



MOUNT VERNON CITY LIBRARY
315 Snoqualmie Street
Mount Vernon, WA 98273
REGULAR BOARD MEETING
Thursday, July 13th, 2023

Minutes

5:30 P.M. – Office

AGENDA ITEMS

- | | |
|--|------------|
| <p>A. Call to order</p> <p>The meeting was called to order at 5:32 P.M. Kalohi Clark, Joan Gordon, Jessica Robinson-Bylund, Lyne Olson, Christi Brua Weaver, Jen Pitner, Isaac Huffman, and Mary Hoskins-Clark attended.</p> | Action |
| <p>B. Approval of the minutes of the June 8th, 2023 Board Meeting</p> <p>Lyne motioned to approve. Joan seconded. Minutes were approved.</p> | Decision |
| <p>C. Visitors</p> <p>None were present.</p> | Note |
| <p>D. Public Comment (please limit to 10 minutes)</p> <p>There was a request for a Pokémon trading card club.</p> | Comment |
| <p>E. Surplus Materials</p> <p>Most of the surplus was due to material quality. We have divided up responsibility for the adult non-fiction collection among a few staff members to conduct a thorough analysis of the collection for both weeding and purchasing. A board member mentioned that the books on knitting and some of the cookbooks need updating.</p> | Discussion |
| <p>F. Budget Reports</p> <p>In revenue, we received a large tax payment in June. The distribution of taxes by the county is not consistent in part because of how people pay but overall, we are on track.</p> <p>In expenditures, we are still under budget in salaries and wages but will catch up as staffing levels increase. A board member asked about the increase in the cell phone budget line. This was due to the addition of hot spots for outreach to use off site. We are</p> | Discussion |

wrapping up spending from the endowments line and will begin using the books line again.

Discussion

G. Statistics

June statistics are good with slight increases versus both last year and last month. We continue to see a trend of higher physical checkouts in youth services compared to adult. In audiovisual materials, DVD circulation continues to rise. Talking books and audio CD checkouts are slowing down but they are still circulating. A board member asked which other libraries in Skagit County have a CD collection. There was a 10% decrease in the size of youth non-fiction collection which will be built back up. Materials have been ordered and are in the process of being added. There was a question about the database records statistic for 2022 which we will look into and report back at the next meeting.

Report

H. Foundation Report – Jen Pitner

Jen Pitner, Mount Vernon Library Foundation Capital Campaign Director, updated the board on fundraising efforts. On June 26, the I Love My Library – Kids Campaign kicked off. When a child or family makes a donation of any size to the Library Foundation the child can sign their name on an enlarged bookmark that will be displayed in the new building. There is also a \$1,000 + Campaign. Donors who give or pledge \$1,000 or more will be honored on the donor wall. The foundation requested an exception to policy to offer multi-year library access for non-resident donors. The board voted to approve the exception of policy at the rate of one year per one-thousand dollars donated. The foundation continues to look for major donors and are reaching out to individuals and local service organizations. Jen is updating the foundation website and adding information on project funding and a FAQ page.

I. Director Report

i. Construction

Construction is going well. By the end of September, the building should be at its full height. We received good news that the \$3 million for the project remained in the federal budget and we were accepted for the Buy America waiver. We attended the county grant presentation where we applied for a grant of \$250,000 for kitchen equipment.

ii. General Updates

There are over 325 children signed up for summer reading compared to 220 last year. Outreach staff have been

bringing summer reading signups to their pop ups in the parks. The latest Trial by Flavor kits were popular and went out in a few days.

The part-time public services position is posted and will close at the end of the month.

In relation to the new building, we had three meetings to review shelving and staff are thinking about how the new space will function. We had an initial pass on a technology plan and a graphics package. Staff are looking into digital signage. A board member asked how the shelf size looks compared to current building. We are waiting on shelf count from the vendor, but it looks good. The only space that may be a challenge is the teen area.

J. Decisions/Advice

Discussion

i. Summary of Policies

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

K. Around the Table (trustee comments/questions)

Discussion

- a. Jessica was happy that she could renew her card online.
- b. Joan asked if we could invite the Erin von Fempe, the city's Outreach Coordinator, to the next meeting.
- c. Christi had no comment.
- d. Lyne shared that the Little Free Library at Bakerview Park is very busy.
- e. Kalohi said that the youth services geodes program was great, and he likes that there is a paper form option for the summer reading program.

L. Board Chair's Report

Report

None.

M. Adjourn

Action

The meeting was adjourned at 7:27 P.M.

The next meeting of the Board of Trustees is
Thursday, August 10th at 5:30 P.M.