

**Minutes of the meeting of the  
Mount Vernon City Library Board of Trustees  
May 09, 2019**

**Board members present:** Katy Armagost, Lyne Olson, 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:** Ms. Redfern called the meeting to order at 5:35 PM.

**B. Approval of minutes from the April 11, 2019 meeting:**

Ms. Olson said that Katy Armagost was in attendance of the last meeting.  
Mr. Replier said to change the name to “Ms. Redfern” under the call to order.

Mr. Replier moved that the minutes from the April 11, 2019 meeting be approved as amended. Ms. Olson seconded the motion; all were in favor.

**C. Visitors:** none

**D. Surplus material:** were reviewed.

**E. Budget reports:**

Mr. Huffman said that for revenue, the property tax has not yet been processed. Public printing came in.

For expenditure, the library is on track. The library is currently down a full time employee. They are ahead in operating supplies, mostly due to expenditures with the cooking class that will be reimbursed. The library is looking for a new ILS system.

**F. Statistics:** The new statistic report format was reviewed. The new format includes monthly historical averages.

**G. Director’s Reports:**

- a. **Teamwork Focus / Staff Focus:** The library will begin employee reviews soon. Mr. Huffman is working on plans to increase staff teamwork.
- b. **Build towards Identity:** Mr. Huffman has been working on a 5 year plan for the library's strategic direction.
- c. **Program updates:** The library has hired a full time program coordinator. The recent Dia Celebration had over 400 participants. There was also a successful after-hours teen art event.

## H. Quick Advice

i. **Room Policy:** The Meeting Room Policy was reviewed.

1. **Exception request:** Mr. Huffman said that some exceptions for the meeting room include using the space as a one-on-one meeting place. The library wants to deter use of the space as a personal office. One person has submitted an exception request.

Mr. Repplier moved a motion to accept the Meeting Room Policy as amended. Mr. Repplier seconded, all were in favor.

ii. **Interlibrary Loan Policy:** The Board Members were given copies of the Interlibrary Loan Policy to review. They will give feedback at the next meeting.

## I. Around the Table

**Ms. Olson** asked if the library had an animal policy. Mr. Huffman replied yes, only service animals are allowed in the library. It is federally mandated that only two types of animals qualify as a service animal: dogs and miniature horses. A patron does not have to provide proof of the animal being a service animal, they just have to confirm it verbally. Ms. Olson is reading "The Library Book" by Susan Orlean. She says it is a great book.

**Mr. Repplier** asked if the library had anything to do with book mobiles. Mr. Huffman said that the school district received a grant last year for a book mobile. They do not officially work together.

**Mr. Verrell** said there was a little setback on funding for the new employee for the foundation. Additionally, May 27<sup>th</sup> is the vote for City Council.

**Ms. Armagost** passed.

## J. Board Chair's Report:

Ms. Redfern learned how to put the Hoopla app on her phone.

**K. Adjournment:** The meeting was adjourned at 7:23 PM. The next meeting of the board of trustees will be on Thursday, June 6 at 5:30 PM at the library.

Minutes by Carissa Mason, Library Specialist