

**ANACORTES PUBLIC LIBRARY BOARD**  
**Minutes of September 17, 2018**

**PRESENT**

Jim English, Dave Duck, Nick Alphin, Alethea Fleming, Katherine Hamer, Ruth Barefoot and Sydney Brady

**CALL TO ORDER**

Jim called the meeting to order at 9:00 am.

**VISITOR-STAFF INTRODUCTIONS**

No Visitors

**APPROVE PREVIOUS MEETING MINUTES**

Minutes of August meeting were approved after correcting typo.

**PETITIONS TO THE CHAIR**

None.

**ADOPTIONS/CHANGES TO AGENDA & AGENDA ADOPTION**

Agenda adopted as is.

**COMMITTEE REPORTS:**

**Library Art Committee:**

Nothing new

**Adult Programming and Publicity Committee:**

Nothing new

**Manieri Committee:**

Nothing new

**Maritime Committee:**

Nothing new

**UPDATES:**

**LIBRARY STAFF**

- Ruth reports that tonight's city council meeting includes the expected approval of the teamster's contract.
- Staff Photo displayed on monitor and board reviews positions of staff, putting names and faces together.

**PASSPORTS**

- Sydney reports the continued busy schedule of Passport Approvals. Jim asks if people understand that they don't need to meet with an acceptance agent for a regular renewal. Sydney acknowledges that much of the library staff time with passports includes answering questions on the phone and in person from community members needing both renewals and new passports.

**FRIENDS OF THE LIBRARY**

- Budget report has been supplied by Brian.
- Meetings have been suspended for the summer.

## FOUNDATION

- Foundation did not meet last month.

## UNFINISHED BUSINESS

- New library hours update:
  - Good feedback so far. Patrons are enjoying the earlier weekend opening times.
  - Share adjustment to lobby hours opening at same time as library and no longer opening 30 minutes early.
  - Leads to discussion about how the library supports homeless community members.
- Discuss By-Laws.
  - Final version of updated By-Laws have been reviewed by all. Dave Moves to approve the By-Laws, Alethea seconds the motion, a vote is called and the By-Laws are approved.
- Discuss new process for Director Review:
  - Jim shares that it used to be the board that did the entire evaluation for the director, and now as an advisory group the board will offer *one* impression.
  - Dave questions the need to write the feedback as they did in the past on the old city evaluation form. Dave offers to share the old evaluation form with the rest of the board for reference.
  - Katherine curious as to what goals are set out for Ruth, so that it is known *what* to review. Ruth shares that in weekly meetings the Mayor wants modernization of the library and needs Ruth to manage the change and guide staff through the transition.
    - Change management
    - Stretch dollar w/ better utilization of staff
    - Strategic Plan – Focus on community
  - Consensus is that the review is written feedback that contains general impressions of what the board members actually observe.
- Branding and Space Design Updates:
  - Ruth shares power point on wayfinding / branding / new logo.
  - Discusses increased collaboration between library and other city departments.
- Budget Discussion:
  - Ruth shares that the first week of October she will meet with all 4 library managers to approve their portion of budget presentations
- September 18<sup>th</sup> Board Soiree:
  - RSVP's?
    - From City Council, we should see Eric Johnson and his wife as well as the Mayor.
    - Current head count is 30-35
  - Assignments:
    - Dave bringing fruit tray
    - Katherine sparkling water
    - Alethea – cucumber and lemon for water
    - Sydney will cover name tags, paper goods, utensils, set up of easels.
    - Volunteer to sit at door in lobby after closing
    - Nick bringing flowers

- Jim bringing coffee and coffee service
- Managers will give their presentations at 7:30 pm.

### **NEW BUSINESS**

- Links at the Library:
  - February 16 for adults only and February 17<sup>th</sup> for families.
  - Goal is 56K. Mary Staley is organizing corporate sponsors.
  - The proceeds will go to helping to fund new directional signage, laptop bars and new children's department gateway.
  - The goal is much larger than the results of previous "links" events.

### **REVIEW OF BOARD CALENDAR**

- Next meetings 10/15 and 11/19.
- Harry Potter night November 15<sup>th</sup>

### **ADJOURNMENT**

The meeting adjourned at 10:48 a.m.