



**MOUNT VERNON CITY LIBRARY**  
**315 Snoqualmie Street**  
**Mount Vernon, WA 98273**  
**REGULAR BOARD MEETING**  
**Thursday, April 14<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 5:30 P.M. Kalohi Clark, Lyne Olson, Joan Gordon, Jessica Robinson-Bylund, Christi Brua Weaver, Isaac Huffman, and Mary Hoskins-Clark attended.

Action

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

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

Note

**C. Visitors**

None were present.

Note

**D. Surplus Material**

Weeding in adult non-fiction is focused on cookbooks. Youth services has not been weeding much but has moved collections around to make room.

Discussion

**E. Budget Reports**

Revenue includes the first portion of taxes, but more will be incoming. The Bichler Endowment check was deposited. Library fees (non-resident cards) are above target for the year. The availability to accept credit card payments has been well received.

Expenditures include one in the administrative travel line that was used for a corporate giving class that Isaac is taking at the Mayor's request. The professional services budget line continues to be used

Discussion

for consulting for the new building. The large Software Maintenance - Horizon expense is an annual fee. We are tracking low in salary in both FT and PT positions. The library is a self-contained budget so all will balance out at the end of the year.

#### **F. Statistics**

Physical checkouts continue to trend upwards with noticeable increases in DVDs (both adult and youth) as well as in youth nonfiction. As for programming, Storytime attendance is robust. We are looking at programming for adults.

#### **G. Director Report**

##### **i. Building Updates**

The RAISE Grant application was submitted today with 106 community letters of support. A county grant was also submitted for the commercial kitchen. Permitting process has begun. The next stage is to apply for TIFA for cash flow since most of the grants are reimbursements.

##### **ii. Website/Digital Identity**

Every four years the city reformats its website. Isaac asked the website vendor for the library to have its own page, but their quote was overpriced. We will see if we can spin off the library website from the city. Since 65-70% of our web traffic is on mobile devices we need to build a mobile friendly site first.

##### **iii. General Updates**

The city completed a class and compensation study. It was the first time since 2001 that library salaries were attempted to be put up to market. They found that entry and associate level salaries are at market. Professional level will have a bump in compensation. They are also implementing a longevity reward by having eight steps instead of five at each level. The library had been on its own grid but now is included on the city grid.

The new panels for the damaged window arrived and will be installed soon. City Council approved funding for lighting work in the current building. These will be LED lights and are eligible for Puget Sound Energy rebates. We have been cleaning out and organizing processing supplies. This is helpful as design work for cabinets in new building is underway.

## H. Decisions

### i. Volunteer Policy - Approval

The policy was approved with one edit in the Volunteer Eligibility section.

### ii. Code of Conduct – Guidance for Edits

The biggest concern for staff is the wording concerning food and beverages in the library. The board discussed the code of conduct and suggested drafting a specific warning process for violation of the code. They also brought up noise level and what is appropriate in Youth Services versus the Resource Room. Isaac shared that the library is considered a limited public forum so consists of different spaces. This means we could adjust code to a specific area of the library. Isaac will ask the City Social Worker for feedback on the code.

### iii. Library Identity – Guidance

The library had intended to do a strategic plan in 2020 but that did not happen because of the pandemic. Isaac asked the Board to reflect both on the library's current identity and what they see as the library's identity moving forward. The Board discussed current identity and brainstormed about future possibilities. They will revisit at next meeting.

## I. Around the Table (trustee comments/questions)

- a. Kalohi commented that the RFID checkout is amazing.
- b. Lyne shared that her Little Free Library is doing well.
- c. Jessica reminded the group that book sale is on Saturday, April 16<sup>th</sup>.
- d. Joan asked if there was a local group working against book banning.

## J. Board Chair's Report

There was no Board Chair's Report.

## K. Adjourn

The meeting was adjourned at 7:24 P.M.

Discussion

Report/Discussion

Report

Action

The next meeting of the Board of Trustees is  
Thursday, May 12<sup>th</sup> at 5:30 P.M.