

**ANACORTES PUBLIC LIBRARY BOARD**  
**Minutes of November 19, 2018**

**PRESENT**

Jim English, Alethea Fleming, Katherine Hamer, Ruth Barefoot and Sydney Brady.

**CALL TO ORDER** Meeting called to order at 9:00 am.

**APPROVE PREVIOUS MEETING MINUTES**

Minutes of October meeting approved, after request of listing Ruth and Sydney in the Attendees column instead of listed as visitors going forward.

**PETITIONS TO THE CHAIR**

None.

**ADOPTIONS/CHANGES TO AGENDA & AGENDA ADOPTION**

Agenda adopted as is.

**COMMITTEE REPORTS:**

**Library Art Committee:**

Nothing new

**Adult Programming and Publicity Committee:**

Nothing new

**Manieri Committee:**

Nothing new

**Maritime Committee:**

Nothing new

**UPDATES:**

**LIBRARY STAFF**

- Ruth shares that Cathy Berg's replacement will not just be filling a Library Assistant position, but that it will be changed to half of the hours being an Automation assistant. The new position will report to Jeff instead of the director and will be a 20 hour position. 7 candidates will interview next week. Moving forward we want to fill the position quickly – the interviews will have more behavioral questions than before. Ruth want to hire before Christmas and have them start at the beginning of January.
- A class and comp study is planned. Ruth wants job descriptions to be in better alignment with reality. The study will [partially change the description for the librarians including Gina's position.
- Jim brings up “continuity binders” are a great tool to help when changing employees or when someone needs to cover in an emergency.

**PASSPORTS**

- Sydney reports that the passport fair on 11/3 from 11-3pm resulted in 28 applications being submitted.

## **FRIENDS OF THE LIBRARY**

- Ruth shares that the A town will include an interview with Beverly regarding her retirement.
- At the last Friends meeting there were still some upset feelings in regards to the removal of tables in the lobby.
- It was mentioned that both Syd O. and Brian are Library Staff and Members of Friends.

## **FOUNDATION**

- Foundation focus is on Links at the library. 14 holes so far. On the 4 Saturday's before the event tickets will be sold on a table in the library lobby.

## **UNFINISHED BUSINESS**

- Discussed Links at the Library and the request that we all attend.
- Harry Potter night was a great event. Kudos to Diana Farnsworth. More than 800 attendees of all ages. The event was paid for by many donations of volunteer time and materials as well as specific fund from Friends.

## **NEW BUSINESS**

- Staff Holiday Celebration: Discussed idea of Bowling in December (There is also the city staff holiday celebration hosted at Gere a deli in December).
- Staff Retreat on January 17<sup>th</sup>.
  - Ruth has an outline of the agenda including a presentation by Kate Laughlin who will focus on Strategic plan discussion and "closing the loop".
  - We will also have a presentation by members of our police force for scenario practice and coaching the staff.
  - Board is invited to speak to staff in regards to customer service during our working lunch with pizza provided by board.
  - Ruth also seeks training for additional staff to be comfortable working in Children's and Teens areas.
- Cold weather shelter by Salvation Army will give library staff a resource to share with our patrons that need that service this winter.
- Ruth Presents:
  - A one page write up available for staff to give patrons that has an overview of some of our current changes.
  - The wish is that a new process can be developed for our library card application to move from a paper form to a digital format. Ruth is working with Jeff on this. This change could include an update in the internet policy for minors. Should be integrated into the new card form. Ruth asks for feedback about having the internet use granted to minors unless the parents request that it is not allowed.
  - Ruth would like to move more of our paper forms to online when possible. For better operations and use of space.
  - The design discussions (Charrettes) will take place in January with a kick off meeting on December 6<sup>th</sup>. All the meetings will be at 7:00 pm and be held in the

fireside area of the Library. Underwood and Associates will be facilitating the meetings.

- New carpet is also going in. This will be provided for under regular maintenance. Should be complete in the next 4 months.

#### **REVIEW OF BOARD CALENDAR**

- Next meeting 1/14 – due to Martin Luther King Jr holiday on our regular Monday.
- No meeting in December

#### **ADJOURNMENT**

The meeting adjourned at 10:20 a.m.