provide Children's Programs. Ms. Redfern and Mr. Replier noted that the cold weather on some days was a negative aspect. Ms. Holahan summarized that she thinks the library should limit the times they are at the Farmer's Market, and go later in the summer.

D. Policy Second Reading- Code of Conduct

The Board was given a review of how requested changes in the Code of Conduct would apply to Service Animal Procedures. Handouts have been provided in the Board Books as examples of the differences between service, therapy, and emotional support animals. The library can't ask for papers on real service dogs that are specifically trained to help persons with disabilities, but emotional support dogs are not protected by law. Mr. King discussed the difficulty in maintaining this policy, as each situation is different. Mr. King said that we need to solidify a policy on this so that staff can move forward. Mr. Replier asked if a staff person could make their own call on removing a pet in the Library. Mr. King replied that the staff needs to be unified on the policy, as they have not been in the past. The Board needs to come to a conclusion on what the Library should or should not allow. Ms. Redfern said that emotional support animals are really important to the people who need them. Mr. King said the Library would have a list of verified emotional support animal letters to be able to check which ones are allowed in the Library. Mr. Craig asked for another month to decide on this policy. Mr. Replier asked what the Library did about dogs tied outside. Ms.

Holahan said that staff usually find the owners and tell them that dogs cannot be tied outside the Library. Mr. King asked if the general consensus was to put off a decision a month. Mr. Craig said that he would like to know what other libraries do in regards to this policy. Mr. Verrell asked about why therapy dogs come to the Library. Ms. Redfern said that therapy dogs are brought in for a specific purpose. Ms. Holahan said that the Library has a program where children read to therapy dogs. Mr. King said that those dogs would be a part of a program, not just patrons bringing them in. Mr. King concluded that either way the Board chooses to go with this policy, they will enforce it. Ms. Holahan said the only other significant change was adding a line that said “no vaping in the library”. Mr. Verrell made a motion to accept the Code of Conduct as presented. Mr. Replier seconded the motion. Mr. Replier said that he would like to revisit the topic to see how it progresses and staff reactions.

F. Other Mr. King said that Beth Bermami gave a lovely presentation at the City Council meeting yesterday, February 8th, 2017. The SirsiDynix migration is set for February 14th. Mr. Verrell said that his concern was that he had never heard of SirsiDynix. Ms. Holahan clarified that SirsiDynix is the company name, and the product is Horizon, the library database program. Mr. Craig asked when the next City Council meeting with a Library update is. Mr. King said the second week of March.

I. Around the Table

Mr. Replier mentioned Ms. Bermami’s presentation at the City Council Meeting yesterday. He said that she presented all the various things staff does, and that he was proud to be an associate of the Library.

Ms. Redfern passed.

Mr. Verrell passed.

J. Board Chair’s Report:

Mr. Craig mentioned his connection with Bob Abrams. Mr. Abrams is going to speak at the KIWANIs meeting next Monday. Mr. Craig says that Mr. Abrams was an artist for Disney, and could be a good resource for a Children’s Program.

K. Adjournment: The meeting was adjourned at 6:52 PM. The next meeting of the board of trustees will be on Thursday, March 9th at 5:30 PM at the library.

Minutes by Carissa Mason, Library Specialist