

**Minutes of the meeting of the
Mount Vernon City Library Board of Trustees
September 6th, 2018**

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

Absent: Lyne Olsen

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

Visitors:

A. Call to order: Mr. Verrell called the meeting to order at 5:34 PM.

B. Approval of minutes from August 09, 2018 meeting:

Mr. Verrell said under “D) Surplus” to change “weeds” to “books.”

Under G) in the first line change “Static” to “Statistics.”

Under Director’s Report A) in the fourth line: change it to “he wants to back out of operating budget, out of distract cards, fines and fees.” Add in “Municipal Code Revisions.”

Mr. Replier moved that the minutes from the August 09, 2018 meeting be approved as amended. Ms. Redfern seconded the motion; all were in favor.

C. Visitors: none

D. Surplus material: Mr. Huffman said Mike Bonacci entered his new role in Support Services, so they continued doing a weed in children’s materials.

Mr. Verrell asked what the mechanics of the Friends Book Sale is. Mr. Huffman said that the weeded books get put in boxes. They have a day where they take a trip to Waste Water to hold the books. They are hoping to do a fall book sale. The Friends of the Library will then hold the sale. The library has to cover shipping, so it is more profitable to sell the books this way than to bulk sell them.

Ms. Armagost asked if the library will do the sale at the Senior Center.

Mr. Huffman said that is the plan and first choice location. The backup plan is to rent a store front’s empty space or rent a 5 day lease. Mr. Huffman wants to have it open for 5 days so people can show up whenever and not on the library schedule.

Mr. Replier said that he sees a lot of titles he recognizes. Does this mean there are no longer C.S Lewis novels in the library?

Mr. Huffman said with recognizable items like C.S Lewis and Harry Potter, when they are weeded they get replaced with newer editions.

Mr. Replier asked if any other libraries get a crack at the weeded materials.

Mr. Huffman said they have never really done a library swap in that way. There is some interest for specialty books. Anacortes has a jazz collection, so when they retire jazz CDs they can go to that collection.

Mr. Huffman said the Concrete Library is having little issues that take a while to resolve. Mr. Huffman guesses that it will open next year and need a collection to fill it, so this might be an opportunity to share books. Ms. Armagost said they are putting a network bandwidth to Concrete Library.

Mr. Huffman said yes. They are having trouble taking it downtown because the line goes to the library building and stops. Ms. Armagost said she thought it was in a newspaper story that they were going to have a line go from Anacortes to Concrete.

E. Budget reports:

Mr. Huffman said the tracking number for September is 66%. For Revenue, they fall behind because property taxes lags. The next payment comes in November/ December. Copy Services has continued to fall behind. Inter-local agreement fees are two parts: Interlibrary Loan fees will pop back up with Mr. Bonacci taking over his new position. They are asking for an October date to submit the 2019 budget. In late October they will go to City Council to approve the money.

Fines are down, lost books are tracking normal. For revenue, corrections have been put in. The library is going to apply for grant, so they are hopefully going to have that come in.

For Expenditures, the top half budget is fine. They are ahead in part time and down in full time about 3%. The library did hire another fulltime position.

The person hired is for Mike Bonacci's old position. She comes from Burlington School, and speaks Spanish. She starts next week.

Mr. Replier asked why did the school let her go?

Mr. Huffman said they did not, she realized she needed a library job after applying to school.

Mr. Huffman said that Software Horizon/Maintenance will go over as will Tuition/Registration because they have been emphasizing training for employees. They did a mental health training. They are also going to do verbal judo, which is about de-escalation in real world situations.

Mr. Replier asked if Mr. Huffman had done it.

Mr. Huffman said he has not yet.

In capital expenditures, they ran over in endowments. There is a little bit of budget flexibility built inside the budget line item for digital. A couple items can be moved to software costs because they can be applied to this category

Ms. Armagost asked is there a reason periodicals is a high number?

Mr. Huffman said that there are two deposits when they renew magazines. All that is left are little items like the New York Times magazine that you can only buy directly from them. It will even out.

Mr. Huffman said programs are slightly ahead, because they have booked and paid for fall program speakers already.

Mr. Huffman said the public copier is through Xerox and the staff copier is through Oasys. Xerox is city wide. He would like to have a marketing line item that has printing

cost. The timeline to repair with Xerox is long. The library contract with them expires in 2020. The problem with the Xerox machine is that they have to buy a different coin operation system. Mr. Huffman said that it might be a good time to buy a machine to own it.

Mr. Verrell asked, so you have the wireless printing going?

Mr. Huffman said the only issue is that it would not print secured PDFs. They have to tell people that they have to open the document and print it to a new unsecured document.

Mr. Huffman said he would like to delete the explanation page with a link back to the instructions page.

F. Approval of Disbursements:

G. Monthly Statistical Reports:

Mr. Huffman said that youth attendance is down, but they have more youth concert numbers to stick in next month and youth programming throughout the year. They did have a successful teen art series. Circulation is down a little. Not a huge decrease. Mr. Huffman said he agrees with Central Skagit Library to explore a common catalog. This will increase circulation because they will get big users back. DVDs are in fluxuation. Youth DVDs were up, but adult DVDs were down. However, last month it was the opposite. Digital continues to go strong.

H. Municipal Code:

Mr. Verrell summarized the parts changed in the Municipal Code: clarifying the role in relation to the library director, a reference to a library committee taken out, that the Board was to report to the council.

Mr. Verrell asked if they need to have an agreement with every library they borrow from using Inter Library Loans.

Mr. Huffman he is not sure if they have copies of all such agreements.

Ms. Armagost asked if the other libraries were aware of the Mount Vernon City Library agreement with them?

Mr. Huffman said yes. He did talk about going to a system where it is a one library card system. He thinks one card will financially benefit every region if they go to a standard barcodes and cataloging system. Mr. Huffman said he did get numbers for TLC, which is the vendor Central Skagit is currently using. It is more than 20,000 cheaper to run the library on this software.

Mr. Verrell said that there must be a standard for capitalization in the Municipal code. Kevin should know this and will be asked to apply the standard.

The Library is behind on meeting minutes online.

I. Director's Reports:

- a. Building Update:** They took before City Council the proposal to hire a project manager. Before the city has done the method: bid, buy, build. They are hiring

project manager to explore a different method. A project manager will help prepare anything else they can—such as traffic contingency easements— so that they are ready to roll the project starting in January. From the financing point of view the key things are: they will go for state capital request using the method the city did for the flood wall: They will try for the governor’s budget first, then the legislative budget. A final diagram came back. They initially had a C shape building but moved it to a squarer blocking. They also added firewalls to the drawing. There are set at a tentative 315 stalls parking, with ground floor for mixed use.

Ms. Redfern asked about the alternative delivery model.

Mr. Huffman said that the previous model the city used is that an architect would put out a project, have bids, and then build. In alter model they do two things: write an RFP for alternative delivery, hire a contractor and the contractor hires architect that work hand in hand. The RFP process goes through a state approval process. The project major hiring will help prepare the documents needed to go through process.

Mr. Verrell said he was worried about this method on a library when there are so many variables Mr. Verrell said it is supposed to be faster. If you know what you want and everyone’s good partners, it can work. It can work better in things more defined. It does not work well if there are a lot of on the fly changes.

Mr. Repplier wondered how much the senior center will have input.

Mr. Huffman said it is unknown; they are still working on that piece.

Mr. Huffman said they will formally ask the Library Foundation for 3.5 million dollars. Mr. Huffman said his emphasis is to that going, because it is a big shift for the Friends into an active fundraising organization.

The library will do introduction videos, and they can also do letters. There are a lot of big entities in Washington that give to Washington projects.

Ms. Armagost asked if there were any ties with the Whidbey Naval Station, because a lot of their families live here and use this space.

Mr. Huffman does not think they have thought of a navy family support.

Ms. Armagost said she remembered a plea put out in for housing for navy families, a lot of landlords opened houses for those off-base families.

- b. Fall programming:** Mr. Huffman said fall programming kicks off with the carnival event. Next Thursday is a voter’s forum. They have an art series for adults. There are Skagit Reads programming with ethics and environmental themes through October. In November, they have humanities lectures. They will probably add in a music series for December. They are in the early stages of forming a focus group around children and food education that they are going to gear up for the new facility. They will do more STEM componentry programs.
- Mr. Verrell asked how many of the program guides they are printing.
- Mr. Huffman said they did 40, and will see how many leave the facilities.

J. Around the Table

Ms. Redfern said she is a member of two different books clubs. One meets at Burlington Library and they use their book club packs a lot. They have a large range of topics and it makes it easy. Sometimes it is difficult to locate books if they are not a part of a book club program.

Mr. Huffman said they did collaborate with Burlington and did not order the same titles. They will have a different check-out process than Burlington. They are doing: take a kit and check it out. When the kits come back, staff will repopulate the sheets. They will pre-populate 8 book kits.

Mr. Replier said this note caught his eye in the comments section, “is there a conference room and people can’t use it?”

Mr. Huffman said his office is the conference space. They are trying to make it more usable to the public by the end of the year. The furniture in the room has to leave.

Mr. Replier asked: what about a folding wall to hide that stuff?

Mr. Huffman said he had not thought about it. Mr. Replier said he noticed the library had a poster of water week, he was thinking the Mount Vernon City Library could be on it. Mr. Huffman said they definitely should do that. Mr. Verrell asked why they do not want the new parking garage underground. Mr. Huffman said it is purely cost. Also the water table underground can rise, so it would have to have a pretty sealed concrete structure so it does not flood.

Ms. Armagost said she did not have anything. She just came back from a South America vacation. She thought about seeing a library there, but did not.

K. Board Chair’s Report: Mr. Passed

L. Adjournment: The meeting was adjourned at 7:00 PM. The next meeting of the board of trustees will be on Thursday, November 8th at 5:30 PM at the library.

Minutes by Library Specialist Carissa Mason