

Board of Trustees' Meeting

July 15, 2019 9:00 am

Board of Trustees Attendees: Alethea Fleming, Katherine Hamer, Jim English, Dave Duck

Absent: Nick Alphin

Library Attendees: Ruth Barefoot, Jeff Vogel, Sydney Brady, Michelle Hanna

Guest(s): Steve Hoglund, Finance Department/City of Anacortes

Approval of Previous Minutes

Minutes of June 17, 2019 meeting were approved (Katherine moved, Jim seconds the motion).

Adoptions/Changes to Agenda and Agenda Adoption

Steve Hoglund presentation was moved to the beginning of the meeting.

Finance Report from Steve

Ruth and the Board requested Steve's presence at this meeting to help us understand the current state of the Library Funds, specifically the Construction Fund balance. Steve presented a paper copy of a PowerPoint to help clear up confusion. He clarified that any additional charges for generator installation, including final hookup, as well as any ongoing maintenance and services expenses for the generator will not be paid from any Library funds. He confirmed that the Library Construction Fund is estimated to have a year-end balance of \$76,000. After some Q&A from the library staff and Board, Steve left and the meeting continued.

Internal Updates

Youth Programs and Services (*Sydney presented in Leslie's and Diana's absence.*)

- Total Registration = 566
 - * Pre-reader = 118
 - * K-5 = 317
 - * Teen = 75
 - * Adult = 56
- Program Highlights—all programs are going well. Weekly programs include:
 - * Legos
 - * Public Performers @ the Heart of Anacortes
 - * Family Storytime
 - * STEM Programs
 - * Music & Movement Storytime
- Halfway prizes start today. K-5 readers choose between two Science Activity packs—Balloon Rocket or Marshmallow Constellation Kit, organized by Lisa.
- Program numbers have been great this summer. The Weekly E-News that JJ is sending out has been wonderful.

Special/New Programs

- We had our first Teen Advisory Group meeting last Wednesday.
- All Ages gaming night is Tuesday, July 16th from 5-7 throughout the Library
- Kids R Best Fest is on Saturday
- Pop-Up Planetarium (NASA @ My Library program) is on Saturday.

Adult Programs and Services

- Jeff and Diana are planning to add a Weekly E-News for the adults.

Community Outreach

The 4th of July Parade was a huge success. The Library Science Fiction-themed float took 2nd place, with notable characters including Chewbacca and friends,

Technology and Web Resources

Jeff mentioned the need for admin-level IT access on site at the Library. He will approach City IT department and request a separate Library-only admin access so that Rossy and JJ can troubleshoot and solve IT problems after typical city business hours.

Partnership Updates

Library Art Committee

The Art tour is scheduled for the first weekend in August. Ruth and Michelle have been hard at work creating a walking tour brochure through the library that features the gallery-level art we have on display. There will also be an audio commentary included, with voicing provided by Library staff and family.

Maritime Committee

The Library is purchasing a boat for the Maritime Center's use. There is considerable use of the existing boats and the purchase of an additional boat, tastefully branded with the Library logo, will increase access to the popular program.

General Updates

Update on Library Closure

The library will be closed for business September 16-30 for carpet replacement. The Library Lobby will be open for minimal service—newspapers, pick-ups, holds, etc. In addition, there will be Library Pop-Ups throughout the city providing additional service locations to patrons, including the Farmer's Market and the Senior Center.

Ruth is working on creating a new Library Assistant program that will have the 5 step program with increased responsibilities.

Library Sign

Dave asked about the situation with the readerboard. It is not working and is not repairable. It is not in the Library's budget to replace it. Ruth will ask Steve where to find money for replacing the sign.

Renovations

The Board advises moving forward on the Underwood project for building a meeting room for the teen area. We will also proceed with making changes to the Children's Gateway.

Coffee with the Librarians

Katherine asked how Coffee Hour was going. Ruth reported that there was only 1 attendee last week, but it has been popular in the past so it will continue.

Board Updates

Alethea is going to recommend to Mayor Gere that we start the process for interviewing and replacing outgoing Board member Jim English. Jim has announced his intention to retire at the end of 2019, after many years of dedicated service to the Library.

In the absence of any other reports or issues, the meeting was adjourned at 10:33 a.m. by Alethea.

The next meeting of the Anacortes Public Library Board of Trustees is August 19, 2019 at 9 a.m. in the Community Room.