



**MOUNT VERNON CITY LIBRARY**  
**315 Snoqualmie Street**  
**Mount Vernon, WA 98273**  
**REGULAR BOARD MEETING**  
**Thursday, June 8<sup>th</sup>, 2023**

Minutes

---

**5:30 P.M. – Office**

**AGENDA ITEMS**

**A. Call to order**

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

Action

**B. Approval of the minutes of the April 13<sup>th</sup>, 2023 Board Meeting**

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

Decision

**C. Visitors**

None were present.

Note

**D. Public Comment (please limit to 10 minutes)**

There were four public comments to review.

Comment

- A note complimenting CJ for his help during Tech Time at the Senior Center
- A request that the library purchase a 3-D printer
- A note of appreciation from a patron who made a purchase request which was filled quickly
- A request for a library app

**E. Surplus Materials**

Most of the surplus was due to material quality. We have received many DVD donations so are replacing current copy if donation quality is better.

Discussion

**F. Budget Reports**

In revenue, we received the first tax payments in April and May. We are working with the finance department on how to better handle

Discussion

the contributions and donations budget line with its associated expenses. There was a question about the amount of the lost processing fee and how it relates to the actual cost of replacement. Isaac will look into that and report back at the next meeting.

In expenditures, we are under budget overall. The professional services line is over because of the consultant but that will be offset by savings in salaries and wages. Additionally, we will reduce federal advocacy expenses when grant season ends. A board member asked what the maintenance contract-software is. This line is for the Horizon ILS (integrated library system). There was discussion about moving to the Evergreen ILS in the future. Evergreen is used by most of the other libraries in Skagit County.

Discussion

### G. Statistics

Report

Overall statistics are on the rise. One area of concern is the door count of 6,000 which is slowing down a bit. We would like to see it grow to pre-pandemic numbers of about 8,000. If we compare the current number of checkouts from the youth services collection to 2019 statistics, they are similar. This shows that despite less people coming in the door, youth services patrons are checking out more materials than pre-pandemic. Checkouts in adult services have not risen in the same way. We don't know how much of a factor digital circulation is playing in these numbers. More adult digital only users may be the new reality and we will need to adjust how we serve those patrons. Are there changes in the use of library space to bring those patrons back into the building?

In May, there were 52 outreach programs compared to 30 in the previous month. The outreach department is doing great work and visiting more places. There is a full-time outreach position on the books which we will look to fill when the consultant wraps up. The board requested more detailed statistics regarding school visits and library field trips. How many students are being served?

While doing research for a grant, Isaac learned that 15% of the adult Latino population of Mount Vernon was not born in the U.S. which is double the national average. Since libraries in some parts of Mexico and Central America are private, people from those areas may not have experience with a public library. The board discussed some ideas to connect with that population such as sending out invitations (particularly after school visit/field trip) or having a prize for first-time visitors.

### H. Director Report

i. Construction

Construction is going well. They have not lost any days in the schedule. Tomorrow they will pour the last slab for the building floor and then can begin to pour the second floor. Since it is passive house construction, they must seal around every conduit which is detailed time-consuming work. Governor Inslee visited the site on June 6<sup>th</sup> and pledged to help with the Buy America waiver.

In terms of fundraising, there is \$3 million in federal direct appropriation. We are also applying for several grants.

ii. General Updates

Shannon is doing a lot of behind the scenes work to expand adult programming including working with a veteran's liaison. A live Trial by Flavor is scheduled for June 29<sup>th</sup>. We are meeting with vendors to review shelving and signage for the new building. The new technology policy expanding daily use of public computers to 90 minutes will be implemented this week when new computers are deployed. Music CDs have been moved to the Resource Room to allow for more space for the adult and young adult Spanish collections

I. Decisions/Advice

i. Summary of Policies

Board members decided on formatting issues of policies in preparation for posting them online.

ii. Staff Request Guidance

The board responded to staff request for clarification of the Materials Selection Policy in relation to donations. They also considered staff request to allow for a computer user account to be given to a patron who does not have a photo ID.

J. Around the Table (trustee comments/questions)

- a. While volunteering in the library, Lyne is fascinated with how different people choose books. She also enjoys making book recommendations. The LFL door at Bakerview Park is on inside out so that needs to be corrected.
- b. Joan had no comment.
- c. Christi shared that Shannon had sent a draft of her Community and Crisis Resources document to the county

Discussion

Discussion

public health department and staff are adding to it. She commented that this type of document needs to be checked and updated frequently and asked if we could create a database so community and government organizations can update their own information on the fly.

- d. Jessica mentioned that the Mount Vernon High School senior parade is tomorrow morning.
- e. Kalohi invited Jen Pitner to the next board meeting to share fundraising updates. He has been visiting Central Skagit Library and likes how refined their catalog is and how easy it is to request an item if they don't own it. They have lockers to pick up hold which are easy to use and allow for patrons to pick up items any time. He also observed many teens in the library playing games.

**K. Board Chair's Report**

None.

**L. Adjourn**

The meeting was adjourned at 7:48 P.M.

Report

Action

The next meeting of the Board of Trustees is Thursday, July 13<sup>th</sup> at 5:30 P.M.