

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

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

Absent (or Excused Absent)

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

Visitors:

A. Call to order: Mr. Replier called the meeting to order at 5:44 PM.

B. Approval of minutes from the February 8th, 2018 meeting:

Ms. Redfern would like to amend the previous minutes in that she is a “Mental health therapist” not a “mental health nurse”.

Ms. Armagost moved that the minutes from the February 8th, 2018 meeting be approved as amended. Ms. Redfern seconded the motion; all were in favor.

C. Visitors: none

D. Surplus material: Ms. Redfern moved that items withdrawn between February 2nd and February 28th be declared surplus and transferred to the Friends of the Mount Vernon Library. Mr. Replier seconded the motion; all were in favor.

Mr. Huffman said weeding was healthy Mr. Verrell said Helps feed the friends book sale in April

E. Budget reports:

Mr. Huffman said that for revenue, about 16% is what we are looking for in numbers. Most areas are ahead. The one area that is below the target is copy services, which is at 11%. The library is a little ahead in public printing.

Mr. Replier asked about the donation line.

Mr. Huffman said it was the Bichler Endowment Fund, which came in more than expected this year. Property taxes will be coming in before too long.

For Expenditure, the library has spent 15.8%, which is about right for the year.

Part time wages is slightly over at 17%. There has been two full months of being fully staffed.

Now that the endowment has come in, the library will switch into buying from the endowments line instead of books until the endowment is exhausted. The big line item is digital content, to figure what we will buy for that. They are still figuring it out.

Ms. Redfern said: can I ask about the vehicle repair?

Mr. Huffman responded that the library has a vehicle. They use it to transport books for storage. They had to repair it because it got hit by a guy delivering cardboard boxes to the library.

Ms. Armagost asked who takes care of the car, such as oil changes?

Mr. Huffman replied there is a city shop that has a schedule.

F. Approval of Disbursements: Ms. Armagost moved that disbursements from Period 2 in the amount of \$26,209.38 be certified as reviewed. Ms. Redfern seconded the motion; all were in favor.

Mr. Verrell asked what Cybrarian was.

Mr. Huffman said it is a computer software that the library uses to manage the computers.

Ms. Armagost asked what the slime lab was.

Mr. Huffman said that it was a Children's Program where they made slime of different textures

Mr. Verrell asked if it was messy.

Mr. Huffman replied, not really, they used bowls and transferred it from bowl to bowl.

G. Monthly Statistical Reports:

Mr. Replier said he noticed the new format for the stats report.

Mr. Huffman did not put in percentages, just total numbers. The big take-always are that circulation is still falling. More than half the circulation decrease is in DVDs. People are not checking out as many movies. This is partly due to people getting resources from other platforms. Mr. Huffman said the library can play with getting a Blu-ray collection and looking to digital formats. They are also seeing decline in audio books for this reason. Fiction and Nonfiction circulation is fine, just slightly down. Mr. Huffman said that the goal when they finish April programming series is to start summer reading and to focus on community engagement and outreach. This ties into safety and security issues the library is trying to combat. Programming numbers are up from last year, which is good news. Internet use is sliding down. Mr. Huffman thinks this is because people usually have their own devices. However, more complex tech, like Photoshop, or gaming programs, that phones do not reach are declining within the community. So they are trying to find out what points of technology in the community are missing

Ms. Armagost asked if digital was encompassing all nonpoint formats.

Mr. Huffman said yes, it included all things like Hoopla and RB Digital. We have a good established eBook and eAudio, but just barely growing music audience. There is a small user base for this that the library is still growing.

Ms. Armagost said she liked the new statics format. It is easier to read.

Mr. Huffman said he is shooting for a collection number, 2.5 physical items per resident. With a 15% growth projection in the city, they are shooting for 2 items for a resident in physical collection.

Mr. Repplier asked, did you advertise your digital?

Mr. Huffman replied, yes, through social media. However, they need to press this more, such as a tagline before events that connect to library resources.

Mr. Repplier asked, could you use some sort of billboard?

Mr. Huffman said he wanted to have a comprehensive campaign.

Mr. Repplier asked, was the personal branding event well attended?

Mr. Huffman said it had about 15 people, which is not the average 30, but still good for having not promoted it.

H. Director's Reports:

- a. Update on Board Recruitment:** New potential members are to attend the next meeting.

- b. Code of Conduct Change:** Staff wants to put in one provision that will help with dealing with people that have come up lately. This is about the policy on bags. They want to put in a provision about no large bags without seeking permission. Mr. Huffman said we would not restrict a person with a bag from the bathroom, just people who feel entitled tend to abuse resources. Ms. Armagost said: I thought there was a policy that anything that can fit under a chair was allowed. Mr. Huffman replied: yes, I thought that too, but it turns out that was an informal rule. Ms. Armagost said: maybe if they do what airlines do and have a rule of dimensions. Mr. Huffman said: what the Mayor suggested is having a cubie space to fit large bags in and see if that works. They do not want people blocking aisles with bags, leaving bags unattended, etc. Mr. Huffman said that it is also good to have staff visibility of the bathroom. The current building does not allow for this. They also need an internal face shot, which is difficult to get with the current camera. Additionally, they often do not have people's names. Mr. Huffman said he reviewed other libraries around, and this is a pretty standard large bag policy.

- c. Update on Security:** In February, they had increased of instances where staff had to intervene with the public. This is not uncommon as the weather is colder with an influx of transit people. Three incidents were unusual. 1.) An individual in an agitated state that was asked to leave and would not. Library called the police, the patron took a swing at the police during children's story time. 2.) An individual took a step towards a staff member, which made the staff member nervous that physical danger could occur. 3.) A person passed out in bathroom with needle in arm. They called police, and the person had outstanding warrants against them. These were not actually dangerous people, but they presented a heightened moment in the library. These have made the staff more agitated about these issues. Staff may not feel comfortable dealing with people with mental health or drug issues. The actual number of crimes in the city has continued to fall. The City as a whole is actually less crime ridden. But that is not the perspective of

citizens. This partly has to do with the opioid epidemic. There has been one incident of minor injury to the public and no incident of staff injury while Mr. Huffman has been here. On the 16th, they are sending staff to mental health first aid training. They also just completed first aid training with full time staff members. Mr. Huffman is talking about upgrading internal cameras, change exterior lighting, and readjusting bathroom stales. Hiring new security would mean hiring 3 new employees, which would mean have to leave 3 current employees. The library already has quick response from police and fire fighters. However, there is value in perception to having a security guard. People might feel safer with a guard. Mr. Huffman does not know the answer to this.

Mr. Verrell do you have any pepper spray of defense?

Mr. Huffman said all we have right now is an air horn. Staff can get pepper spray training, which Mr. Huffman did last year. Most people are responsive if staff are present and noticeable. There is not a reason to approach someone as an individual; we do this as a team. Mr. Huffman has noticed that older staff members are being worn down. Ms. Armagost said wild life force is now like a law informant, and it did not use to be this way. Ms. Armagost asked what the protocol is if they find a person overdosed?

Mr. Huffman said we do not have Narcan, we call for paramedics. Ms. Armagost asked, same for AEDs, do you have those?

Mr. Huffman replied, yes, we have an AED and all staff members are trained in it. Mr. Huffman asked if the board wanted to review policy.

As time was running out, the board members asked Mr. Huffman to put Policy Review on the next meeting's agenda.

d. Adjust Board Meeting in April:

Ms. Mason will be gone on vacation for the next board meeting.

Ms. Redfern will not be able to attend a week later, so the meeting will stay as scheduled.

I. Around the Table:

Ms. Redfern passed

Ms. Armagost said she was really enjoying the book group

Mr. Verrell passed

K. Adjournment: The meeting was adjourned at 6:50 PM. The next meeting of the board of trustees will be on Thursday, April 5th at 5:30 PM at the library.

Minutes by Carissa Mason, Library Specialist