



ANACORTES PUBLIC LIBRARY

Board of Trustees' Meeting Minutes

October 12, 2020 9:00 am

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

Library Attendees: Diana Farnsworth, Michelle Hanna, Jeff Vogel, Leslie Wilson

Absent: Katherine Hamer, Sydney Brady

Call to Order

The meeting was called to order at 9:08 a.m. by Alethea.

Approval of Minutes

Motion to approve the meeting minutes from September by John, Second by Alethea.

Manager Updates

Jeff

Budget:

- The Budget will be presented to City Council next week. This year Steve will be presenting all Department budgets rather than each Department head presenting their own.
- Most City departments have empty positions. Open staff positions City-wide will stay in the budget for next year but likely not be filled in 2021. The Mayor is willing to amend the budget mid-year if the numbers look better.
- Library income has decreased in the areas of Passports and Non-Resident fees.
- The Fiber network expenses are being shared by all departments in the City.

Library Re-opening:

- Since Libraries were recently added to Phase 2, we are working on a plan to open the building to the public safely. Due to reduced staffing and existing restrictions, we are planning to open with reduced hours and at 25% capacity. While we are still talking through potential open hours, Sundays will likely not be included. The Mayor supports our plan to reopen safely with small incremental steps.
- There is a Library staff meeting on Thursday. We will be talking about details related to the reopening plan, including:
 - having a door monitor at the main doors, in Children's, and upstairs.
 - limiting capacity inside the building and limiting time inside to 30 minutes.
 - closing off all soft seating.
 - limiting access to public computers.
- The mask requirement is a difficult policy for some libraries around the state. We will be seeking Board support for adding a mask requirement to our Code of Conduct. With City Hall reopening soon, we may see a City-wide policy go into effect for all City buildings.
- Mac and Brandon have been setting up plexiglass shields throughout the library.

Friends of the Library

- The Friends had a meeting last week. They talked about the budget and possibilities for reopening the FriendShop. Options for selling books included having books on carts and an honor pay system, similar to what was previously done during FriendShop closed hours.
- The Friends will be having a general Membership meeting on November 12 at 2 p.m. via Zoom.

Leslie

- We took the month of September off from programming. It was a much-needed break but filled with planning for the rest of the year. We began October with full programming.
- Youth Services and Marketing are meeting together once a month and that's going really well.
- Personalized Picks is a new program available online. Patrons may fill out a form on the website and have a Librarian select up to 10 books for them to check out based on their interests.
- Our partnerships are going well with Anacortes School District and Parks and Rec, as well as other City departments. P&R and ASD are co-sponsoring Camp Active, a weekly program where the kids get to do a

physical activity and then Leslie reads them a story.

- Youth Services is gearing up for Storybook Pumpkin Patch, an annual program where you decorate a pumpkin to look like a Storybook character. In the past they would bring the pumpkin to the Library, but this year it will be virtual and open to all ages.
- The last 2 weeks of October will feature a Take and Make craft program for pre-readers, elementary, and teens.
- Kiwanis gave us a grant for \$5,000 for the purchase of new books, for which we are so grateful.

Diana

- We are resuming Together We Discover, a very popular new program we began in the Spring. We will be presenting one or two live programs per month and many others pre-recorded through the end of the year.
- We have staff who learned how to edit videos and are learning new cameras and software to support our virtual programs.
- We are still searching for options for reaching people who don't have internet access.

Sydney (reported by Jeff)

- Curbside is going well, we have settled into a nice routine. Our first Saturday open day was slow, partly due to phone issues, but last Saturday we had double the numbers so we are confident it will be a popular option.

Other Library News

- We have 11 Verizon-based Hot Spots to check out to patrons and a \$4,000 grant to help support getting them out to people. We are still discussing details, such as how long they can be checked out for. We will just have to see what the demand is for them.
- Branding: we are moving forward with generating a consistent branding between the Friends, the Foundation, and Manieri.
- We are closed November 11 for Veteran's Day.
- There was a suggestion to have staff identified on the Library website, by photo and name. In the past there have been privacy concerns, so LMT will discuss whether this is something we want to do. There is an all-city directory on the main City page, without pictures. We will definitely identify LMT and provide their contact information, similar to the Board members on the Board web page. We may produce an internal-only directory of pictures and contacts for new Board, staff members.

Board Business

Mask Policy

- The Board will vote on the Mask Policy electronically when LMT presents the written policy to them.

Board Vacancy

- Board of Trustee applications are due October 16.

The meeting was closed by Alethea at 10:06 a.m. Next meeting is November 9 at 9 a.m., location online.