

**Minutes of the meeting of the
Mount Vernon City Library Board of Trustees
May 3rd, 2018**

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

Absent (or Excused Absent)

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

Member in waiting: Lyne Olson

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

B. Approval of minutes from the April 4th, 2018 meeting:

Ms. Olson would like to clarify that the spelling of her name is “Lyne Olson.”

Mr. Replier said on the second to last page there is a typo and to check for the correct spelling of “Replier” and change the typo “Mr. Armagost” to “Ms. Armagost”.

Ms. Armagost mentioned that she wanted to clarify that she was pleased with how the joint city council meeting went.

Ms. Armagost moved that the minutes from the April 2018 meeting be approved as amended. Mr. Replier seconded the motion; all were in favor.

C. Visitors:

D. Election of Officers:

Mr. Verrell clarified that he wanted to stay on the Library Board. There is no conflict of interest between Boards. Mr. Verrell said the Library Board election includes a president, vice president, and secretary. He asked if they still need all positions. Mr. Huffman said there are no official codes or bylaws.

Mr. Replier nominated Mr. Verrell as Chair to the Board. Ms. Armagost seconded.

Ms. Armagost volunteered as Vice Chair.

Mr. Replier said he was willing to be secretary if no one wanted it. Mr. Verrell asked if anyone opposed. All were in favor; the election passed.

E. Surplus material: Ms. Redfern moved that items withdrawn between March 2nd, 2018 and March 28th, 2018 and items withdrawn between April 4th, 2018 and April 28th, 2018 be declared surplus and transferred to the Friends of the Mount Vernon Library. Mr. Replier seconded the motion; all were in favor.

Mr. Replier mentioned there was a large weed in a Texas library with student protest. There items to be weeded had low circulation numbers. However, the statistics did not show the full picture because students would use the items in the library, not take them out of the library. There are certain large items that people want to see but not take about Mr. Huffman said that in the Reference section they have items that may have 1 circulation out of the library, but 700 in house uses. This is common with big, bulky items.

Mr. Huffman said Friends sale \$1,300 in sales sold 250 in bags 75 in donations, under \$2,300. All in all it was a success. Mr. Verrell asked if it was better than last time? Mr. Huffman responded that last year's was about \$13,000. Mr. Huffman said that the sale had high school volunteers constantly restocking items. A customer commented to Mr. Huffman that there were constantly new items. Mr. Replier asked when the bags were first sold.

Mr. Huffman said for a few months. They had some debate on whether or not to do it. The Friends of the Library first did it for 100th anniversary, but it took a while to make money from it. The new version is a bag with flat bottom, which makes carrying books easier.

Mr. Verrell asked if there was any theme to last month's weeding.

Mr. Huffman said the last weed was nonfiction, then routine children's weed. The new thing in Youth Services is Beth Bermanni wants updated classics. Mr. Huffman said like he mentioned last time, the Magic Tree house books have been designed and reordered. There are often more dedicated readers in Youth Services than Adult fiction.

F. Budget reports:

Mr. Huffman reported that Revenue is just fine. The charges for services are on target at about 33% for four months into the year. Inter-local library services are a sporadic number. The Skagit County number will not come in until later. Property tax is coming along fine. Finance Director Doug Volesky has been tracking it financially. Mr. Huffman said he is not worried

Mr. Huffman reported that Expenditure is doing well. They have spent only 30% of total budget even though they are at 33% for the year. Part time numbers are different because longer months take more, shorter months take less.

Repair and maintenance are ahead because the library bought signs and faucets to replace. Books from endowments are ahead. The library spends from endowments until it is gone, and then uses the books line item. This makes it easier to track a list of books bought with endowments.

G. Approval of Disbursements:

Mr. Replier asked about the Spokane trip

Mr. Huffman said that Beth Bermanni went to the Sasquatch Book Awards.

Mr. Verrell asked about how the Periodicals come in during the year.

Mr. Huffman said that Periodicals do come up in different chunks. He has looked into some digital magazines.

Ms. Armagost moved that disbursements from Period 3 in the amount of \$18,085.59 be certified as reviewed. Ms. Redfern seconded the motion; all were in favor.

Mr. Repplier moved that disbursements from Period 4 in the amount of \$20,520.29 be certified as reviewed. Ms. Armagost seconded the motion; all were in favor.

H. Monthly Statistical Reports:

Mr. Huffman reported that physical items are down, but digital items are up. The biggest hit is in general services. There are two distinct areas of note in Adult. Lower Nonfiction and lower DVD circulation rate. Mr. Huffman said this is coming from decline in the media's format itself. Nonfiction is being replaced by online resources. High cookbooks, auto repair manuals, computer tech guides are getting replaced by online portals.

Linda.com not unaffordable, but one to jump into in a year. They have a per seat license model. This benefits from a large pool of users. People are moving away from discs are towards streaming. Hoopla is starting to offer apps so people can add them to their devices. Apps work on apple TV, Roku, etc. Mr. Huffman looked into a stick people can check out that creates its own WIFI and included HDMI port to plug into a TV. The stick can add 5 movies on it. The vendor sent a demo of this item. Mr. Huffman said the price point is not ridiculous. At \$110 for physical stick, this is a little higher than DVD but less expensive. The library does not have a lot of items that are that price for one item.

Mr. Verrell asked if you buy it as is, for example a season of breaking bad on one stick?

Mr. Huffman said yes, it is preprogrammed. It might be something worth experimenting.

Additionally, the library is at peak capacity with youth services. They will try to reengage with parents during summer reading.

Mr. Repplier asked how the Oculus was doing

Mr. Huffman said on Sunday he met up with a VR group. They concluded that the VR has been cool for initial impression. There have been a few power users in the library. For example, the VR has a paint program where you can draw 3D objects. A patron made a huge replicate of the Skagit Valley mountains. It is an interesting experience, but not a formal curriculum. Old school curriculum had educational videos. If there were supplemental VR activities with courses, it will help learning. One idea is a field trip for people who cannot have fieldtrip opportunities.

Mr. Huffman said that his feedback to improve the VR program was to have replaceable foam padding, and buttons instead of Velcro.

Ms. Armagost asked if it would be possible to have at a meeting.

Mr. Huffman said he would definitely recommend trying it. Experimental learning has better retention. It is more valuable than video or lecture.

Ms. Armagost said she was thinking about language learning with the VR.

Mr. Huffman language is an interesting thing, you could be talking with people in Spain to learn Spanish.

Ms. Armagost said it feels like the statistics are about usage. Her question is at what point will these statistics that look negative bite us because they are not a good measure because the platform has changed.

Mr. Huffman said they should have been making these decisions 4 years ago. When he looked at peer places, Whatcom already has many of these offerings and upper Skagit had Blu-Rays in their collection. There is a negative aspect happening here because we were not proactive in thinking about these things.

Ms. Armagost said you have to tell City Council about what the Statistics mean. They seem not the type to sit still for that detail. Would it be possible for the things you know to be on the statics, like out in different font to show that this is a unique situation.

Mr. Huffman said they need to bring up these numbers to market the numbers. He agreed that City Council cannot sit through a lecture about the meaning behind the statistics. He does plan to talk one on one with City Council members.

Ms. Olson said it surprises her about the DVDs, there are always people there. One day she was volunteering, and she could not believe one woman had a basket of DVDs.

Ms. Redfern has had instances of shelving when patrons are looking through the cart she is shelving.

Mr. Huffman said it is a hard story to tell because there is a vibrancy in the building, but the statistics are not where he wants them to be.

I. Review of Trustees Duties in Library Policy:

Mr. Huffman said there are two outlined procedures for members 1. When there is a challenge to a material or internet site. The current Policy state the the Request for Consideration will include one board Member, three members of the collection development team, and two members of the community. Mr. Huffman said he has not executed this. He has always taken requests to the entire board, not in parts. Mr. Huffman says he does not know why they would select two community members to have it. The Library only has 2 full time people in Collections, so they would have to pull in the majority of the staff to do that. 2. Technology and Appropriate Use Policy. The library does not run on fully private internet usage. Also, because of grant in the past, they use a basic firewall to block pornography, criminal websites, and loose content filling that have to do with activity with crimes that are not crimes themselves. Mr. Verrell asked do you have a plan to revise them?

Mr. Huffman said yes, he will revise and have them back to the Board for approval.

There should be a fines exemption/reconsideration available for Board consideration; scenarios with accrued fines that can be cleared by request to the Board.

Ms. Armagost said the Board Members need to be connected somehow about how patrons in the library are feeling. You get it because of volunteering, but otherwise they feel cut off from what goes on in library.

Mr. Verrell asked how they could get this.

Ms. Olson said it is just interesting if you get a book and just watch what is going on in the library.

Ms. Redfern saw an older couple doing the VR and overheard an engaging on-going conversation.

J. Discussion of Municipal Code:

Changes include: 1. The Mount Vernon City Library should be treated as a noun and therefore capitalized 2. Need to know what existing policies were 3. One formula duty is to 3. Library Director should be in charge of...and should be capitalized on Mayor. 4. Under section E in the past, have a process of reviewing the Library Director. 4.process is to provide info to the mayor

Ms. Armagost asked about what to do if the Board Members had concerns about the Library Director.

Mr. Verrell said if they saw something, it would not preclude the members from addressing it to the Mayor immediately.

Mr. Verrell said that the current policy states they are supposed to have a smaller committee of the Board He recommended cutting that.

Mr. Huffman said he agrees.

Ms. Armagost asked if there were any equivalent for the Friends of the Library.

Mr. Huffman replied that Friends of the Library is not held to city code.

Mr. Huffman the only successful way the Library Board could be charting agency was to sign a charter of acceptable ways of how the Friends of the Library work with the library.

Ms. Armagost said she does not want anyone's hackles to rise, she just thought about coordinating/ reaching out that the Library Board welcomes support from Friends. We can think about it.

Mr. Verrell said he will pass that onto the foundation meeting next week.

Mr. Verrell asked if inter-local libraries were offered?

Mr. Huffman yes .A new inter-local agreement is coming. He is looking at four conditions. 1. Common library management system- central is using a platform. We are spending \$38,000 there was like \$15,000 to migrate a \$5,000 to maintain. 2. Co-digital collection. If they have the same catalog, it is a consistent branch. We are 3/5th and they are 2/5th because we are larger. 3. having common barcoding/cards so people do not have to have multiple cards are accounts. Will have to get some legal information, because they cannot share patron information. 4. Currier system between us and Central so that people can return items to either locations.

Should have advertised

Mr. Verrell said he will review one more time at next meeting. Mr. Verrell asked when Kevin Rogerson was back? Mr. Huffman said about a month.

K. Director's Reports:

- a. Foundation Update:** Mr. Huffman said that Board Members should have received invites to Kevin Wallace, a private consultant presenting how to run a campaign. The library is paying him for service. Mr. Huffman said he seems like a good match for us because other libraries he has worked with are similar in size. Mr. Huffman wants to move from let's think about raising money to let's raise money. Additionally, they got financing approved for the environment site inspection. They are doing basic square foot printing of buildings and price ranges. Bond council is going to talk to the city about what that might mean. This is a good proposal to the city. They might do a fire-library bond. It is all rough draft right now; there are many solutions to the finance problem. Ms. Armagost

asked when the meeting was. Mr. Huffman said it was May 17th at 5:30 at Burlington Public Library.

- b. Focus Group (May 21st / 22nd):** Mr. Huffman is joining a focus group on May 10th with library users. This meeting will be for Board Members and key library people. It is at 2:00 on Monday May 21st at the library.

- c. Library Update:** Mr. Huffman said he already mentioned updates on the VR. There is a new staffing change. One of the PSAs in reference is Leaving, Barb Hudson. She wants to do her own Blog endeavors. They have already posted her position internally. They would like to hire one of the pages. Additionally, Kelly Dodd in Support Services is leaving. Ellen Christilaw, head of circulation is going retire in November.

L. Around the Table:

Ms. Olson passed

Ms. passed

Mr. Replier passed

Ms. Redfern passed

Mr. Verrell said he stopped in the library in Santa Barbra. It had lots of space, seating areas, and was adding onto it. Mr. Huffman responded that he went to the Puyallup library and it had lots of space.

M. Board Chair's Report:

N. Adjournment: The meeting was adjourned at 7:20 PM. The next meeting of the board of trustees will be on Thursday, (month and date) at 5:30 PM at the library.

Minutes by Carissa Mason, Library Specialist