



# ANACORTES PUBLIC LIBRARY

## Board of Trustees' Meeting Minutes

August 10, 2020 9:00 am

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

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

### Call to Order

The meeting was called to order at 9:00 a.m. by Alethea.

### Approval of Minutes

Motion by Dave to approve the meeting minutes from June and July, second by Christina.

### Internal Updates

Jeff

#### Budget:

- Steve Hoglund has decided against doing a “ground zero” budget for this year. We will instead be working on an annual budget for the next year or two and Steve is directing a “flat” budget as much as possible. Medical costs are rising, however.
- Overdrive costs will be going up, potentially as much as 30% so that’s going to impact our budget significantly.
- Overall City budget update: March, April and May saw an 18% decrease in city sales tax. Steve is still planning for a worst case scenario (up to 25% decrease).
- Some state libraries are looking at their budgets and personnel numbers and having to consider the possibility of not being open at all in 2021 and just carrying on with curbside for the year. Thankfully APL is looking good and we do anticipate being able to open in some way or another during Phase 3, which still looks like it is going to be a long way off.

#### Grants:

- We received 2 grants recently. One was from the State Library for \$1,500 for PPE that will go toward assisting Mac with the purchasing of such equipment for the Library. The second was \$4,000 for 10 wireless hotspots and equipment to check out to patrons.

#### Friends/Foundation:

- John Shafer reported that the Foundation spent 25% of its annual budget for the first half of the year (50% of its budget on a per month basis). There is discussion of the Foundation helping supplement the Friends budget to help the library. The Foundation prefers to support larger projects and programs and would prefer to distribute money to the Friends for smaller projects like paying for newspaper subscriptions, etc.
- The Friends raised over \$10k just by sending out a letter requesting donations, so they are going to set up a PayPal account to receive donations and a publish a video soliciting additional funds.

#### Board Request:

- Since Board policies do carry weight and help support the staff, we would like to have the Board explore the creation of a policy regarding wearing masks in the Library for when we are able to allow the public inside the building. This will be an addition to our Conduct policy and will coincide with a City-wide policy. The Board is supportive of this idea but we will revisit it next meeting with examples from staff regarding what we are asking for.

#### Community Support:

- The Mayor, Jonn Lunsford (Parks Dept.), and ASD Superintendent Irish met to discuss how the City can support ASD. The conversation is ongoing, but initial thoughts include providing spaces for studying and teaching in the Library, Museum, and Parks spaces.

#### Manieri:

- The Jazz Committee met last week for the first time since March. They are hoping to produce virtual programming with artists and instrumental overviews. The Library may ask Manieri to assist in the purchase of equipment for this use and for other virtual programming.

#### Skagit Library Directors

- The Skagit Library Directors continue to meet weekly. We’re all figuring out the new normal with curbside and other programming and planning the next 6 months creatively. Every library is providing that in different ways. Not every library is able to produce the quality and volume that Diana and Leslie are able to so we are very fortunate and don’t take that for granted.

### Reopening/Phase 3

- We still have no idea what Phase 3 will look like for us. The criteria has changed so much that it's hard to predict what it will look like when it does actually happen.

#### Leslie

- Children's is continuing with Summer Reading. Typically we dial back the programs in August but this time we haven't cut back as much as other years. There are no big programs scheduled for September, as usual.
- Readers are finishing their Summer Reading and getting prizes. They email in that they are finished, we email them pictures of prizes available, and they email back with what they want. Then they pick up their prize and a super reader sign at curbside pickup.
- We started a new program with live Zoom craft classes on Mondays in August. Last week Lisa did rock painting, and this week Leslie is doing crayons collage and watercolor. Next week is drawing, and the last class is making puffy paint.
- We're checking out new kits for families of microscopes, rock painting kits, bath bomb kits, and NASA backpacks. They can have these for a week.
- Diana is doing a chapter book read-aloud of *Kenny and the Dragon* on Tuesdays and Thursdays.
- Leslie and Lisa present a baby/toddler storytime on Wednesdays.
- Weekend Fun: digital and virtual resources that families can tune in to enjoy.
- Ready to Learn fair is a big project the school foundation usually presents but this year it will be presented as a drive-through at the high school where families can come pick up their backpacks for school. Leslie will help hand them out on Saturday.
- Most publishers are extending their virtual reading access through the end of the year, which is great for everyone.
- Diana and Leslie are starting joint meetings once a month with Youth Services and Marketing team to allow them to plan and market children's programs more efficiently.
- The Library recently started using Microsoft 365 which has better group planning opportunities.

#### Diana

- *Kenny and the Dragon* was chosen because Diana has worked with the author before, and he has a second book coming out in September/October. We get to be a part of his virtual book release tour, including Q&A with the author and maybe art and drawing classes that will tie in.
- We're presenting a drawing class for teens with a local artist on Wednesdays through the month of August.
- Marketing Team is meeting to plan for fall programs.

#### Sydney

- We had a record-breaking week for curbside last week - 260 patrons served, with the biggest day being August 4, voting day. We delivered books to 77 patrons on Tuesday alone.
- Fridays have become Friday Fun Days, with costume and theme deliveries out to the cars. Last Friday was Aloha Friday with Hawaiian costumes, previously we had a shark and wolf. We've had such a positive response from adults and kids alike.
- Mondays are the busiest days for pulling reserves. We had 3 staff members pulling 15 pages of requests last Monday, which is great news because that means our community is thinking about us over the weekend.
- We're doing Curbside Bingo internally, to add fun for the staff.
- We were pleased to host City staff last week for Police and Fire promotion exams. They were here Tuesday through Thursday and were very respectful of our spaces and wearing masks.
- We have 13 to 16 staff in the building most days and morale has been pretty good. We rotate duties to keep it from getting boring. Workload is reasonable, even with vacation requests and sick days we're able to shift work duties and get things done. Grace is able to continue working at the Library 10 hours a week while completing her freshman year online.

#### Board Business

##### Retention of meeting minutes and agendas

- The question was raised about the retention requirements of past Board meeting minutes and agendas. Michelle will check with the City and State for the applicable requirements and report back to the Board via email.

The meeting was closed by Alethea at 9:48 a.m. Next meeting is September 14 at 9 a.m., location online.