



**MOUNT VERNON CITY LIBRARY**  
**315 Snoqualmie Street**  
**Mount Vernon, WA 98273**  
**REGULAR BOARD MEETING**  
**Thursday, January 13<sup>th</sup>, 2022**

Minutes

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**5:30 P.M. – Resource Room**

**AGENDA ITEMS**

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|--|-------------------|
| <p><b>A. Call to order.</b></p> <p>The meeting was called to order at 5:35 P.M. Jessica Robinson-Bylund, Kalohi Clark, Lyne Olson, Joan Gordon, Isaac Huffman, and Mary Hoskins-Clark attended.</p>  | <p>Action</p>     |
| <p><b>B. Approval of the minutes of the December 9<sup>th</sup>, 2021 Board Meeting.</b></p> <p>Jessica motioned to approve. Lyne seconded. Minutes were approved.</p>   | <p>Note</p>       |
| <p><b>C. Visitors.</b></p> <p>Celine Landauer-Allen and Christi Brua Weaver were present.</p>  | <p>Discussion</p> |
| <p><b>D. Introduction of potential Board Candidates and General Discussion</b></p> <p>Celine Landauer-Allen has been a resident of Mount Vernon for thirty years. The first thing she did when she moved here was get a library card. Christi Brua Weaver works in the behavioral health field and is interested in how the library can better serve those with behavioral health issues and/or experiencing homelessness.</p> | <p>Discussion</p> |
| <p><b>E. Surplus Material</b></p> <p>There is not a lot of discarding this month. The focus has been on catching up on damage evaluations. Travel books in adult non-fiction and the parenting collection in YS are being replaced with</p>  | <p>Discussion</p> |

updated materials.

#### **F. Budget Reports**

The December tax deposit has not yet been made. We are only 120,000 from budget plan. The computer, cash drawer, and credit card reader will go into use next week. A by-product of eliminating fines is that more materials are being returned. Kalohi asked about the funds that were removed from the interest earnings budget line.

Expenditures in operating supplies were over 14,000 in the red this year due to the RFID project. There is a relationship between the budgets for operating supplies and programs. Staff will be meeting to review and plan for the upcoming year. Overall, we spent about 80% of total budget so the excess will go back to the library fund.

#### **G. Statistics**

The board reviewed December and year end statistics. Total circulations are up, however there is a decrease usage in audiovisual materials. Programming is a challenge. YS has added a fourth story time and attendance is increasing. Adult programming has been put on hold with the recent surge in Covid cases. Two hundred and nine library cards were added from the Mount Vernon School District this week. Jessica asked about the process for student cards. MVCL wanted all students to receive card unless parent/guardian opted out, but the school district decided to make it an opt in program.

#### **H. Director's reports**

##### **a. Library Vandalism**

On January 8<sup>th</sup> at approximately 2:30 a.m. a window in the library was damaged by gunshots fired from a vehicle over a block away. It appears to have been random incident. The window is quite large so replacement will be expensive but covered by insurance.

##### **b. Building Project**

They finished a revision of the staff area. Changes included seating for everyone, staff lockers, cart storage, and better usage of space for the book drop processing. Additionally, there were changes to the storage area to allow for more privacy for the staff and a more secure area to shelter in place. There was an adjustment to the green carbon impact of the building. The updated digital walkthrough is now on

YouTube.

c. Collection Update

Mary is taking over the DVD collection and will analyze shifting trends in DVD usage and explore digital options. There is a focus in developing the teen collection. In most public libraries, 25% of usage is teens. At MVCL, it is 5%. One of the challenges has been a lack of space for that group. Katie and Tommie are adding popular titles including lots of manga. The hope is that they establish a core audience before moving to the new building where teens will have their own designated space.

d. Staffing Update

Interviews for Anita's position will start shortly. The posting for the library assistant in public services closes next week. Gladiz, a new hire in outreach, started today. HR is taking another pass at the job description for the outreach/fundraiser position.

I. Quick Advice

a. Customer Service Policy

MVCL's original customer service policy was written in 2001 and has not changed much since. It was a copy of a standard library policy, so it needs to be updated and made our own. Isaac deleted extremely specific customer service activities and replaced it with guiding principles and customer expectations. Joan had emailed her suggestions to Isaac prior to this meeting. Since we want the library to be a welcoming and safe space, Kalohi suggested mentioning the ADA policy or referring to it in this policy. The Board will review again at the next meeting.

Discussion

J. Around the Table (trustee comments/questions)

- a. Joan has been in contact with Library Foundation Board members to create opportunities for both groups, along with the Friends of the Library, to get to know each other and build community. One idea was to pair people off in small groups at first and then eventually host a large group on Zoom.
- b. While Lyne sat in her car before the meeting, she watched about ten people stop by the Little Free Library in front of the building. She then shared two quotes about the

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importance of libraries.

- c. Jessica has been reading a lot more lately. She has been using Goodreads app.
- d. Kalohi commented that the location of new adult fiction collection is difficult to browse as the space is tight in the stacks.

**K. Board Chair's Report**

There was no Board Chair's Report.

**L. Adjourn**

The meeting was adjourned at 6:48 P.M.

Report

Action

The next meeting of the Board of Trustees is Thursday, February 10<sup>th</sup> at 5:30 P.M.