



MOUNT VERNON CITY LIBRARY
315 Snoqualmie Street
Mount Vernon, WA 98273
REGULAR BOARD MEETING
Thursday, March 9th, 2023

Minutes

5:30 P.M. – Office

AGENDA ITEMS

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| <p>A. Call to order</p> <p>The meeting was called to order at 5:32 P.M. Kalohi Clark, Joan Gordon, Jessica Robinson-Bylund, Lyne Olson, Christi Brua Weaver, Isaac Huffman, and Mary Hoskins-Clark attended.</p> | Action |
| <p>B. Approval of the minutes of the February 9th, 2023 Board Meeting</p> <p>Jessica motioned to approve. Christi seconded. Minutes were approved.</p> | Decision |
| <p>C. Visitors</p> <p>None were present.</p> | Note |
| <p>D. Public Comment (please limit to 10 minutes)</p> <p>None.</p> | Comment |
| <p>E. Surplus Materials</p> <p>Most of the surplus materials were from the children’s non-fiction collection.</p> | Discussion |
| <p>F. Budget Reports</p> <p>There is now a budget report which shows expenditure and revenue by month. It still needs to be tweaked but is moving in the right direction. In most categories we are on track, however the professional services line will be off. A board member asked about the credit card processing revenue line since we are unable to process credit card payments. Isaac will follow up on that at the next meeting.</p> | Discussion |
| <p>G. Statistics</p> <p>Statistics look great. The door count is over 1,500 more than this time last year. Circulation is up in most categories with DVD</p> | Discussion |

checkouts continuing to increase. Digital checkouts are much higher, and we reached our Hoopla daily limit much earlier than in previous years. After looking into the Hoopla data, we discovered that about 20% of digital circulation is from school district cards. We normally do not add more money to the digital collection but if travel to the library is a barrier for students and they are accessing materials this way we might adjust this. We will continue to monitor. The new format for the statistics report allows us to see the demographic breakdown of outreach services. Outreach made a connection with the migrant service clubs at the schools and were invited to come monthly to one of their meetings. This is great news as we have had trouble reaching this segment of our community.

H. Director Report

i. Library Commons Update

Seven hundred yards of concrete were poured, and the first vertical steel component of the shear wall was erected. They discovered a fourth underground tank and continue to work on Brownfield designation. PSE finally finished with this phase of the project so the rest of the foundation can be excavated and poured. All basic utilities and the transformer are completed so street should be fixed before the Tulip Festivals begins.

In terms of fundraising, we applied for \$3 million in federal direct appropriation. We have an ask for \$2 million in state appropriation but the rules for state appropriation are not available yet. Jen Pitner has identified a couple of people who want to be involved and a corporate donor. The Foundation meeting on February 19th went well and several people attended.

ii. Prep for the Library Commons / First Steps

We met with IS to begin technology planning for the new building. We ordered a 3D printer and staff will use it here to become familiar with it and start to design guidelines and programs for its use.

Preliminary planning for art in the library commons is underway and falls under the city's art commission. There will be both permanent and rotational art on the premises. There will be gallery space outside of the children's area. Two pieces of art from the current building, the glass vase

and the tulip painting, will move to the new space.

iii. General Updates

Shannon Bowman-Sarkisian has been hired for the Public Services Librarian position. She has experience with public needs assessment and service alignment. We are excited for her to start in a few weeks.

Follow ups from previous meetings:

- Teen usage trends – In general, using circulation statistics of young adult books does not tell the whole story. Young adult books circulate to non-teen patrons. In addition, teens tend to not check out materials every time they visit. Tracking teen door count would give us a more accurate picture. Since our current teen space is small, teens use other spaces in the library. There will be a larger space dedicated to teens in the new building so it will be interesting to see how that impacts teen usage.
- Status of common ILS idea – Burlington, La Conner, Upper Skagit, and Central Skagit libraries share the Evergreen ILS. They are working out some of the kinks of merging their collections into a central ILS. Central Skagit recently implemented a new user interface which has improved features. This may be a good model for us in future. After we move into the new building, we will explore this.
- Analysis of shifting trends in DVD usage – Circulation of DVDs continues to increase. Trends are difficult to predict as streaming companies are constantly adding and removing content. Since usage has increased as library attendance has increased, it suggests that the DVD collection is a more of a browsed collection than books.
- Possibility of pairing down CD collection - Circulation is lower than last year. When we move into the new building, we will see if there is space for the collection. We will also need to evaluate the audiobook collection at that time.
- Provide feedback to the digital collection consortium – We are waiting for the state librarian to visit to provide some feedback.

I. Decisions/Advice

i. Public Services and Youth Services Policies

Board members made a few changes to the wording of both policies. Christi motioned to approve the Public Services Policy with changes. Jessica seconded. The policy was approved. Jessica motioned to approve the Youth Services Policy with changes. Christi seconded. The policy was approved.

ii. Needs Assessment

What do we want to know about our community? What programs does the community need? What are the core services? What unique services can we provide? These are some of the questions we need to discuss.

J. Around the Table (trustee comments/questions)

- a. Joan met with Jen Pitner and invited her to a board meeting.
- b. Christi had no comment.
- c. Jessica had nothing to share.
- d. Lyne had no comment.
- e. Kalohi also had a meeting with Jen Pitner. He spoke about the structure of all the different bodies to which the library reports. They discussed the various constituencies and how to invite them all to a kickoff to a capital campaign. She will attend a board meeting when she is further along in her planning.

K. Board Chair's Report

The board chair's report was the outstanding action items from 2022 which were addressed earlier in the meeting.

L. Adjourn

The meeting was adjourned at 7:05 P.M.

Discussion

Discussion

Report

Action

The next meeting of the Board of Trustees is
Thursday, April 13th at 5:30 P.M.