



ANACORTES PUBLIC LIBRARY

Board of Trustees' Meeting Minutes

February 10, 2020 9:00 am

Board of Trustees Attendees: Alethea Fleming, Dave Duck, Christina Hansen, John Shafer

Absent: Katherine Hamer

Library Attendees: Ruth Barefoot, Sydney Brady, Diana Farnsworth, Michelle Hanna, Ali Hinkle (Intern), Leslie Wilson, Jeff Vogel

Call to Order

The meeting was called to order at 9 a.m. by Alethea.

Introductions

Ali Hinkle was introduced as our Library Intern. She is completing her Masters in Library and Information Science from Syracuse University. As part of her final project before graduation she will spend 150 hours volunteering at APL, participating in as many programs and activities as possible with each of the librarians and the Director. She anticipates finishing her internship in May.

Approval of Previous Minutes

Minutes of January 13, 2020 meeting were approved (John moved, Christina seconds).

Internal Updates

Laptop Bar Quotes (*Ruth Barefoot*)

- The RFQ has been finalized. Bid process opens February 20. We are expecting a cost of appx. \$13,000 and expect full installation by May 10th.

Staff Updates

Sydney

- Esther is retiring February 27th after 27 years. We have decreed February 27 "Esther Day" and will have festivities for her throughout the day. Her departure opens up a full-time position in the Library.
- Volunteers – There is a lot of interest in volunteering at the Library. We now have an online application for prospective volunteers to fill out. Sydney is busy finding matches for their interests.
- Alethea said the Board would like to see an adult literacy volunteer at the library, possibly even a city-sponsored social worker. Leslie reported that Whatcom Literacy has an excellent program that might be available in Skagit County as well. She will look into their model.
- A request was received for Book Delivery for homebound folks. Ruth reported that it would have to be run through the City Attorney for liability. Alethea encouraged everyone to think about options that do not involve going through the City hoops.

Jeff

- There was discussion on the Library website being less than ideal and difficult to navigate. At this time we are not able to separate from the City's website. Alethea and the Board are supportive of our efforts to have a separate website and will help in any way to accomplish this. It is agreed by all that the website doesn't meet the needs of the public. Jeff will organize another push with the City.
- Patron requests: Scanning ability. Our Patrons have repeatedly requested the ability to scan documents but there has been pushback from City IT regarding this issue. One workaround idea was to purchase a separate desktop scanner and connect it to a public computer. However, a simpler solution is to simply scan on our existing public copier to a patron's USB/Flash drive. This requires a little training because the copier menus are not intuitive, but it will be easy to implement and have no additional cost to the Library or patrons. The patron will provide the USB/Flash drive.

Leslie

- World Read Aloud Day - February 5. We had 25 people attend the event where we skyped with the author as she read the book to us, and we did a craft project.

- Book Bundles – A new program to check out 4 related books at a time.
- Play Dates – twice a month we hold play dates on Saturday in the community room for young kids with toys, parachutes, and songs.

Diana

- Pajama story time is popular once a month. It is very well-attended and growing.
- Adult programming – new programs got off to a rough start in 2020 due to the weather but they are going well.
- Teen programming – the podcast is very popular and keeps the teens coming back.

Ruth

- There is a county-wide Library Staff meeting on March 6. All county libraries will be closed so all employees can attend. The goal is to share information and strategies between area libraries and talk about changes in libraries with our peers. We will also discuss combining resources down the road.
- The Mayor is holding a Director’s Retreat Day with City Council on February 21. The Library will be presenting a video to educate City leaders on “A day in the life of the Library”. We will also be able to use this video in other outreach opportunities with other groups. The goal is to have every staff member participate.

Board Business

- Alethea requested a draft of ideas for a meeting between the Mayor and the Trustees by the end of the week.

Links at the Library

- We are still looking for hole sponsors. Tickets are being sold at area bookstores and at the FriendShop.

Policies/Procedures

Conduct Policy

- We are looking at other libraries to compare policies and language. We will explore tobacco chewing and internet policies. The policy revisions are still in progress, and Ruth will present the final draft to the Board when it is ready.

Revised Community Room Policy

- We continue to work with various groups and individuals about the policies regarding booking the room. Most people are understanding of the policy.

Census 2020

- Ruth applied for a grant for a staff member to work on the Census 2020 program but cancelled the application because heavy City workload makes the deadline impossible to meet. We will still participate as much as reasonable but won’t hire an employee for the Census.

The meeting was adjourned at 10:06 a.m. by Alethea.

The next meeting of the Anacortes Public Library Board of Trustees is March 9, 2020 at 9 a.m. in the Community Room.