

**Minutes of the meeting of the
Mount Vernon City Library Board of Trustees
February 8th 2018**

Board members present: Katy Armagost, Frank Replier, Margaret Redfern

Absent (or Excused Absent): Hal Verrell

Library staff present: Library Director Isaac Huffman, Library Specialist Carissa Mason

Visitors: Linda Rubenstein, Lyn Olson, and City Attorney Kevin Rogerson

A. Call to order: Mr. Huffman called the meeting to order at 5:30 PM.

B. Approval of minutes from the January 4th 2018 meeting:

Ms. Redfern moved that the minutes from the January 4th 2018 meeting be approved as submitted. Ms. Armagost seconded the motion; all were in favor.

Ms. Armagost had a question on the previous meeting minutes, but could not find them. She rescinded her remark.

Mr. Replier said he saw some spelling errors, and can send corrections to Ms. Mason.

C. Visitors: Ms. Olson introduced herself. She works at the library on Mondays for two hours. She is a nurse from Olympia. Ms. Rubenstein introduced herself. She is also a nurse. Ms. Armagost introduced herself as a retired teacher from Mount Vernon. She was appointed to fill in a position on the Board. Frank Replier said he stepped in for Laura Q, when she needed a substitute for her position on the Board, and continued on the Board to fill another position. Margaret Redfern said she moved to Mount Vernon four years ago, and is a retired Mental Health therapist. Isaac Huffman said he has been in Mount Vernon about a year. Ms. Mason said that she is the Library Specialist, and works with the accounts payable. Kevin Rogerson said that he is the City Attorney. Before that he was a city prosecutor. He thanked the Board Members for their service.

D. Surplus material: Ms. Armagost moved that items withdrawn between January 3rd, 2018 and January 31st be declared surplus and transferred to the Friends of the Mount Vernon Library. Ms. Redfern seconded the motion; all were in favor.

Mr. Huffman said that the library just finished a nonfiction weed. He said that if you have 40 year old computer manuals and two new ones, the public perception is that you have old computer manuals. They now have the library on a weeding schedule by section. Fiction is weeding A-C, nonfiction is weeding the 400s, and children's is weeding graphic novels.

E. Budget reports:

Mr. Huffman said revenue shows that they do not have much money. 1.5 million dollars is supposed to come, and they have \$8,000 that came in January. This would be alarming if you did not know that property tax comes two times a year in heavy amounts. Mr. Huffman said that revenue as a whole looks fine, each month is a little over 8%, some items are low, and some items are tracking ahead. These are things like copy services, which tend to come sporadically.

For expenditure, they are at 7.79%. Part time is at 7.9% instead of 7.3% because there is an extra week in January. The library refilled its postage machine, so 21% of that budget is spent. However, this is filled this 4 times a year, so this is on track. They bought some new furniture and two new office chairs. The library did submit projects for repair and maintenance. The main one is an upgrade of the electrical system, mainly lighting and switches. The library has many lights that can only be turned on by switching a breaker. The library has many variants of bulbs, and they would like to build consistency. Electronic resources arrive at the beginning of year; expenditures are up because they come in big contracts. The library spent ahead in books with about 7.5% of book money spent. However, the library gets endowment money in May, and switches line items for buying books from the print budget to the endowment budget.

Mr. Repplier asked how the library fared in the recent rainstorm.

Mr. Huffman said there was some leakage in the Children's section. Removing leaves from gutter and fixed this. Mr. Huffman said that Mount Vernon had .91 inches of rain, over 28,000 gallons, 740 gallons per person in two days. We basically had a month of rain in two days.

Mr. Repplier asked about the purchase of shelving. Mr. Huffman replied that there is expenditure for shelving. They bought two sections of shelving; one is the DVDs to add capacity and add a consistent look. These are slotted shelves, which prevent DVDs from falling over. This also happened in the Children's section for DVDs. The second bit is to add in the Teen section. Mr. Huffman said that fun fact is that all library shelving is in the color "pearl gray" and the new shelving is "gray". So the library had the choice of buying pearl grey' as a customer color for extra. However, Kelly Dodd talked the vendor into sending pearl grey as a sample.

A question was asked about the Overdrive account.

Mr. Huffman said that Overdrive is the library's digital book platform, what the library did was open an Overdrive account as part of a consortium. So we buy books as a group in a big collection. It is a really good deal for the library, as it gets a larger collection. It is low cost for the consortium; it would cost a lot more to have a collection of this size. The bad side is that everyone in the consortium vies for the same content.

So Overdrive advantage allows us to purchase our own digital collection, as well as be in the consortium. So for example, we can buy another title of a popular book, so people can get it faster.

Ms. Redfern asked is that why went you look at overdrive, it says "city of ...has 2 copies" like there is a list?

Mr. Huffman said yes, and we are keeping a list of what titles have the most holds to buy that title. We had to prepay X amount, but we can now pay as we go. Digital items are like physical items, we own the item, but Overdrive is the vendor that holds them.

Municipal code:

Mr. Huffman announced that he is starting early staged of revising the code, and thus wanted to have Mr. Rogerson come speak. Mr. Rogerson said he was part of the process in 2004 when they last changed the code. City Council requested to look at change in code when actions in library were occurring without City Council knowledge. This included closing the library during days the council did not know it was happening. In that case, not a mandate, an idea, had a council member sit with board members and set an ad hoc party to see where they could meet...

Ultimately, it is up to City Council to change ordinance. Additionally, for the Board, governing bodies do not like to make decisions on viewpoints. What would occur is an ordinance. City Hall would have to adopt in in an open public meeting. There is now a public notice required by law, but they do not need a hearing. The Board today is more advisory than it once was. They can make changes to this if the council approves. Mr. Huffman said that the rough game plan was to look at the Municipal Code paragraph by paragraph at each monthly Board Meeting. Mr. Rogerson said City Council has meetings to float ideas; they do not have to do ad hoc.

Ms. Armagost said that in the training they did run by the Washington State Library, they made clear there are two types board 1. Governing 2. Advisory. But you are saying we can make changes by floating them in front of City Council. However, we cannot change to be a governing board?

Mr. Rogerson answered, that is roughly correct. You can do something as a compromise. Mr. Huffman agreed that the Board can be a flexible hybrid of the two.

Mr. Rogerson said we are a code city. There was a body of law established that created a library board, years after state legislators made a law that allowed cities to be a code city, which gave city council authority to all things needed to run a city. The good news is that there is a lot of latitude in what to do. If wanted to be completely advisory, we could be.

Mr. Replier asked, do we have to worry about stepping on the toes of others, like Friends of the Library?

Mr. Rogerson said that it is a public, nonprofit organization. They do not have any authority in governing process.

Mr. Replier asked: what about where Hal is going?

Mr. Huffman responded, that is the Foundation of the Library. Friends of the Library are committed to low-level operations, no more than \$2,000 in earnings. Foundation is more dedicated to higher functions, like getting a new building.

Ms. Armagost said this brings up something else. At the training, they said there are cases on records of foundations and friends where it was not written down anywhere that they had to give all funding to the library.

Mr. Huffman said it is good to have "best practices" of this. Especially since one friends group that got angry at the Mount Vernon Library and gave its money to the Burlington Library, and disbanded. So, this has happened in the past.

Ms. Armagost asked if this relationship had been rectified.

Mr. Huffman replied that the first friend's group disbanded, and a new group formed after them with the same name.

Ms. Armagost asked again if it is it written down anywhere.

Mr. Huffman said he did not have that.

Mr. Rogerson said that they are a separate legal entity. It is important to make sure these guidelines are in place.

Mr. Huffman announced that he will ask Mayor Boudreau what she thinks what how to go about changing the code.

Mr. Repplier asked, like changing when the library is open?

The Library Board had authority to change day the library was open. They did this without telling City Council. Now, City Council has authority over hours. The library has to get authority by City Council to change hours, if they want to host events after hours.

Mr. Huffman said he would love to experiment with different ways of providing library services, such as using space in different way, or a different venue.

Mr. Huffman said Spokane City Library did an interesting thing where they took the collection on the top floor and changed the top space to a theatre. Now, they have a Friends event after hours that sell alcohol on a banquet license, and has staff run technology and make sure space is safe. So, we could approach City Council in a similar way, such as "we would like 6 events after hours", and we would not have to define that.

Ms. Armagost said she voted for the flexibility.

Mr. Repplier said do you have a red phone to call to get a fast answer?

Mr. Huffman said that City Council was supportive of library and could probably sneak in on an agenda. But we must be in sync with them.

Ms. Armagost asked if Mr. Huffman will pass on to the Board when they are on City Council. Mr. Huffman replied, absolutely.

F. Approval of Disbursements: Ms. Redfern moved that disbursements from Period 1 in the amount of \$41,316.04 be certified as reviewed. Ms. Armagost seconded the motion; all were in favor.

G. Monthly Statistical Reports: Michael Thompson and Mr. Huffman redesigned the new stats. Basically, library programming is up. They have noticed that digital collections are up. Physical checkouts are down; this is the trend we have been seeing for about a year now. This is why they are focusing on programs to get people in the library.

H. Director's Reports:

- a. **General Update:** Mr. Huffman announced that the library got new signs. They received new shelving and moved CD spinners to the back of the row and some other items. This is leading up to a redesign of the resource room. Staff want smaller tables, ways to divide the space, and to make the resource desk more functional. Mr. Huffman is getting together a list of potential things with Mike Bonacci and Betsy Cherednik. In programming, we ran our first series "New Year, new you" in January. Three events were all moderately attended. We have stated "future forward February". The first event was Erin Von Fempe, the Police's

outreach coordinator. At the end of February, there will be a program on water engineering. There will also be the underground writing group to talk about their book. For children's programming, our big event in January was police story time. Also did a new "play and learn" that is more didactic in structure. The first one threw people off. It was on Saturday, and many did not know it was a class. On the flip side, they have seen a lot or re-attendance for this event. Another general update, Mr. Huffman did a data equity class; four classes that teach on data. This is a good project to be involved in because 1. It has money attached to it, so we can ask for a laptop for it 2. Knight Philip from Nike, who is funding more in the library section mainly in these data equity, so Mr. Huffman is interested in asking questions in how others got their funding. Additionally, the Oculus system arrived. Oculus is trying to figure out how they can use VR technology in an educational space. Going to start off with teen tech week to have a pilot of the VR technology; they can try google earth tour, be in space experience, first interactive storybook, explore nature, guided tours, etc.

Ms. Armagost remarked that there is a big population of kids that never go to the ocean or mountains.

Mr. Huffman agreed that it opens the world up more.

Ms. Armagost asked when this starts.

Mr. Huffman said the second week of March. Plan to have one week of program, take a week off, and then have an open session every day. Mr. Huffman said Trying to figure out what's an appropriate length of time, what to do if there is a long line. Finally, the library had a full staff in the month of January.

b. Technology Plan:

Mr. Huffman said that one of the big goals this year is to become more of a technology hub to the City of Mount Vernon. Burlington has decided to have a 3D printer and teach printing classes. We explored the option, and it is much like the Oculus program where it is not a service people return for. The basic plan is to have a digital archival space, get a computer, get a bulk photo scanner so people can upload photos, and record their VHS tapes in digital format, scan books or albums. This is a good collaboration with seniors and a service benefit for the community. It also has the addition of transition over time.

I. Around the Table:

Ms. Armagost said she was happy have two new people here interested in joining the group.

Ms. Redfern said she was looking over city goals in the Mayor's newsletter. Goal 2 is designing a new library building to begin in 2019. She said wow, this is looking pretty serious. Mr. Huffman said there is one interested party in building with the library. This is exciting. He hopes he has something to tell the Board soon.

Ms. Rubenstein said they were probably a little overwhelmed by all the workings of the library, but happy to see how it works.

Ms. Olsen said she was in awe of Mr. Huffman's encyclopedia of knowledge. She said that it is like Mr. Huffman is the library. They both work in nursing and call talk about first aid, but they only know a little about a lot. However, Mr. Huffman knows a lot about a lot, and is so humble about it.

Mr. Replier said Mr. Huffman always comes up with great ideas. On the radio he heard about ideas the Everett library was coming up. Do you ever meet up with them? Are they inventing the wheel down there separately?

Mr. Huffman said the libraries operate on separate spheres. Everett is a big city library that gets high utilization with some funding problems.

K. Adjournment: The meeting was adjourned at 7:00 PM. The next meeting of the board of trustees will be on Thursday March 8th at 5:30 PM at the library.

Minutes by Carissa Mason