



**MOUNT VERNON CITY LIBRARY
315 Snoqualmie Street
Mount Vernon, WA 98273
REGULAR BOARD MEETING
Thursday, October 14th, 2021**

Minutes

5:30 P.M. – Resource Room

The meeting was called to order at 5:30 P.M. Frank Replier, Jessica Robinson-Bylund, Kalohi Clark, Lyne Olson, Joan Gordon, Isaac Huffman, and Mary Hoskins-Clark attended.

AGENDA ITEMS

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| <p>A. Approval of the minutes of the September 9th, 2021 Board Meeting</p> <p>A few edits were made. The minutes were approved as edited.</p> | <p>Action</p>

<p>Report</p> |
| <p>B. Visitors</p> <p>None were present.</p> | |
| <p>C. Surplus material</p> <p>There was no surplus material to report.</p> | <p>Report</p> |
| <p>D. Budget reports</p> <p>A review of the budget was completed. Revenue was discussed through the end of the year. The next infusion from property taxes takes place in November. There is county money which is designated for a new cash register computer with credit card processing capability. This should be implemented soon and will help with collecting fees and other revenue. A grant for \$14,935 was approved and is specifically for digital equipment/resources. It will be used to purchase an additional self-checkout machine placed in the youth services department and better equipment (camera, screen, and mics) for online meetings. The remainder will be used for digital resources. Jessica asked about how pricing for Hoopla works. Isaac explained that it works at a package level, and we pay per use which is why we limit usage. Other libraries have different packages, which is why usage limits vary.</p> <p>Current expenditures are about 50%. Some budget lines are over, such as operating supplies due to RFID tags and equipment, but we will spend capital expenditures. Book orders will include pre-</p> | <p>Discussion</p> |

processing, which includes covering and stamping the book. The average cost of pre-processing is \$1.60 per book. Since it costs more in labor to cover books, this makes fiscal sense. Moving forward, pre-processing will appear in the budget as a separate line item. The last order of RFID tags will be placed soon. A new Oculus headset was purchased, which does not need to be connected to a computer to be better for school events.

E. Statistics

A review of the statistics was completed. Usage is increasing. There is a discrepancy in DVD checkouts, but Isaac predicts it will go back up. We discussed what impact video streaming services will have on DVD usage and what demographics most use the DVD collection.

F. Director's reports

a. Building Update

Work continues on the design process. Some interior changes improved line of sight, added storage rooms, refined bathroom entrances, and relocated the maintenance room. Changes to exterior including fleshing out the second and third floor. We should see palates soon for fits and finishes. There is an effort not to make it overly sterile. It should feel warm and inviting. Work needs to be done on the community campaign, including a gift and naming policy which needs to be approved by the board. Isaac shared a mockup of a flyer for naming opportunities. He will continue working on this and asked the board for input on gift levels, naming of levels, and what areas of the building should be naming opportunities. There may be opportunities to use federal funding for the project. PSE is supportive of the mega EV charging stations.

b. Staff, Reopening, Hours

Staffing is in a good place as there have been several new hires. The focus now is to get everyone trained and up to speed to operate in a more normal way. Hiring has focused on versatility, allowing staff to cover for each other and solid customer service orientation. The library is now open on Saturdays. Storytimes have resumed, and attendance has increased with each storytime. Once the gap in front desk staff is filled, we will look to readjust hours. Patron's comments and suggestions were reviewed.

Discussion

Report

G. Advisement

a. Outreach Policy

A draft policy was presented and discussed for the first reading. First, Isaac reviewed the policy's purpose and goals and highlighted one of the goals, which is to teach early literacy practices and best methods regardless of library use. He also drew attention to the policy's Requests, Prioritization, and Review section, which would be like the appeal process for challenged materials with a board review. Next, there was a discussion about measuring the impact of outreach and what defines successful outreach. One idea to measure outreach impact was to ask library users what brought them to the library. Additional discussion focused on ways we can measure the demographics of library users to see how much it reflects the city's demographics.

b. Americans with Disabilities Act Compliance Policy

The policy was reviewed. A few formatting edits were made. Jessica motioned to approve the policy with edits. Frank seconded. The policy was approved with edits.

H. Around the Table (trustee comments/questions)

- a. Kalohi shared that his family came to the library on Saturday. It was the first time it felt like a typical Saturday since, before the pandemic, their routine was to go to the YMCA, lunch, and the library.
- b. When she heard that NYPL dropped fines, Jessica told us that she was excited that MVCL had already done that.
- c. Lyne shared that while she was restocking the little library, she left its door open. Some young boys (maybe in fifth or sixth grade) were on bicycles, and one stopped to close the door. She was impressed by their sense of responsibility. After she finished filling it, one of the boys took a book. Since there were not any children's/young adult books in there, she was curious which title he took.
- d. Joan learned that Lucid Motors has plans to develop EVs that were affordable to most people the Model T was. This gave her the idea that we should have a splash event/EV car show to promote the charging stations. She reached out to a brand manager at Lucid to tell them about the commons project and the charging stations but has not heard back yet.

Discussion

Report/Discussion

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| e. Frank thought that Isaac was very enthusiastic in the Library Commons Project video. | |
| I. Board Chair's Report | Report |
| There was no Board Chair's Report. | |
| J. Adjourn | Action |
| The meeting was adjourned at 7:05 P.M. | |

The next meeting of the Board of Trustees is
Thursday, November 11th at 5:30 P.M.