



**MOUNT VERNON CITY LIBRARY**  
**315 Snoqualmie Street**  
**Mount Vernon, WA 98273**  
**REGULAR BOARD MEETING**  
**Thursday, April 15th, 2021**  
**MINUTES**

---

**Call to Order:**

**In Attendance:** Kalohi Clark, Isaac Huffman, Lyne Olson, Frank Repplier, Joan Gordon

**Approval of Minutes:**

- Amendments: Spelling corrections to “officer,” “Joan,” and “call to order,” rewording of Joan’s comments regarding fines
- Lyne moves to accept minutes as amended. Joan seconds. Motion passes.

**Visitors:** None

**Surplus Material:**

- Fiction is getting full
  - Current solutions include a little bit of weeding and creating new shelving areas with shelving obtained from the Sedro Woolley Library
  - The real problem is that circulation is at 55% of average volume, and the storage problem should alleviate itself once the Library reopens to the public

**Budget Reports:**

- **Revenue**
  - April tax dollars are not in yet; however, it looks like the City will collect at least on budget
    - New construction property tax fees are helping and could contribute to more revenue collected than budgeted
  - Collecting library user fees for out of district library cards
    - Collection rates are a bit down but are still chugging along
  - The Library has found a cheap faxing service called E-fax that can be added to the Library’s paid services
  - Isaac will update at the next meeting when the endowment from the Skagit Community Foundation will arrive
  - Will look for smaller grant opportunities
- **Expenditures**
  - Wages: 17% full time, 9% part-time wages have been spent

- There will be about four months of vacancy savings in wages by the time the Library rehires staff
- Savings will go towards library projects, including the RFID project
  - Will allow for multiple books to be checked out at once
  - The quarantine process will continue to allow for RFID tagging and will continue until tagging process ends
- Operating supplies, office equipment, and building repairs will all out of alignment for the year
  - Operating supplies –planning to spend \$15,000-\$20,000 over budget
  - Office equipment – planning to spend \$10,000-\$12,000 over budget
  - Building repairs- unknown
    - Some will be tangible building improvements like paint, and others will be behind the scenes like storage carts
- American Relief Funding Dollars
  - The Library will have a rough plan of how they plan to spend the money by the end of May; there should also be official guidance by this time

#### **Statistics:**

- **Comments**
  - April will mark one year since the Library has been closed to the public and will allow for a year-to-year comparison
- **Circulation**
  - Library circulation is at about 59%
    - Physical items are at 50%
    - Digital circulation is 8-10% and continues to grow
- **Programming**
  - The Library doesn't currently have the capacity to do any more programming
- **Questions**
  - Has the Library been able to de-program some of the digital reference tools like ProQuest?
    - Some of the less used digital references have been scaled back
    - The digital reference doesn't have high demand in the Library. Digital education and resources have much higher demand

#### **Library Updates:**

- **New Building**
  - The new building will cost about \$45 million for parking and shelled out the second floor
    - The City currently has about \$30 million in funding; phased construction can be started when about \$35 million in funding is secured
  - The Library Foundation has made contact with about 100 different supporters, including people who are interested in supporting special projects right now
    - Board discusses that they don't want to discount the possibility of out of area (ex. Seattle) funding

- Questions
  - Is the Senior Center involved in plans for the new building?
    - The Library is currently not working with the Senior Center but is planning on having a community center space in the new building, specifically a commercial/teaching kitchen
  - Do you foresee the Senior Center realizing they won't have a building in 3-5 years and being able to mix with the new building?
    - A good goal/alignment would be to cater activities to retirees in the new building
    - Now is a good time for the Senior Center to come on Board, rather than in the future when the Library has competing services
- **Staffing**
  - Received 56 applications for one full-time position without any advertising
    - Shows interest in library jobs, but also a need for a pre-screening questionnaire
      - Applicants will receive a screening questionnaire
  - Part-time positions have been posted
    - Hoping to hire 3-4 people, the job was posted with a pre-screening questionnaire
      - The questionnaire is meant to weed out three big hang-ups: the physicality of the job, dealing with the public is challenging work, Skagit County location (high living costs, not competitive wages)
  - Recruiting is going well, still hoping to reopen in July
    - The goal is to open a building with staffing six days a week, even if it means limited hours
      - No Monday availability is annoying to patrons

#### General Updates:

- **American Relief Funding Dollars/Technology Asks**
  - Launch new services in the Library (3-D printers, laser cutters for maker space)
  - Automation Services
    - Automatic check-in machine
    - User engagement (build relationships, join groups, send recommendations, etc.)
    - Verify eligibility for new cards/renewal
      - Current practice takes a lot of staff time
    - Materials processing
      - Some materials like bestsellers would arrive pre-processed
      - Possibly shifting focus on time spent reviewing adult vs. children's books
- **Library Foundation Giving Day**
  - Raised \$3200 from one ad in the paper and three emails
  - The average donation was about \$100 for the three projects that were advertised (Lego Robotics, Science Backpacks, 1000 Books Before Kindergarten)

- Foundation has currently been seeking funding for projects, Isaac has been encouraging sustaining member donations
  - Board discussion surrounding the opportunities of significant funding from local sources

**Election of Officers:**

- **Overview of Rolls**

- President: Liaison to the Mayor and all of the Mayor’s committees, leads board meetings, contact point for Board, attends City Council Meetings, can designate duties, will advise on design for new Library
- Vice President: Fill in for when the President is unavailable
- Secretary: No duties currently assigned. At one point was in charge of recording minutes. Third in command

- **Nominations**

- Vice President
  - Frank nominates Lynne as Vice President. Kalohi seconds. Motion passes.
- President
  - Kalohi proposes delaying voting for President until a further meeting.
- Secretary
  - Isaac proposes waiting until Jessica is at a meeting to vote on Secretary, as she is the last person to hold that role

**Policy Updates:**

- **Policy Review Plan**

- Isaac wants to have a policy review plan in place for the Library because, for the past 2.5 years, policies have just been addressed when a change is needed, and updates are needed
- Isaac proposes he assign policies for editing on a regular schedule, breaking more extensive policies into smaller chunks as needed to ensure there is an even amount of work each month
  - Proposed Review Order:
    - 1. Circulation Policy
    - 2. Meeting Room/Presentation/Other
    - 3. Collection
    - 4. In/Out Building Activity

- **Questions**

- Are the policies public facing?
  - Policies are provided now when the public has requested them. Isaac doesn’t have any problem public-facing the policies once they are reviewed; he wants the Library’s policies to be defensible
    - Joan commented on transparency will also be necessary for community buy-in for the new Library project

- Kalohi also mentions that minutes from Board meetings are only available through 2018 online on the Library Board of Trustees Page; they are nested in some other part of the City's website
  - Isaac says he can make sure minutes and agendas are easier to find by the next meeting
- Is there a requirement as to how often policies should be reviewed?
  - Policies seem to be revised every three to five years.
  - Isaac proposes every policy should be reviewed and then be put on a review cycle.
    - Law says policies should be reviewed as the board "deems expedient"

**Round Table:**

- Joan
  - Is there mental health first aid training for library staff?
    - All current staff received mental health first aid training in 2019 by Community Action in Everett
      - Feedback from staff said it was good for awareness, but it wasn't specific enough. They were still looking for the proper training.
  - Do people come to the Library seeking help?
    - Not necessarily, but Erin, the embedded social worker, set up a weekly time she would be at the Library
- Frank
  - While visiting libraries in the past couple of months, he enjoyed how libraries were incorporated into their settings and community. He's hoping something that celebrates the area, and the history of the area can be incorporated into the new Library
- Lyne
  - She has been putting coloring books and stickers in her Little Free Library
- Kalohi
  - It has an overdue library book! He will return it to the Library.

**Meeting Adjourned at 7:38 p.m.**

**Next Meeting: Thursday, May 13th, 2021, at 5:30 p.m.**

Callie Shoemaker, Library Assistant