



MOUNT VERNON CITY LIBRARY
315 Snoqualmie Street
Mount Vernon, WA 98273
REGULAR BOARD MEETING
Thursday, May 12th, 2022

Minutes

5:30 P.M. – Office

AGENDA ITEMS

- | | |
|--|-------------------|
| <p>A. Call to order</p> <p>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.</p> | <p>Action</p> |
| <p>B. Approval of the minutes of the April 14th, 2022 Board Meeting</p> <p>One edit was made. Joan motioned to approve. Jessica seconded. Minutes were approved.</p> | <p>Note</p> |
| <p>C. Visitors</p> <p>None were present.</p> | <p>Note</p> |
| <p>D. Public Comment (please limit to 10 minutes)</p> <p>None.</p> | <p>Comment</p> |
| <p>E. Surplus Materials</p> <p>Most of the surplus is in adult non-fiction where outdated materials are being replaced by titles that were purchased in the large order at the end of 2021. A section of the new adult non-fiction area is being used to display information from the Island County Astronomical Society of Washington. To lead patrons into eBooks and eAudiobooks, it was suggested that we design posters with pictures of book covers and QR codes to the digital collection.</p> | <p>Discussion</p> |
| <p>F. Budget Reports</p> <p>Revenue includes property tax deposit. User fees dropped</p> | <p>Discussion</p> |

significantly in April. We will keep an eye on that. Do the school district cards impact it? The Bichler Foundation check was deposited.

Total expenditures should be about 33% this time of year and we are below that. The new salary scale will hit the budget in May. We can use ARPA funding for new servers.

G. Statistics

Physical checkouts continue to trend upwards with noticeable increases in DVDs (both adult and youth) and in the Youth print collection. Adult fiction circulation is growing but at a slower pace compared to youth. Usage of eBooks and eAudiobooks are lower than last year. Digital magazines are now available.

H. Director Report

i. Building Project Updates

Project cost estimation is \$5 million higher due to traffic coating treatment in the parking garage. Although we don't expect the actual cost to be that high, it points to extreme variability in material pricing. This estimation necessitates a 12% increase in the contingency for the project. City Hall is working on bid documents. There are twelve grant opportunities which the city will pursue. There has been a large outpouring of public support for the project. City Council is receptive to signing the property agreement with the county.

ii. Foundation Updates

The Foundation is developing a plan for naming rights in the new building. There are four indoor and five outdoor spaces with naming opportunities. There will also be a donor wall. The plan must be presented to City Council who has final approval.

iii. General Updates

The replacement window was installed. A lighting project was approved by City Council and will be scheduled shortly. Summer programs in Youth Services are being finalized. Andrea is visiting schools to promote the summer reading program. Kalohi asked if there will be a paper option for younger kids to record their summer reading progress.

Discussion

Report

I. Decisions/Advice

Discussion

i. Code of Conduct - Discussion

The City Attorney advised that the policy should group violations in categories to help staff respond consistently. We should not think of violations in terms of legality as we are not interpreters of the law. The focus of the code of conduct is to handle disruptive behavior appropriately, fairly, and safely. It can be tricky as a minor violation can escalate to a major one when a patron is non-compliant. What are guiding words for staff to use when a patron pushes back? The Board will review and discuss at next meeting.

ii. Gift Certificates – Discussion

MVCL offers gift certificates which expire three years from purchase. They are used when a person wants to gift a library card to someone who is out of district. Due to a change in law, artistic and charitable organizations can no longer have an expiration date on gift certificates. This complicates recordkeeping and tracking. In addition, over time there would be a difference between the purchase price and the retail price. The Board approved ending the issuing of gift certificates but asked staff to explore alternate ways to allow someone to gift a library card.

iii. Library Identity – Discussion

Joan compiled the notes from the library identity discussion at the previous meeting, added demographic information and compared to other libraries in Skagit County and Washington State. The Board requested feedback on what are the unique services that MVCL provides that staff think are important. Where are we investing? What percentage of population are library users? How does family/household cards affect that statistic? What is the benchmark for utilization in this area? Discussion will continue at the next meeting.

J. Around the Table (trustee comments/questions)

Discussion

- a. Lyne brought her granddaughter to Storytime. She had fun watching her explore.
- b. Joan visited a Foundation meeting and attended the City

Council meeting via Zoom.

- c. Kalohi remarked that the YS moved the collection around again and that his daughter loves the VOX books. He has noticed an increase in missed check-ins.
- d. Jessica thanked everyone who helped at the book sale. Hunter surpassed his goal and was able to purchase Ozobots. The remaining money will be given to the Friends who will purchase VR goggles for programming and outreach.
- e. Christi had no comment.

K. Board Chair's Report

There was no Board Chair's Report.

L. Adjourn

The meeting was adjourned at 7:44 P.M.

Report

Action

The next meeting of the Board of Trustees is
Thursday, June 9th at 5:30 P.M.