



ANACORTES PUBLIC LIBRARY

Board of Trustees' Meeting Minutes

October 21, 2019 9:00 am

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

Library Attendees: Ruth Barefoot, Sydney Brady, Diana Farnsworth, Jeff Vogel, Leslie Wilson, Michelle Hanna

Guest(s): Emily Schuh, Jose Cervantes, Jim Lemberg from City of Anacortes and Iolene Webb, Community Member

Approval of Previous Minutes

Minutes of September 16, 2019 meeting were approved (Katherine moved, David seconds the motion).

Internal Updates

Youth Programs and Services *(Diana Farnsworth)*

- Sci-Fi night is November 16.
- Community Outreach for teens: "Interview an Astronaut" at Anacortes High School.
- NASA Grant: purchasing audio/recording equipment with final grant funds.
- The MOU with ASD is now an Interlocal Agreement, which will last for 3 years instead of one.
- Diana and Sydney are going to Cap Sante Court retirement home to read a mystery story.

Children's Programs and Services *(Leslie Wilson)*

- The children's program now has 4 story time periods per month.
- We are in the 3rd round of parent/child play-based workshops with professionals to answer parent questions.
- There will be a cozy story time on Halloween.
- Community Outreach includes ECEAP and Samish Longhouse once per month each.

Adult Programs and Services *(Jeff Vogel)*

- Technology Update: EnvisionWare will soon be installing the return kiosk, which is the final piece of the checkout system.

Sign Update

- The sign is still not functioning. It is cost-prohibitive to fix at this time. We have 2 different quotes for 2 different systems - cloud-based and windows-based. When we are able to purchase a new sign we would like to go with cloud-based.

Marketing Update *(Diana Farnsworth)*

- We are seeking consistent branding, logos, marketing, and communication with the Foundation, Friends, Manieri, Maritime.

Staff Updates *(Sydney Brady)*

- Circulation team training every 6 weeks, in addition to monthly all-staff meetings.
- Volunteer applications are now available online

Library Update

- A new library assistant has been hired and will begin in November.

City of Anacortes Staff Updates

Union Update *(Emily Schuh)*

- HR and the Teamsters have been meeting twice per month for negotiations. The current contract expires at the end of December, 2019 focusing on class & comp. It is possible that the new year will begin without a finalized contract but they anticipate resolution early in the new year. Emily assured the Board that this is not an unusual situation.

Generator *(Fiber Team)*

- Fiber and IT will be paying maintenance for the generator from this point on. The Library will benefit from the backup power. Alethea requested confirmation that this would mean zero impact to the Library budget, including increased power bills. Emily confirmed that any increase in power (based on our previous bills) would be paid by IT and Fiber.

Municipal Fiber *(Emily Schuh)*

- The Municipal Fiber has launched and interested parties can sign up online. A map of the pilot areas was shared with us.
- Katherine and Jim had concerns about how outages, access, and general customer service questions might affect the Library staff. Emily directed us to refer all questions and concerns to Ian Houben, COA Fiber. Library Staff is not responsible for answering any questions or concerns from Municipal Fiber patrons or prospective patrons.
- Jim had concerns regarding the Fiber Team's access to the building and the possible impact on Library Staff. Emily reassured Jim that there is no anticipated impact on the Library staff by Municipal Fiber accessing the building, as they have their own access door from outside.

General Internet Discussion *(Jose Cervantes)*

- There is improved signal strength in the library. IT identified weak spots and added 4 additional access points. We should be seeing signal of 150 to 300 mbps for wireless and 900-1 GB for wired (public computers). The wireless hours are 7 a.m. to 10 p.m.
- The Library internet fee from Comcast will be absorbed by IT when we switch to Municipal Fiber.
- Elevated IT Service for Library Tech Team will be implemented soon. This will allow them to fix IT issues within the Library without us waiting for HelpDesk tickets to be answered.
- Jeff asked who pays the node cost for the increased access points. Jose informed us that we pay for them, at a cost of over \$7,000 per year just for the access points. Jim felt this was exorbitant, especially in light of the Library's overall annual fee of over \$130,000 in node costs that we have no choice in and/or knowledge of. (We were not informed of the additional access points nor the associated node fees, nor were we given a choice in the matter.) Emily explained that IT is part of our general fund and these node costs pay for the IT department and cost of services. Node costs pay for all incidentals, including trainings, KnowBe4, and allows for replacement of technical equipment every 4 years.

Library Social: January 23

The invitation list was discussed and will be refined via email and confirmed next meeting.

Revised Community Room Policy

The revised meeting room policy will help clarify:

- The difference in outside usage vs library sponsored usage
- How to handle multiple bookings by the same person
- HOA meetings and why they are not compliant (they are not full-access to the public since they are limited to specific neighborhoods)
- Instructions for clearing the lobby and bathrooms before leaving for the night (specifically after the Library has closed for the night.)

After discussion, Jim moved to accept the revised meeting room policy. David seconded the motion.

Friends of the Library Update

Ruth is collecting feedback and possible solutions from FOL FriendShop volunteers regarding the FOL tables in the lobby.

The meeting was adjourned at 10:40 a.m. by Alethea.

The next meeting of the Anacortes Public Library Board of Trustees is November 18, 2019 at 9 a.m. in the Community Room.