

ANACORTES PUBLIC LIBRARY BOARD

Minutes of February 13, 2017

Approved 3/20/17

PRESENT

Dave Duck, Nick Alphin, Judy Weathers, and Diane Munce.

CALL TO ORDER

Dave called the meeting to order at 10:06 a.m. and announced that a brief executive session would take place at the end of regular business.

VISITOR-STAFF INTRODUCTIONS

Sheri Miklaski, Library Director and Pauline Zollinger, Administrative Support.

PETITIONS TO THE CHAIR

None.

APPROVE PREVIOUS MEETING MINUTES

Minutes of January 9, 2017 were approved as written.

ADOPTIONS/CHANGES TO AGENDA & AGENDA ADOPTION

None.

APPROVAL OF BILLS

Diane had checked the bills and found them in order.

FINANCIAL REPORT

- Some categories showed high expenditures but that was normal at this time of year.

NEW BUSINESS

DIRECTOR'S REPORT

Patrons had written comments on the smell of smoke in the lobby area. Under review is the distance from the main entrance where smoking will not be allowed. Currently it is within 25 feet from the main entrance.

Strategic Plan:

- Increase in online offerings – Hoopla is coming soon!
- Meeting Room upgrade – Portable PA system to be purchased. Sheri considering a “coffee with meeting room users” to find out what they like and their points of frustration. Hope to have work done in August/September.
- Family Place Library training & implementation – will be attending training in April with new Youth Services Librarian.
- Library marketing & rebranding – Sheri will work on an RFP later this year.

Technology:

- We now have Windows 10 on most of the staff computers.
- New phone system has been great!

- Staff doing great adjusting to Apollo. A few items still needing to be resolved with vendor. We are getting good feedback from patrons.
- Jeff will represent the Library on the team that works with Civic Plus (with whom the city is contracting to build the new website).

Friends update:

- As always, we are thankful for the continuous support of the Friends!
- Next Friends meeting will be on Tuesday, March 9th at 2:00pm.
- Their next newsletter will come out in March and will have a featured article/interview with Doug Woods.

Library Foundation update:

- 22 Foundation bricks were placed on Saturday, February 11th.
- Next Foundation fundraising committee will be on Tuesday, February 14th.

Manieri update:

- Annual Swing Dance with GoodCo at the Depot was on Saturday, February 11th.
- The second Bi-monthly Swing Dance with the A Town Big Band will be at the Senior Center on Saturday, February 18th.

Maritime update:

- The Maritime program on February 21st at 4pm is the rescheduled December speaker, Peter Vassilopoulos talking about “Cruising in British Columbia: Favorite Places”

Library Staff:

- We are happy to have Laurie Racicot and Lisa Jackson on board as two new part-time Library Assistants.
- Interviews for Youth Services Librarian happened on February 10th.
- Doug’s last day will be on Friday, March 3rd. Please join us in the Children’s Activity Room from 3:30 – 5:00pm to celebrate his retirement!
- Library Staff meeting will be on Thursday, February 16th.

Upcoming Library Closures:

- President’s Day – February 20th

Selected Library Statistics:

	2016 total	2015 total
Physical Item circulation	217,296	214,057
eBook/eAudiobook circulation	24,082	24,998
New library cards	1380	1493
Adult Program attendance	4941*	4399
Children/Teen Program attendance	8648	6358
Public computer sessions	17,206	19,337

COMMITTEE REPORTS

LIBRARY ART COMMITTEE

- No report

ADULT PROGRAMMING AND PUBLICITY COMMITTEE

- Nick reported that there was nothing new.
- The spring program schedule is almost full.
- Jean does the PSAs for programs.
- A check was sent for a movie license. Nick has several movies planned for the next session.

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

- The committee has not met in a while.
- The Mayor is focusing on maritime issues this year.

UPDATES

LIBRARY STAFF

- Follow-up interviews for the children's librarian position are being planned. Dave thanked the two library board trustees who helped with the first round of interviews, Judy on the interview panel and Diane on the storytime panel.

PASSPORT PROCESSING

- Pauline reported that January's number of executed passport application far outnumbered any previous month's total.
- Pauline will arrange for in-person passport agent training for this summer.

FRIENDS OF THE LIBRARY

- Sheri attended the last Friends of the Library meeting.

FOUNDATION

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

REVIEW OF BOARD CALENDAR

- Friday, March 3rd from 3:30pm to 5:00pm, Doug's retirement celebration.
- Monday, March 20th at 10:00am, next Library Board meeting.
- Dave will not be attending the April meeting.

UNFINISHED BUSINESS

MEETING ROOM SOUND SYSTEM

- Nick, Jeff Vogel and Sheri went to ** to look at options for a portable sound system.
- Cost of the sound system will be split between the Foundation and Manieri.
- The preferred, more expensive system would be more versatile.
- A review of the sound system options is still underway. A vote has not been taken yet.
- It was noted that the hearing loop will not work with the portable sound systems.
- The upright piano needs its pedals adjusting.

NEW BUSINESS

- Judy and Diane will be the nominating committee and will bring nominations to the March meeting.

Sheri went over the statistics provided in her director's report.

EXECUTIVE SESSION

- At 10:55am, a short executive session took place to present the library director's review.

ADJOURNMENT

The meeting adjourned at 11:05 a.m.

The next regular meeting of the Anacortes Public Library Board will take place on Monday, March 20, at 10:00 a.m. in the library at 1220 10th Street.