



**MOUNT VERNON CITY LIBRARY**  
**315 Snoqualmie Street**  
**Mount Vernon, WA 98273**  
**REGULAR BOARD MEETING**  
**Thursday, March 10<sup>th</sup>, 2022**

Minutes

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**5:30 P.M. – Office**

**AGENDA ITEMS**

**A. Call to order**

The meeting was called to order at 5:31 P.M. Kalohi Clark, Lyne Olson, Joan Gordon, Jessica Robinson-Bylund, Christi Brua Weaver, Isaac Huffman, and Mary Hoskins-Clark attended.

Action

**B. New Board Member**

City Council approved Christi Brua Weaver’s nomination to the Board.

Note

**C. Approval of the minutes of the February 10<sup>th</sup>, 2022 Board Meeting**

Jessica motioned to approve. Joan seconded. Minutes were approved.

**D. Visitors**

Members of the Mount Vernon Library Foundation Board of Directors including Suzanne Butler, Marija Anderson, and Maryanne Ward were present.

Discussion

**E. Surplus Material**

Surplus material continues to be mostly damage replacement.

Discussion

**F. Budget Reports**

Until taxes come in, revenue is solely what is collected through charges for services and fines/forfeits. Library user fees are

Discussion

currently ahead of budget. Replacement fees are still a budget item. We will look to zero them out in next year's budget so we can turn around and purchase replacements without using the book budget. The Bichler Endowment check was received but the amount was incorrect, so we are waiting for updated check.

Expenditures should be around 16% at this time of year. Due to a high deductible health care VEBA account deposit each January that expense line is over, but it will balance out. A consultant for the new library building will be charged each month in the professional service budget line. Capitalized spending is slow to start as we are evaluating non print purchases in particular DVDs.

#### **G. Statistics**

Statistics continue to trend upwards. There have been 800 new resident cards 600 of which are student cards. We are on pace to have 1,000 student cards by the end of the month. There is a correlation to student card applications with Andrea's school visits. There was a doubling of DVDs checkouts in both Adult and YS. We are looking into circulating streaming equipment such Roku Sticks. As for programming, Storytime attendance is robust. We are looking at programming for adults.

#### **H. Director Report**

##### **a. Updates**

Six million in funding (4M State and 2M Federal) for the Library Commons project was received. The letter writing campaign was successful and it was heartening to see the amount of community support. The Mayor is taking the lead on the RAISE Grant application which is due on April 15<sup>th</sup>. They are ready to start permitting by the end of March and hope to break ground in September/October.

##### **b. New Employees/Management Structure**

We are almost fully staffed. A member of the Outreach department gave notice so we will open the search again. There is currently vertical diversity in the library staff which is representative of the community. The hiring process is long and can be difficult as we lose candidates by the time we make an offer. The City completed a salary survey and has recommended that the Librarian position be changed to Library Supervisor and become exempt. We have resumed a weekly management meeting and are focusing on improving communication and collaboration between managers and

between managers and staff as well as highlighting the positive.

c. End of Mask Mandate

Over the next six to eight weeks, we will slowly transition to pre-pandemic arrangements including adding seating, computers, charging, and removing plexiglass. We will continue to have masks available to patrons and staff and continue to offer curbside pick-up. We have seen a solid return of patrons under 14 and families but a large chunk of 50+ patrons have not returned. It was suggested that we post pictures of the library on the website and social media with people both masked and unmasked.

I. Decisions

a. Customer Service Policy

The Board approved the policy at the last meeting. Since we talk about privacy and confidentiality in the ethics section of the policy, it was suggested that we create a privacy area by the computer code station to facilitate said privacy.

b. Volunteer Policy

The Principles for Success section of the policy contains some value statements rather than policy, so the Board suggested some changes. The policy is also missing age requirements/parental consent information for minors. Isaac will consult with the city attorney and add to policy. Once updated, Isaac will resend to the Board for review.

J. Around the Table (trustee comments/questions)

- a. There was a comment that the placement of new adult fiction in the stacks makes it difficult to browse. This led to a discussion about new adult non-fiction and how moving the displays around increases checkouts. We need to build a relationship between an audience and the collection. To do so, we need to use analytics to understand what is checking out. Market research is also part of this process.
- b. Lyne complimented the landscaping, likes that the seed library is back, and asked about the book sale.
- c. Jessica shared that the Boy Scouts have officially approved the book sale as an Eagle Scout project. It will take place on

Discussion

Report/Discussion

Saturday, April 16<sup>th</sup>.

- d. Kalohi could not find the request a title link on the website.
- e. Joan thanked the Library Foundation Board members for coming to the meeting and asked if they had questions.

**K. Board Chair's Report**

There was no Board Chair's Report.

**L. Adjourn**

The meeting was adjourned at 7:14 P.M.

Report

Action

The next meeting of the Board of Trustees is  
Thursday, April 14<sup>th</sup> at 5:30 P.M.