

**Minutes of the meeting of the
Mount Vernon City Library Board of Trustees
July 11, 2019**

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

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 5:30 PM.

B. Approval of minutes from the June 06, 2019 meeting:

Mr. Verrell said under “H quick advice” to put in a verb in the sentence about whether a library card was required to use internet access.

Mr. Verrell moved that the minutes from the June 06, 2019 meeting be approved as amended. Ms. Olson seconded the motion; all were in favor.

C. Visitors: none

D. Surplus material: Surplus materials were reviewed.

E. Budget reports:

Mr. Huffman reviewed the revenue and expenditure reports. For revenue, they are still working out the grant money for the food and nutrition class. For expenditure, salary and wages are tracking well, despite the library currently being down two page positions.

F. Monthly Statistical Reports:

Monthly statistics will be reviewed next month.

G. Director’s Reports:

- a. New Card holder Forms:** There is now an online form to apply for a library card. Cards will be mailed to the patron’s address and serve as address verification. A patron can activate their card by coming into the library.
- b. Internet / Card Polices:** Mr. Huffman provided spreadsheets on other library policies regarding internet usage. The standard is a one day at a time access code. Some systems allow card holders to login with their card and pin.

- c. **Updates:** The library is updating their computer cubes. The current ones are too high for good visibility in the building. Mr. Huffman does not want to use a cubicle format. They are going to order new tables and are planning to try out the new format in August. There will be an upcoming series of Latino heritage month events. Additionally, they have finished employee evaluation performances and compiled a survey of employee wants/needs.

H. Quick Advice:

a. Outreach Targets

This fall Mr. Huffman wants to outreach to new groups. Mr. Huffman asked for the Board's ideas on places to outreach for the library. Some ideas include: nurses, laundromats, fairs, foundation website ideas, newspaper, DSHS, etc.

B. Gardening Dilemma: Money to maintain a library garden was never built into the city budget. Mr. Huffman said that employees do not want to work in the garden. Currently volunteers are working in the garden. Mr. Huffman asked the Board what to do with garden maintenance. The Board suggested: getting a local company to sponsor the area, have the volunteer coordinator make it a specific volunteer opportunity, and getting the city to include this as a responsibility of Public Works.

I. Around the Table:

Mr. Verrell passed

Mr. Replier asked about talk between the county and community center on the new building.

Ms. Olson said that on Monday, Children's Librarian Callie Shoemaker was in an astronaut suit. Ms. Olson noticed that the kids were excited and Ms. Olson was proud of the design.

Ms. Armagost said she was disheartened by an article in the newspaper about the library. She is trying to put a positive letter about the library into the newspaper. Ms. Armagost passed around copies of her letter for feedback.

J. Board Chair's Report: Ms. Redfern said that the library seems to be busy and has a positive energy.

K. Adjournment: The meeting was adjourned at 7:08 PM. The next meeting of the board of trustees will be on Thursday, August 8th at 5:30 PM at the library.

Minutes by Carissa Mason, Library Specialist