



# ANACORTES PUBLIC LIBRARY

## Board of Trustees' Meeting Minutes

September 16, 2019 9:00 am

**Board of Trustees Attendees:** Alethea Fleming, Jim English, Dave Duck, Nick Alphin

**Absent:** Katherine Hamer

**Library Attendees:** Ruth Barefoot, Leslie Wilson, Michelle Hanna

**Guest(s):** Alexandra Holden, Executive Assistant to the Mayor, Iolene Webb

### Approval of Previous Minutes

Minutes of August 19, 2019 meeting were approved (Katherine moved, Jim seconds the motion).

### Discussion with Alexandra Holden

Alexandra presented the Mayor's plan for APL Board recruiting (to fill 2 vacancies when Jim English and Nick Alphin retire at the end of the year.

The timeline is as follows:

- 1<sup>st</sup> week of October, send out press release. Applications will be made online through the City website.
- Application deadline will be in the 1<sup>st</sup> week of November.
- Candidate selection will be made by the first week of December

Alexandra will schedule new board member training (OPMA, etc.)

Ruth and Michelle will prepare Board Policies packet for new recruits

### Fiber Gala

October 3 is the Fiber Gala to be held at the Library. There will be a "geek bar", programs and services, games, virtual reality headsets, and more.

### Internal Updates

#### Youth Programs and Services *(Leslie Wilson)*

The participation numbers are all up for summer programs with a finishing rate of 40%, which is good.

There were 677 people enrolled in summer programs this year. Popular events included Storytime, STEM, Public Performances, and the Stuffie Sleepover. 2 very dedicated teens volunteered for the Stuffie Sleepover.

### Noon Rotary

Diana and Leslie gave a presentation last week to the Noon Rotary group on programs for teens and children.

### Story Time

Starting in October, Lisa J (Library Assistant in Children's) will do storytime for tots for a total of 4 storytimes per week.

### Teen Update

There were 9 teens at the last advisory group. They meet twice per month on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday to plan activities for teens. Teen writing group meets twice per month on the opposite Wednesdays. There was discussion of inviting teens to future board meetings.



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## **General Updates**

### **Cynthia Richardson Painting**

Ruth was approached by Cynthia Richardson, who would like to donate her painting to hang downstairs in the Non Fiction area. After reviewing the painting, Jim English moved to approve acceptance of the painting. David Duck seconded the motion. The vote was unanimous. Ruth will send a thank-you card to Cynthia.

### **Courtesy Card Proposal**

After reviewing the Courtesy Card proposal for city employees, Jim English moved to accept the Courtesy Card Proposal. David Duck seconded the motion. The vote was unanimous.

### **MOU with Anacortes School District**

The MOU with ASD regarding student cards is currently being reviewed at City Hall by the City attorneys.

### **Library Social**

There was some concern that the date chosen for the Social may be too soon after the Board elections as well as too close to the holiday season. It was decided to reschedule the social for January 23.

### **Conduct Policy**

The Conduct Policy is awaiting Darcy's input

### **Community Room Policy**

The Community Room policy is currently awaiting Darcy's input for clarification on the following:

- Showing Movies (copyright issues)
- Cleaning
- HOAs
- Publicity

The meeting room policy covers all public meeting spaces but mainly refers to the large meeting room.

Jim English raised the question of the official name of the community room – Friends of the Library Meeting Room or APL Meeting Room/Community Room. It has been an unofficial shift in designation but we should check with the FOL to see if they object. Jim also wondered where in the policy it refers to damage and cleaning, and whether the policy specifically covers damage to the A/V equipment.

### **Readerboard outside**

We have solicited 3 bids for the sign replacement. We have one bid in and are waiting to receive 2 more.

The meeting was adjourned at 10:05 a.m. by Alethea.

The next meeting of the Anacortes Public Library Board of Trustees is October 21, 2019 at 9 a.m. in the Community Room.