

**Minutes of the meeting of the
Mount Vernon City Library Board of Trustees
April 11, 2019**

Board members present: Hal Verrell, Frank Replier, Lyne Olson, Margaret Redfern,

Absent (or Excused Absent):

Library staff present: Library Director Isaac Huffman, Library Specialist Carissa Mason, Katy Armagost

Visitors: none

A. Call to order: Ms. Redfern called the meeting to order at 5:30 PM.

B. Approval of minutes from the March, 07, 2019 meeting:

Ms. Redfern said under “call to order” to correct the name to “Ms. Redfern.” Ms. Redfern said under “surplus” to change the phrasing to “take out on”.

Mr. Verrell moved that the minutes from the March 07, 2019 meeting be approved as amended. Mr. Replier seconded the motion; all were in favor.

C. Visitors: none

D. Surplus material: The recent withdrawn materials were discussed.

E. Budget reports:

For revenue, Mr. Huffman said they are waiting for property tax to come in. The print budget looks behind because the print money has not yet been collected. Additionally, the Bichler endowment came in.

For expenditures, Mr. Huffman said it is tracking well. Mr. Huffman said that the operations line is over budget, but this due to program purchases that will be reimbursed.

F. Statistics: Statistics will be reviewed next month

G. Director’s Reports:

- i. National Libraries Week:** Mr. Huffman said it is currently national library week. They are doing things to show appreciation for patrons such as: candy, bookmarks, signs, etc.

- ii. **Building Project:** Mr. Huffman said that numbers came back from OAC. The estimated cost is 44 million for the combined facility. The next step is to figure out a name for the facility. The Board discussed potential issues of the new facility.

- iii. **Staff:** Kandy Bartlett in Human Resources is leaving, thus the city is behind on employee reviews. Mr. Huffman said these will be done next month. He wants to use evaluations to talk about work assessment. The three areas to pay attention to are: 1. Insubordination 2. Organization to create harmonious work environment. 3. Encouraging employees to give feedback 4. Productivity and work performance.

- iv. **Collection Updates:** The art gallery is set up in the reference room. They are going to rotate the space with different artists. They have also shifted the Spanish language materials to one section.

H. Quick Advice:

- i. **Room Policy:** Mr. Huffman asked for the Board's feedback on conference room space policy. Since it is a limited public forum, they can dictate behavior but not content. They have to create a policy that addresses: time limits, damage policy, rules on how to use the room, etc.

I. Around the Table:

Ms. Olson said she is going to learn all the staff names. She says she enjoys the new themes in library.

Mr. Replier said that he saw on PBS news that they would fill areas with books, and if there was a high interest, they would have librarians come read. He suggested placing stickers on DVDs so that the stickers do not cover the DVD description.

Ms. Armagost said she had been teaching her granddaughter new words.

Mr. Verrell said the Friends of the Library are looking for help with the book sale. The Library Foundation is working with new employee Michael Stark and focusing on branding and selecting a donor manager software. Additionally, he noted that a Spokane library put in blue lights in their restroom to prevent drug usage.

J. Board Chair's Report:

Ms. Redfern said it seems like there is a positive energy in the community that is focusing on the library. She likes the March madness book brackets in the front of the library.

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

Minutes by Carissa Mason, Library Specialist