



# ANACORTES PUBLIC LIBRARY

## Board of Trustees' Meeting Minutes

January 13, 2020 9:00 am

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

**Library Attendees:** Ruth Barefoot, Diana Farnsworth, Michelle Hanna

### Call to Order

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

### Approval of Previous Minutes

Minutes of November 18, 2019 meeting were approved (Katherine moved, Christina seconds the motion).

### Introduction of new Board members

The new board members were introduced. Everyone then introduced themselves and shared which book they were currently reading.

### Internal Updates

#### Youth Programs and Services *(Diana Farnsworth)*

- Adult programs resumed this month
- Wednesday nights are featuring hands-on Workshops designed for adults. Upcoming programs include a beading workshop and a bullet journal workshop.
- The Friends of the Library finalized their budget, allocating \$1,000 for adult programs, \$1,000 for genre night 2020, and \$1,200 for teen programs.
- Staffing for adult programs has been mainly Library staff. Diana invited the Board to host programs as well.

#### Maritime

- Maritime programs have unfortunately been getting a lot of cancellations from the program leaders.

#### Manieri

- The Manieri committee reduced their 2020 budget by nearly \$20,000 at the request of the accountant, in order to avoid spending into the principal, which is forbidden by the terms of the endowment.

#### Friends of the Library

- After passing new Bylaws, the Friends are restructuring, also rethinking the FriendShop Roles by using teams.
- Working with the Library Director's challenge from early last year to no longer use tables in the lobby regularly they are in discussion about changing the lobby book sales area by removing the tables and installing custom drawers, shelves, and displays. They are also considering having more book sale events and less tables instead of any display furniture in the lobby.

#### Foundation/APL Board Soiree

- There is a much larger invitation list than last year. RSVPs are slow coming in. Ruth will talk to City Council members and Department Heads to confirm their attendance.

#### Staff Updates *(Diana Farnsworth/Ruth Barefoot)*

- Marketing goals include collaborating with other internal programs to standardize all the marketing (logos, letterhead, colors, look, etc.) The City is standardizing their marketing using the Library as a flagship. We will facilitate Library branding integration into City-Wide with cohesive logos between the City and individual departments.

#### Check in/Check out/Self Check in

- We are now using the new Reserves pickup and it seems to be working well after just one week. We're using a smaller slip and display gondola. We have a good response from patrons so far that find it convenient and easy to use.
- We will be returning the self check-in system we purchased due to inadequate interface for the public use. The

company will take it back and refund our money.

### **Renovations to the Library**

- Renovations to the teens and children's areas are now in Facility Manager's hands. He's getting bids and talking to contractors. We hope to see a timeline for the work this winter.
- Laptop Bar – we are preparing to send out an RFQ for a free-standing counter/bar with built in wiring. We have quotes and are working with the City Contract Manager.

### **External Partnerships**

- The Interlocal Agreement with Anacortes School District was approved by City Council at the end of December. It is a 3 year agreement that goes from August 1, 2019 through August 31, 2022 and provides \$3,000 of book funding per year. The MOU may be adjusted as needed as conditions change every 3 years.

### **Policies/Procedures**

#### **Conduct Policy**

- The changes to the conduct policy include:
  - Sleeping: sleeping is allowed in the library during business hours, as long as it is relatively quiet and not disruptive to others.
  - Cell phone usage: be respectful.
  - Noise zones: the main level is going to be a "noisier" space than the second floor.
  - Public computers and pornography: We will not disallow pornography use but it will be a self-monitoring situation. If staff or patrons feel uncomfortable, they may ask the patron to stop or use a screen saver. Ruth will seek wording from other libraries. We will ask IT about a screensaver timeout time to avoid leaving explicit images on the screen when a patron steps away from the computer.
  - There are specific steps to take with unruly or difficult patrons. The process includes if a situation is unsafe in which case, we call the police. Staff will be trained on this process and all staff are encouraged to go 2 by 2 for safety. Managers will always be called if they are available.

#### **Revised Community Room Policy**

- The suggested change to the meeting room policy allowing one membership meeting per year for local organizations was discussed and subsequently voted down unanimously by the board. Alethea moved, Katherine seconded the motion.

#### **ByLaws**

- The changes to the ByLaws that were made in May, 2019 are mainly streamlining the way the Board operates. These changes were made but never formally voted upon, and thus are presented this month for the Board to re-read and vote on next month.

#### **Census 2020**

- The Library is being asked by the County to participate in the Census. Ruth is asking for a temporary staff hire, from January through June 2020.

#### **Board Retreat**

- Alethea would like to schedule a Board of Trustees Retreat. After some discussion, February seemed like a good month so she will coordinate with all other Board members to select a date. Ruth will provide a 2020 vision for the Library update for the retreat.

The meeting was adjourned at 10:20 a.m. by Alethea.

The next meeting of the Anacortes Public Library Board of Trustees is February 10, 2020 at 9 a.m. in the Community Room.