

ANACORTES PUBLIC LIBRARY BOARD

Minutes of January 9, 2017

Approved 2/13/17

PRESENT

Dave Duck, Nick Alphin, Jim English, and Diane Munce.

CALL TO ORDER

Dave called the meeting to order at 10:00 a.m.

VISITOR-STAFF INTRODUCTIONS

Sheri Miklaski, Library Director; Pauline Zollinger, Administrative Support; Brian Tibbetts, Friends of the Library Treasurer; Fred Buckenmeyer, Public Works Director and Philo Lund, Maritime Committee member.

PETITIONS TO THE CHAIR

Nick mentioned the new music store and a portable speaker system that might work for the library. Sheri will request a demonstration and arrange a date that is agreeable to a group and the store.

APPROVE PREVIOUS MEETING MINUTES

Minutes of November 21, 2016 were approved as written.

ADOPTIONS/CHANGES TO AGENDA & AGENDA ADOPTION

The order of items was changed to allow Mr. Buckenmeyer to do a presentation early in the agenda.

APPROVAL OF BILLS

Diane had checked the bills last month and will review the current ones.

FINANCIAL REPORT

- The year-end expenditure report showed 98% of the annual budget had been spent.
- Slightly over-budget lines were Professional Services and Repair and Maintenance due to unexpected expenses and a new landscaping contract.

NEW BUSINESS

MUNICIPAL FIBER

- Fred Buckenmeyer gave a presentation on the planned City fiber optic network. The network should be up and running in the city this summer.
- Jim brought up the library's lighting issues. Mr. Buckenmeyer reported that a city-wide lighting project went out to bid at the end of last year. Nick added that the parking lot had an area of bad lighting.
- Jim mentioned the difficulty and time it took to solve the earlier library meeting room heating issue.
- Mr. Buckenmeyer left the meeting at 10:35am.

DIRECTOR'S REPORT

Recent & upcoming events:

- Good turnout for our first Library Holiday Bowling party on December 10th.

- Sheri will be attending the statewide Library Director meeting in Federal Way on January 19th & 20th.
- We will be providing some great library photos for the Mayor's State of the City presentation.

Strategic Plan:

- Looking forward to meeting many objectives in 2017, including:
 - Increase in online offerings (including Hoopla – a digital media service)
 - Meeting Room upgrade
 - Family Place Library training & implementation
 - Library marketing & rebranding

2016 Budget Review:

- One overage of note that has not been discussed as of yet is in Repairs and Maintenance. This was due to our portion of an unbudgeted, but welcome, landscaping contract. The landscaping contract is included in the 2017 budget.

Facility:

- Everyone is getting used to and is pleased with the new phones. A few final tweaks to the system are anticipated.
- The light bulbs that were burnt out are all replaced. The remaining dark lights are due to defective ballasts. These should be taken care of with the city lighting project that went out to bid last week.

Technology:

- Transition to Apollo continues. Jeff negotiated an additional discount on our first year service fee due to some unanticipated hiccups during the migration process.
- Jeff will represent the Library on the team that works with Civic Plus (with whom the city is contracting to build the new website).
- Fred Buckenmeyer attended the December Library Staff meeting to present on NoaNet and the City's municipal fiber plan. He will make a similar presentation at the January Library Board meeting.

Friends update:

- As always, we are thankful for the continuous support of the Friends!
- Next Friends meeting will be on Tuesday, January 12th at 2:00pm.
- Their next newsletter will come out in February.

Library Foundation update:

- The Foundation did an internal audit in October. A written report is forthcoming.
- Sheri met with Dana, the outgoing, and Angela, the incoming Treasurers in December.
- A Foundation fundraising committee will meet on Tuesday, January 10th to discuss ideas for a Foundation fundraiser.

Manieri update:

- The first Bi-monthly Swing Dance at the Senior Center was well received and well-attended.
- Next APLJC meeting is this evening at 5:30pm.

Maritime update:

- The Maritime program on January 21st is “You Don’t Need to Own a Boat to Cruise: Charter!” with Mark Bunzel.

Library Staff:

- Strong pool of applicants for the Library Assistant position. Eleven candidates were interviewed on Wednesday and Friday of last week.
- Library Staff meeting will be on Thursday, January 12th since Sheri is in meetings on the usual day the following week.
- The Youth Services Librarian position was posted on Thursday. The position closes on January 20th.

Upcoming Library Closures:

- Martin Luther King, Jr. Day – January 16th
- President’s Day – February 20th (Library Board meeting?)

Final 2016 Year End Statistics will be available at the February Board Meeting.

COMMITTEE REPORTS

LIBRARY ART COMMITTEE

- No report

ADULT PROGRAMMING AND PUBLICITY COMMITTEE

- Nick reported that programming was chugging along nicely and the next film series starts on Friday.
- The Foundation approved funds for an extra movie license.
- Sheri said there was a good turnout for last Wednesday’s program, the first of three, on Authoritarian Worldview.

MANIERI COMMITTEE

- High school representative attended the last meeting. Dave mentioned having a high school representative attend Library Board meetings.
- Jeff will be giving a talk on Hoopla at tonight’s Jazz Committee meeting.
- The new bi-monthly swing dance at the Senior Center was very well attended.

MARITIME

- Philo Lund reported that the Foundation fundraising committee meets tomorrow at 5pm. Mr. Lund would like to hear of any fundraising ideas.

UPDATES

LIBRARY STAFF

- The first round of interviews for the two library assistant positions took place. A second round will take place next week.
- Doug’s last day is March 3rd.
- Due to Sheri’s attendance at the statewide Library Director meeting on January 19th & 20th, the next staff meeting was moved to January 12th.

PASSPORT PROCESSING

- Provided were statistics showing monthly and annual counts of executed passport applications from the inception of passport service. Numbers showed that passport service was continuing to get busier.
- Applicants can submit passport renewals themselves.
- Pauline gave an update on the proposed execution fee increase.

FRIENDS OF THE LIBRARY

- An end-of-year financial report was provided. Brian went over the details.

FOUNDATION

- This item was covered in the director's report.

REVIEW OF BOARD CALENDAR

- Due to Presidents' Day holiday, the next Library Board meeting will take place on Monday, February 13th at the usual time of 10am.

UNFINISHED BUSINESS

UPDATE ON STRATEGIC PLAN

- Some strategic plan details were covered in the director's report.
- Jeff Vogel will be on the city's website committee.
- Doug's replacement will attend Family Place training in April.
- Library marketing and branding is on Sheri's 2017 calendar.

NEW BUSINESS

MUNICIPAL FIBER

- This item was covered in Mr. Buckenmeyer's presentation.

LIBRARY LIGHTING

- This item was covered in Mr. Buckenmeyer's presentation.

EXECUTIVE SESSION

- A short executive session took place to complete the library director's review.

ADJOURNMENT

The meeting adjourned at 11:10 a.m.

The next regular meeting of the Anacortes Public Library Board will take place on Monday, February 13th, at 10:00 a.m. in the library at 1220 10th Street.