

**Minutes of the meeting of the
Mount Vernon City Library Board of Trustees
January 10th, 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: Mr. Verrell called the meeting to order at 5:33 PM. Mr. Verrell asked about having Library Foundation updates. Mr. Huffman said he would add to it future agendas. There will also be an Officer Election this meeting.

B. Approval of minutes from the December 06, 2018 meeting:

Under Item I: Add that “The Board approved changes to the Policy Manual for new library card expiration dates.”

In “around the table” re-word Ms. Olson’s comment to “a child was upset about having to leave the library.”

Under section F. note that the Soroptomists give out books, they do not do readings.

Under section F. change to “in-person visitors to the library are up.”

Ms. Armagost moved that the minutes from the December, 06 2018 meeting be approved as amended. Mr. Replier seconded the motion; all were in favor.

C. Visitors: None

D. Surplus material: Mr. Huffman said there was a heavy weed in the children’s and fiction sections with the shelving reconfiguration.

Mr. Replier asked if the large print section was made up of duplicate books.

Mr. Huffman said that in general large print has a regular print duplicate, but not always.

Mr. Huffman said that large print usage tends to drop during the holidays.

E. Budget reports:

Mr. Huffman went over the revenue statistics. He said revenue was over-collected.

Mr. Huffman went over the expenditure statistics. He said that they were getting the last line items worked out for the year.

Disbursements: Board members looked over disbursements.

F. Statistics: Mr. Huffman went over both December and year-to-date statistics. Mr. Verrell said he would rather see stats as a bar or line chart to better see trends.

Mr. Verrell announced a Library Foundation update. They are looking to approve a Development Director that is an employee to the foundation to raise money for the new library. The foundation has a 3-4 million dollar fundraising goal. They hope to fill the position by February.

G. Director's Reports:

a. Updates: Mr. Huffman said that the library has implemented a new organization chart and put their new furniture on display. The new one-desk model is to have two employees at the desk at all times, with a third employee for intense help desk.

Mr. Huffman passed around preliminary designs for the new library building.

b. Patron Complaints: Mr. Huffman said the old method of gathering patron complaints was not working in new furniture layout. They have ordered a wooden comments box and a new feedback form to collect more meaningful feedback. Mr. Huffman relayed two oral patron complaints to the Board Members.

c. 2019 goals: Mr. Huffman went over his goals for 2019.

1. Gather support for new facility.
2. Develop an event/program staff member for enhanced programming. A current employee PSA needs an internship, and will be working with Mr. Huffman to develop and fill the position.
3. Launch 3 multicourse classes for signature programming. One course is on food and nutrition, a second course is a summer stem program, and the third is a fall activity. For example, a digital literacy class for older adults.

H. Quick Advice

i. Edits to Policy Manual: The Board came to the conclusion to review all policies in the Policy Manual and make sure they are up to standard. The Board discussed patrons access the Policy Manual and how staff enforces it. Ms. Armagost recommended getting public feedback.

ii. Office Community Use: Mr. Huffman asked the Board how to approach shifting his office into a public space.

Mr. Verrell suggested putting the information in a newsletter.

Ms. Redfern suggested talking to Burlington Library about their system.

I. Around the Table

Officers Election:

Ms. Redfern volunteered to be President

Mr. Repplier was elected as Vice President

Mr. Repplier asked about generational quilting. Ms. Olson said most people have their own places to do such things, but she can see it happening at the library.

Ms. Olson noticed informational courses she had not seen before with the new arrangement. She relayed a nice interaction of an employee and patron.

On what to call the suggestion box, maybe “how can we make the library better” not a “complaint box.” Ms. Redfern suggestions “feedback box” or “tell us” Mr. H agreed needed to have something.

Ms. Redfern likes the new rug in the resource room. She has been seeing new shifts in the library every week.

Ms. Armagost recently went to the senior center, and said they have so many programs and a good buy-in to the senior population. She said it seems like their will be a wealth of stuff once the senior center and library combine.

J. Board Chair’s Report:

Mr. Huffman said ALA mid-winter conference is happening in Seattle in January. There is an event there for friends and trustees of libraries to get together.

K. Adjournment: The meeting was adjourned at 7:12 PM. The next meeting of the board of trustees will be on Thursday, February 7th at 5:30 PM at the library.

Minutes by Carissa Mason, Library Specialist