

**Minutes of the meeting of the
Mount Vernon City Library Board of Trustees
October 04, 2018**

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

Absent (or Excused Absent)

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

Visitors:

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

B. Approval of minutes from the September 6th, 2018 meeting:

Ms. Armagost moved that the minutes from the September 6th, 2018 meeting be approved as submitted. Ms. Redfern seconded the motion; all were in favor.

The correct spelling is Lyne Olson

C. Visitors: None

D. Surplus material:

Mr. Huffman said there is nothing super notable, just the routine maintenance weeding.

E. Budget reports:

Mr. Huffman said for revenue, they will get county tax in a little bit but have not received it yet. The rest of revenue is where it is expected to be at about 75%. Copy services are down for the year.

In expenditures, the second payroll of the month has not dropped. Part time is 2% ahead but full time wages will be down to compensate for that. The library did hire a new Volunteer/Outreach Coordinator. She did migrant outreach at Burlington school. They hired her to expand the outreach of the library. She has a 4 year degree in Spanish. She will help with programming with the Latino community. Programming is ahead because the library scheduled most of the year's program events. In furniture they are at 175% of budget. This is because a \$2,877 invoice] was mischarged. They are in process to get to it to the correct department. It should come out of the common city budgeting.

The Bichler Endowment appears to be spent more than budgeted. However, that number is the actual amount that came in. The actual amount came out ahead of what they had budgeted. This is also reflected in revenue sheet in endowments.

Mr. Verrell asked: so the endowment changes?

Mr. Huffman said yes, they take the percent that is not investment percent.

Ms. Armagost asked: who is in charge of that?

Mr. Huffman replied the Skagit Community Foundation.

Ms. Armagost asked: so the Library Foundation is not set up to handle that?

Mr. Huffman replied no, but they need foundations that handle big donations and small donations. For example, you can give two dollars to the Library Foundation, you cannot to the Skagit Community foundation. If they did not have foundation, they would have to form a comity. It is good to have both entities.

Disbursements:

Ms. Armagost asked: what is tumble books?

Mr. Huffman said it is a platform the library has for electronic children books. The big advantage is that it reads books aloud. It is recommended by teachers in Mount Vernon to parents where reading in the home is not always possible.

Ms. Armagost asked when you subscribe to things, do you check out what the school is doing as well?

Mr. Huffman said that the answer is no, but he would like to have more coordination with other libraries and the schools. They also need to compare rates on products.

Ms. Olson asked: can you tell how many kids are using it?

Mr. Huffman replied yes, but not off the top of his head. RB digital and Hoopla is running at \$2 for a use, which is a little high. Mr. Huffman wonders if this is the norm or something they can control.

Ms. Olson said she enjoyed Hoopla on her trip.

F. Monthly Statistical Reports:

Mr. Huffman said circulation was fairly normative. The library has actually upped daily circulation as off this month last year. Library attendance is up. For youth attendance, it is down because of school visits that did not happen this summer. There is an increase in use of family programming, partly because of the car-nival. There is an increase in adult programming attendance.

Fiction has increased while nonfiction has decreased. It looks like DVD check out numbers being down has been normative. There is a decrease in music CDs. Mr. Huffman said they need to make a change in the way they do nonfiction buying. They currently do not have a lot of best sellers in nonfiction. Mr. Huffman went to Village Books and they had 65 copies of the new Fear book. They also had additional 40 copies on the floor. Current popular things have high demands from the get go that the library needs to be able to meet. It is a lot easier to anticipate this for fiction because it has a group of 100 authors that everything they publish will end up in fiction best sellers. In nonfiction, they looked at current best seller list. Only 3 on the current best sellers list right now are on the list of the 100 most popular Non Fiction sellers. Popular nonfiction is more diverse.

Mr. Verrell said it has to be tricky knowing what is on popular.

Mr. Replier said that he does not remember seeing that is encouraged to donate nonfiction books to the library

Mr. Huffman responded right, it should be emphasized more especially with nonfiction books.

Mr. Verrell asked Mr. Huffman if the volunteer numbers were where he wanted?

Mr. Huffman said yes. They will recruit more as the new volunteer coordinator gets up to speed.

Ms. Olson said the new coordinator also needs to learn to know what needs to be done.

G. Discussion of the Municipal Code Process:

Mr. Verrell said that he has turned the revisions into Kevin Rogerson under no rush. They will let that process role

H. Director's Reports:

- a. **Senior Center:** Mr. Huffman said the project is a partnership. A lot of activity happening with the library is library focused, because it does get 80% more use than the Senior Center. Mr. Huffman has heard from the county that they want it promoted to the public that it is a 50/50 effort. When Mr. Huffman did focus groups for the library, a lot of feedback was for a maker-space. When he mentioned this phrase to current senior center users, they did not think the space is for them. The terminology is alienating for them. The county has designated Bob Hicks to represent the Senior Center.

Ms. Armagost said that when Mr. Huffman said maker-space, the first time she heard it she did not recognize it either. It took a lot of context to understand.

Ms. Armagost added that most seniors think the jargon is suspicious.

Mr. Huffman agrees. He said that it is his style to talk so. He will be looking for someone to represent library for seniors. He wants to be mindful and make sure people know he does care about senior programming. He wants to run it as "ours" not "your space and my space".

Ms. Armagost said it needs to be more like a marriage and less like two sisters sharing a room.

Ms. Redfern said as one who moved to this community as a senior it was hard to get information from the Senior Center.

Mr. Huffman thinks that is a piece to consider as they will go forward.

Mr. Repplier asked what the relationship was between Bob Hicks was.

Programming: The Car-nival was a big success with a 287 door count. It was fairly busy. They kept track of tickets and some stands had over 200 tickets. There was a different mix of people. They wanted new families to come to library and did get a good new mix. Some failures include trying to have car display outside. No one came because they were skittish of rain, and the library did not receive warning. Other ah-ha moment was that they shut the library an hour early for the car-nival and this had people mad. Mr. Huffman thinks that next time they will put up signage earlier and more signage, such as street signs. They did eventually get food vendors, but learned that they should do that process earlier, perhaps plan six months ahead.

The library is working on two big events for next year: 1. Skagit wheat-grower and brewer day with beer tasting, which is a new vendor type. This will probably be held in a parks retreat. They have 6 farmers and brewers so far. It will not be until February.

2. A Latino outreach event in April. They do not know what it is yet though. They have reserved the Lincoln Theater.

b. Budget: Mr. Huffman said that do not have numbers or city council approval yet, but he wanted to keep the Board updated on the process. For 12 years the city did not take 1% property tax increase. So city is way behind. Last year was the first time they achieved 2018 staffing levels, so the city has been running lean. Mr. Huffman thinks there needs to be a discussion about catching the city up.

Ms. Armagost asked: has City Council yet to consider this?

Mr. Huffman said it is still in the early process, they have not made any decisions.

Mr. Huffman said he does not think fines or fees is a sustainable way to have a budget to grow income in a stable way. He wants to have more of an endowment for actively fundraising and having other revenue streams besides revenue tax.

Mr. Huffman said that this is where he wants to go, but that does not mean he will have it next year. Another goal is to turn his office into a space where people can meet. This is a step toward having people think about using the space in off hours and in different ways.

Ms. Armagost said that not that they will force schools to have a cap on school levies. Are people going to think "I had to give that to the state and now I do not?"

Mr. Huffman said people's property taxes are going down next year. Any down year is a good year to have an adjustment.

Ms. Armagost is there enough new stuff

Ms. Armagost asked about the copied notes in the packet.

Mr. Huffman said after having done staff mental health training, he received at least 8 notes from people in a group that were happy that the library was dealing with mental health issues with compassion.

I. Around the Table

Mr. Replier said when they did Lincoln Theater, they sold seats, and McIntyre did bricks. That would be further along for fundraising. Mr. Huffman said they go through high ticket items or long term partnership agencies first. Then they would go after high net worth individuals to see what they want to contribute. After that, they go for large items in the facility. And then community campaign brick level.

Mr. Verrell said he would like to see a large touchscreen that can use for announcements and who donated. Mr. Replier said in Denver they named a sports arena after the mayor to get the money.

Ms. Redfern said it feels like Mondays have a positive energy as volunteers. It feels busy and there is a lot to do.

Ms. Armagost has to miss the next meeting.

Ms. Olson said she is glad to back. She drove 7,000 miles down Texas and Kentucky for 3 weeks.

J. Board Chair's Report: Mr. Verrell said the Library Foundation is getting ready to campaign for 3 million dollars. The Sonya Beard foundation is about 800,000 but 10% of that is for fundraising, so this will not be the total for them, but it is a good place to start. The foundation is working to have a brochure and video as a device to explain what you are after. Ms. Armagost's son has been doing design.

Mr. Verrell said he thinks the community center side needs to have their own fundraising campaign. They are not sure yet what is happening for that yet. Huffman wants to do it because he thinks there is a donor out there that will donate a kitchen.

He thinks a strategic direction for library is transitioning to community room/gathering space to next phase of community learning center.

Mr. Verrell would like to remind that having the library open on Sundays is important.

Mr. Huffman said Anacortes is trying to change their hours, which is the first times he has seen a library switching hours.

Ms. Armagost asked if they had an idea for switching Mount Vernon Library hours.

Mr. Huffman said they would probably change hours mid-week, where usage is lower.

The library gets more use on Friday where there is a lot of pay-roll activity, a need to use computers, and other employment phenomenon. They also have group of people that come in on Monday looking for books as a start to the week.

K. Adjournment: The meeting was adjourned at 6:56 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