

**Minutes of the meeting of the  
Mount Vernon City Library Board of Trustees  
December 06, 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:** none

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

**B. Approval of minutes from the November 08, 2018 meeting:**

Mr. Verrell said he is on another board where the topic came up on what should appear in board minutes. He wants to open discussion of the level of detail in the library Board Meeting Minutes. Mr. Huffman said it is up to the Board Members to dictate the level of detail in meeting minutes. Mr. Huffman said he has been going over old board books, and the level of detail has fluctuated over the years. Mr. Replier said he had thought about it before and thinks it is a great idea to have brief notes. Ms. Redfern said she supports being minimalist.

In regards to the November 08, 2018 meeting minutes, Ms. Olson said to make sure to use consistent last names and to fix “Ms. Lyne” to “Ms. Olson.”

Mr. Replier said to answer “who was the busy person” in the paragraph on the last page at the top.

Ms. Redfern said to clarify the sentence “must offer...that is almost 1/5 of the school district enrollees.”

Ms. Redfern moved that the minutes from the November 08, 2018 meeting be approved as amended. Ms. Olson seconded the motion; all were in favor.

**C. Visitors:** none

**D. Surplus material:**

Mr. Huffman said that this month they finished the children’s book weed. They also started shifting shelves in the fiction section. In doing so, they weeded several duplicate books, which they gave to the Friends of the Library to sell.

**E. Budget reports:**

Mr. Huffman went over the current library revenue. He said the county tax money finally came in. They will get county checks for library services and should get close to balancing out. They will receive more fines in December as annual cards are renewed.

Mr. Huffman went over the current library expenditures. He said it is tracking fairly normally.

**Disbursements:** Mr. Verrell asked about Niche Academy. Mr. Huffman replied that it is an online media platform.

#### **F. Monthly Stat Reports:**

Mr. Huffman went over monthly statistics. One key note is that in-person visits to the library is up. Youth Services is continuing to spike as the Outreach Coordinator is visiting several students and schools.

Ms. Olson mentioned the Soroptomists give out books, and that the library should reach out to them.

#### **G. Setting Meeting Dates 2019:**

Mr. Verrell said that they have been following the rule that the Board Meeting is every first Thursday, unless that Thursday falls on a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> of the month.

2019 Meeting dates are:

Jan 10\*, Feb 7, Mar 7, Apr 11\*, May 9\*, June 6, Jul 11\*, Aug 8\*, Sep 12\*, Oct 10\*, Nov 7, and Dec 5

#### **H. Discussion of the Municipal Code:**

Mr. Repplier asked Mr. Verrell if he heard back about the “Adopt vs approve” wording in the municipal code.

Mr. Verrell said he has not gotten that feedback yet.

Mr. Repplier voted to make the changes just discussed. Ms. Armagost seconded.

**I. Library Card Expiration Date vote:** The Board approved changes to the Policy Manual for new library card expiration dates.

#### **J. Director’s Reports:**

- a. **Updates on Building:** Mr. Huffman said they are working on finishing a picture of the structure and working on architectural firms. The fire station was done in the same amount of time. They are figuring out what to put on the bond for their fire station. They also made a bid for part of the state capital budget.

Ms. Armagost said that there was something in the previous minutes about the city getting 3 out of 25 slots?

Mr. Huffman said they are federal opportunity zones. These are taxable benefit areas under the new plan.

**b. 2019 operations update:**

Mr. Huffman said he has started org chart development. There will be a new reference and training position to replace the reference librarian.

Ms. Armagost said it is good for the staff for spending so much work on reorganizing the library.

Mr. Huffman said implementation will be at the beginning of 2019.

Ms. Armagost asked if there was a visual of the chart.

Mr. Huffman said yes, he would bring them to the next meeting.

Mr. Huffman said that new computer carrels for Youth Services have arrived, and new furniture for the reference area has been ordered.

**c. Advisement Round Table:** Mr. Huffman said he wanted the Board's opinion on:

1. **Foundation:** The library is looking to make grant proposals to fundraise the new library. Mr. Huffman found that there is not a standard after interviewing other directors. He asked the Board if the library should hire a writer on contract or use a current employee.

The Board advised that it was best to not have a library staff work on this.

2. **The Reference Desk:** Mr. Huffman said they are trying to work with changing the Reference Desk in the library. He said that based on use and demand, it is not efficient to always have a reference librarian. He proposes two ideas. Idea one: To have the Reference Desk open 12-5 everyday, noon-8 Tuesday and Thursday, and by appointment. Idea two: offer light reference services all the time, and do more referral for deep reference.

**K. Around the Table**

**Mr. Huffman** said the library received two letters last month. One is an indicator of unease with the new transition of the library. Ms. Armagost advised having signs about the changes and letting current patrons know about the plans for the new facility.

Mr. Huffman said the second letter is about cellphone disruption and talking in the library.

**Mr. Replier:** gave a reminder of the tour this Saturday at the new YMCA.

**Ms. Olson:** likes the new double books on the bottom shelves. She noted that she was in the children's section last week and a child was upset about having to leave the library.

**Ms. Armagost:** noticed her term expires next month. She said she does not want to overstay with her terms, but she would like to stay. Mr. Huffman said she was eligible to renew twice in addition to serving a partial.

**Ms. Redfern:** passed

**L. Board Chair's Report:** Mr. Verrell said he saw in the paper the Anacortes Library was changing.

Mr. Huffman said the Anacortes Library is taking out their front desk and developing a new model.

**M. Adjournment:** The meeting was adjourned at 7:26 PM. The next meeting of the board of trustees will be on Thursday, January 10<sup>th</sup>, 2019 at 5:30 PM at the library.

Minutes by Carissa Mason, Library Specialist