

**Minutes of the meeting of the
Mount Vernon City Library Board of Trustees
July, 05, 2018**

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

Absent (or Excused Absent)

Library staff present: Library Director Isaac Huffman

Visitors: none

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

B. Approval of minutes from June 7th, 2018 meeting:

Ms. Armagost moved that the minutes from the June 7th, 2018 meeting be approved as amended. Ms. Redfern seconded the motion; all were in favor.

Mr. Verrell said under the section “Capital Funding Campaign” to fix the typo “interns” to “internal.”

Ms. Armagost said in the last paragraph under the directors report the wording should say “about 30 is the middle ground for preferred room size”, and quotes should be around the phrase “my age” for a concern with senior in the title. Mr. Huffman said it should also say “The top three picks for the new space are:”

C. Visitors: None

D. Surplus material:

Mr. Huffman said there is not as much surplus materials for this month. They just finished the latest weed. Mike Bonacci is transitioning to replace Kelly Dodd’s position.

Mr. Replier asked if he volunteered for the position or if he was assigned.

Mr. Huffman replied that Mr. Bonacci applied for the open position.

Mr. Verrell said that he feels the Board does not need to vote on surplus materials. He said they should retain surplus materials as an agenda item, but it is unnecessary to vote. All were in favor; the motion passes

E. Budget reports:

Mr. Huffman said that since they are now through June, they are looking at 50% for budget numbers. Property taxes are a little higher, at about 53%. Copy services are down, as it is less of a need. Mr. Huffman said that the inter-library fees are the money they

collect from other libraries when they borrow from other libraries and pay fines and fees. It is mostly postage money. This is low for this year, as Ms. Dodd had left the position overseeing inter-library loans and the library put these services on hold.

For revenue, part-time labor numbers are ahead, while full-time is under. They are using more part-time labor as they do not have the full-time members at the moment. They did get the big SirsiDynix bill last month, so that is ahead. For tuition and registration, it looks like there is only \$32 left in the budget. However, some money will be reimbursed here, so they are actually on track.

Mr. Huffman said they did overspend in endowments a little.

Mr. Verrell asked if Mr. Huffman sees any big expenditures in the near future.

Mr. Huffman said not really. They will spend a big chunk of programming budget in September. The event they are thinking of doing is a "Car-nival", a car-themed event to appeal to a different type of non-library user. A big gap in users for the library is middle age men and teenage boys. They are going to run it as an after-hours event, maybe 5-7 on a Friday.

Mr. Repplier asked Mr. Huffman if he had a car contact person?

Mr. Huffman said he is working on those connections.

Mr. Redfern said she thinks there are local car clubs, and she has seen events for rallies and car shows.

F. Approval of Disbursements:

Mr. Verrell said again that it is important to review these things, but they do not need to vote to pass it.

G. Monthly Statistical Reports:

Mr. Huffman said that 1. They did have higher average daily circulation this year than last year at this time. They also had strong foot traffic, though they were slightly below average than last month this year. However, last year had a large YMCA group that would come over this time.

Last year, they reported all children in attendance during the library school visits on summer reading. This year, they did something new: a video about the summer reading program that they distributed to educators. Actual attendance of events is higher this year than last. They had a great teen art class where 20 teens showed up. They also had a juggler as the first event of summer reading. This was held on the river walk and had 150 in attendance. Mr. Huffman said that a more open venue allows for school group and summer camp participation.

There is one other error in the statistics. The items circulated year-to-date number is incorrect. Because last month it was around 8,000 and the library actually had more, so this number should have clocked up and not down. What happened is the circulation number of 2,600 got added to the number.

Mr. Armagost asked if they were supposed to add up the numbers in the column and get that total. Mr. Huffman said no, this is the cumulative total for the entire year. Items circulated are down, and average daily circulation is down. Mr. Huffman said the trend that digital service is up is continuing. Also, the total number of items checked out is different. There are a few more people walking in the door, but the volume of items checked out is different. So instead of 12 books checked out, they are checking out 10. Mr. Huffman said he realized this is a success for the library with the robust 2-week new book display. People will check out fewer books if they have less time to read the new books.

Mr. Verrell asked if Mr. Huffman goes over these statistics with his staff.

Mr. Huffman said that yes, there is a Professional Development meeting every two weeks.

Mr. Verrell asked if the telescope check-out is still going strong.

Mr. Huffman said yes, it is a very unique item. He said the application process for check-out for the telescope was a little bizarre. There is a waiting list and a call system. The library also has to be lenient for weather in the Pacific Northwest.

Mr. Armagost asked if someone on the hold list can say no to the telescope because the weather is bad, but still be next in line.

Mr. Huffman said the staff has some leniency in who is in the holding list.

Mr. Verrell said that he did not get the final changes made that they discussed at the last meeting, but he will get that done and get it to Kevin Rogerson.

H. Director's Reports:

- a. Building Update:** Some good news is they got the full environmental check back for the new building sight. There was some concern as it was a gas station before, but it came back clean. The other major burden is financing. It is a 21 million dollar structure. This is a little more than first thought by some people, but not out of range of where Mr. Huffman thought it would fall. They are going for a state capital grant for 2 million. La Conner and Central Skagit asked them for money to get their project started, and they got it. Skagit County agreed to help with 3 million. This is not on paper, but they will come and be a partner. The blocking for the structure looks good, it will all fit there. The Court House floors are 54 feet, and the entire building is about 62. The blocking they did came at 48 feet, so it will technically be shorter. The City Council is shooting for 25,500 square feet for a library community center, 275 parking spaces, and the idea of a roof top amenity like a green space. They also determined what will happen with the current building. They want to keep it as a part of the downtown campus, so they are thinking of having it as office or conference space.

Ms. Armagost said that she thought the Fire Department was taking over the space.

Mr. Huffman replied that the Fire Department is taking up the parking lot space. They want to move Public Works from their current space.

Ms. Armagost asked if the fire bond was going on this fall or next spring.

Mr. Huffman said this is just speculation but he thinks they will run it the first part of next year, like February/March.

Ms. Armagost asked: so we will not be conflicting with the Fire Department?

Mr. Huffman said they might be fund raising during this time, but not asking for municipal support. Mr. Huffman said he had all the information piled into a report.

Mr. Repplier asked if Mr. Huffman had seen any red flags yet.

Mr. Huffman replied that there are two: 1. The community center as it is currently run has a bigger shift into the new space. This can be disruptive, since rumors can pop up, such as people not being able to use the space for their need. 2. One of the judges went to a municipal safety conference. One concern there was that snipers can use it to shoot through windows. Mr. Huffman said that this should not be a reason not to build the new building, as it is a low risk. Besides, the Court House and nearby Apartments are of a similar height and this has not been an issue. Having a building with security cameras will improve this. The biggest barriers are always going to be getting down to the nitty-gritty of financing.

- b. Staffing Update:** Mr. Huffman said that as Mike Bonacci has taken over the position of Kelly Dodd, the library is now at full materials management support services staff. However, now Mr. Bonacci's position must be filled. For Mr. Bonacci's old position, Mr. Huffman wants the current functions covered: good with volunteers and outreach and to be an internal support for fundraising. Mr. Huffman wants to shift managing Pages from Bonacci's old position to other people. Beth Bermani will take over the Pages and programming will probably go to Laura Schumacher. The library is currently filling the Page position when Shelby Ghodsian changed to a PSA position because Ana Ibanez went to nursing school in California. Additionally, Carol Harmon-Watilo's upcoming retirement will also cause a change in the Children's Department.
- c. Cool Successes:** Mr. Huffman said they had a successful juggling program, and a STEM time with music themed STEM activities. They had instruments to try, a robot that would play a xylophone, and a screen that would play music based on how you danced. The teen art series has been well too. Mr. Huffman said he has noticed continual attendance with programs. They are almost done with the resource room. They are having a meeting next week to decide on furniture to order. The next last thing to do is move the resource desk to get more floor space. The library has come up with a garden plan. The garden is now 60% done. There was a few dedicated staff working the garden on volunteer time. There was no clear line if the library owned the garden or if Parks and Recreation did. Mr. Huffman decided that since the garden was on the library property, it is under the library's care unless something requires a tool that the library does not have. They did not find any dangerous objects while clearing out the garden. Mr. Huffman

said they found out they could trespass people from the parking lot. In the past, they have had trouble with trespassed people hanging out in the parking lot.

Mr. Verrell said, so the city does not take care of the ground?

Mr. Huffman said no, facility management is a new concept for the city. Chris Phillips—the new facilities and planning guy— really came up with the idea. So this year the furniture and building repair is a part of his line item. The building has three air conditions. The one in the resource room had a blower go out. The one in the middle had a fuse fail in the system, so one fan was working backwards.

But all other departments like Fire, Parks all manage their own yard. Mr. Huffman thinks in the future it makes sense to have a groundkeeper for the downtown campus that is being created.

Mr. Verrell asked if staff liked doing the grounds work.

Mr. Huffman replied that yes, it breaks up their work tasks.

I. Around the Table:

Ms. Armagost said she liked Mr. Huffman's idea of simplifying the details. This saves time.

Ms. Redfern said that one of the volunteers, Molly, has taken over the weeding. She is looking for people who might want to volunteer time to do that. She has also noticed that the resource room has a different feel to it. There is more space, people are studying or reading, and it feels calm.

Mr. Replier said he appreciates Mr. Huffman looking at things with fresh eyes and is very encouraged by what he has been hearing tonight.

J. Board Chair's Report:

Mr. Verrell said that again, he is part of the Foundation Board. They meet on Monday's at 5:30. They are starting to realize that fund raising now is an objective. They are still unsure on the method for this. He also attended the Sedro-Woolley City Council meeting where their library talked about getting their new library. They are going to have a general meeting room and a lobby. This is situated so that the conference room can be open after library hours. It is a one floor facility with several rooms with movable walls.

K. Adjournment: The meeting was adjourned at 6:51 PM. The next meeting of the board of trustees will be on Thursday August 9th at 5:30 PM at the library.

Minutes by Carissa Mason, Library Specialist