



# ANACORTES PUBLIC LIBRARY

## Board of Trustees' Meeting Minutes

July 13, 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 9:07 a.m. by Alethea.

### Approval of Minutes

The minutes from June will be approved at the August meeting once everyone has a chance to look them over.

### Internal Updates

Jeff

- All staff who are working in the building are helping with curbside. We are receiving lots of positive feedback for curbside services.
- We do not anticipate reaching Phase 3 until late July/early August at the soonest. However, preparations for phase 3 continue with the help of Mac Jackson. We have plenty of PPE and cleaning supplies. The lobby has been cordoned off with a separate entrance/exit. Plexiglass is on order for checkout desk.
- ILL has resumed with Trish and Morgan processing over 20 requests last week.
- Diana, Leslie, and Jeff are purchasing books using Friends money.
- One of our Library/Marketing assistants resigned last week, leaving another part time position open that we will not be able to fill until the COA hiring freeze is lifted.
- The Friends will not reopen the FriendShop until Phase 4. They sent out a letter requesting donations and received over \$4,000 in a week.
- The Foundation has met once online. They anticipate receiving a sizeable donation of unrestricted funds in the near future.
- The Manieri group will meet (online) in August for the first time since March.
- The Skagit Directors continue to meet once a week. Their focus lately has been an ILS consortium so all libraries in the county are on the same system. They are working on a Request for Proposal for a county-wide ILS. This may mean we have to change ILS providers again, but if we do we will not be in a rush. It will be a phased process. Upper Skagit Library has offered to provide the courier service.
- The interim position is going well. Jeff is still doing 2 jobs, but since the ordering of books has slowed significantly it's been manageable.

Sydney

- We have been doing curbside for 4 weeks now and have made over 700 deliveries to patrons. Tuesday and Friday are the heavy days due to the book drops being open. Other days are unpredictable. All staff have been helping with the curbside process, including pulling the hold requests, answering phones, and delivering the books to patrons outside. The 5 items per day limit has been well received, with some patrons still requesting more. Those patrons receive a note in their bag to remind them of the daily limit.
- The 72 hour quarantine is still in place for returned books. We would love to open the book drops more often as soon as we receive official guidelines allowing us to do so safely.

Diana

- We have produced over 100 virtual programs since we closed in March, including a story time every day!
- Morgan wrote a script for a Fantasy Zoom meeting between popular fictional characters. The video of that meeting was viewed over 2,000 times in the first week.
- We have 3,000+ engagements with videos on Facebook and YouTube.
- Leslie and Diana are currently working on August programming.
- Community Members are still engaging with virtual programs and offering their talents on a variety of subjects. We anticipate this virtual programming will continue into the fall, at least.
- The teens completed a survey of how they wanted to proceed with their programs. They decided on a virtual book club where they can read a book about racism or written by a black author.
- We will be hiring a local drawing instructor to teach a virtual drawing class for middle and high schoolers.

Leslie

- There are 170 people signed up for Summer Reading. This is less than usual years, but consistent with other libraries in the county.
- We did our first live program with magician Elliot Hunter. There were 80+ participants who attended this program that was funded by Kiwanis. We will likely not do another live program this summer, but save the rest of the donated funds for later.
- Virtual Story Time adventures continue through July. Ria, Diana, Lisa, and Leslie will be reading books throughout the summer. Many publishers are not allowing live reading so choosing books has been a challenge.
- We will be launching Craft Kits for check out. Lisa is preparing Rock Painting kits, and Ria is working on a microscope checkout plan. We are also planning Make and Take kits that will be available to pickup via curbside, as well as a Zoom craft time.
- JJ has been a rockstar with organizing and filming the videos, and a lot of other staff that are not usually involved in the Children's Programs have been participating this summer, which is fun and exciting for all.

The meeting was closed by Alethea at 9:45 a.m.

Next meeting is August 10 at 9 a.m., location online.