



ANACORTES PUBLIC LIBRARY

Board of Trustees' Meeting Minutes

November 9, 2020 9:00 am

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

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

Absent: Sydney Brady

Call to Order

The meeting was called to order at 9:02 a.m. by Alethea.

Approval of Minutes

Motion to approve the meeting minutes from October by Christina, second by John.

Manager Updates

Jeff

Library Re-opening

- Due to increasing COVID numbers, we are not going to reopen in November as we had hoped. This decision is supported by the Mayor and in line with all other Skagit Libraries. We will instead focus on reopening in January 2021. The staffing schedules that were rearranged for a November reopening will now be paused and used instead in January.

Trustee Interviews

- Board of Trustee interviews are this Thursday. There were 7 applicants. The Board reviewed the questions that will be asked of interviewees. Based on answers given by applicants, there may be additional follow-up questions as needed.

Friends/Foundation

- The Friends Annual meeting is this week. Christina will attend and report on it next month. The Friends budget for 2021 reflects a 40% reduction. They will be using more of their restricted funds to make up the deficit.
- The Foundation 2021 budget will look similar to 2020, with the additions of increased Hoopla funding and 50% funding of NewsBank. Washington State Libraries pay for the other half of this bill.

WiFi

- Fiber is working this week to improve the signal in the parking lot. We will advertise the increased signal when work is complete.

Sydney (presented by Jeff)

- We had our 5,000th Curbside Delivery last week! We have distributed over 17,000 items to more than 5,000 people since we started curbside delivery in June.

Leslie

- New in October: Take and Make kits! Make at home craft kits each age group: pre-readers, elementary, and tween & teens. A new set of kits will launch the second week of each month.
- Personalized Picks: so far 27 families have filled out the Personalized Picks form on the website. It has been very fun to select books for them based on the requests and interests indicated on the form.
- Story Times continue to be very popular.

Diana

- We have resumed Together We Discover, a very popular new program we began in the Spring. We present one live program per month, along with several others that have been pre-recorded.
- We're still working on programs for teens, one of the hardest groups to reach right now.
- We are piloting a new program that uses the ASD Student ID # as their library card number. If it is successful, all ASD students will be transitioned to this system.
- Marketing is working on an Indiana Jones style video for getting overdue books returned.

Other Library News

- Branding: we are moving forward with generating a consistent branding between the Friends, the Foundation, and Manieri.
- Revisiting the internal photo directory: we will work on getting LMT and Board headshots on the Library website. We may produce an internal-only directory of pictures and contacts for new Board, staff members.

Board Actions

- Mask Policy: The Board reviewed the following addition to the Library Code of Conduct Policy

COVID Addendum to Code of Conduct

Until the Library Board votes to revoke this temporary addendum to the Library Code of conduct, people on the library premises are required to abide to the following health and safety practices:

1. *All persons entering the library must wear a cloth face covering over the nose and mouth. A disposable facemask will be provided free of charge to individuals who do not have a face mask.*
2. *Reasonable accommodations such as Curbside Services, online resources, and reference services over the phone or via email will be available to those who are medically prevented from or decline to wear a face covering.*
3. *All persons entering the library must physically distance themselves, at least six feet, from other people and staff.*
4. *A limited number of people are allowed in the building at one time, with the Children's Library having further limitations based on occupancy.*
5. *Library users will be allowed in the building a maximum of 30 minutes per visit.*
6. *All library study rooms and meeting rooms will remain closed.*
7. *Those refusing to wear face coverings, or maintain six-foot distance when practical, or those exhibiting adversarial behavior that is argumentative with staff or other patrons will be subject to the Code of Conduct and be asked to leave. Police may be contacted which could result in a temporary trespass from the facility.*

Motion to approve the policy addition by Katherine, second by Alethea.

HotSpot Policy

- The following policy needs to be added to our Circulation Policy, as required by the grant we received to acquire them:

WiFi Hotspots:

Anacortes Public Library lends WiFi Hotspots to address challenges Anacortes residents experience accessing Internet—at work, at home, or while traveling. The following conditions apply:

- A. *Hotspot borrowers must:*
 1. *Be at least 18 years of age with a library account in good standing.*
 2. *Check out no more than one Hotspot per household at a time.*
 3. *Abide by Verizon's Acceptable Use Policy.*
 4. *Assume any and all liability for the cost, repair, or replacement in the event of loss due to theft, damage, negligence, or misuse.*
 5. *Return the device and all accessories in the container provided.*
- B. *Conditions*
 1. *Hotspot can be checked out for a two week period.*
 2. *Hotspot data may be turned off remotely if device becomes overdue.*
 3. *Wireless security is not guaranteed. Borrowers accept all risk associated with use of the wireless data service.*
 4. *No content filtering is provided. Parents are encouraged to work closely with their children in selecting material that is consistent with personal and family values and boundaries.*
 5. *The Library assumes no responsibility for equipment failure, and equipment is not guaranteed to work in all locations.*

Motion to approve the policy addition as written by Alethea, second by Christina.

The meeting was closed by Alethea at 9:50 a.m. Next meeting is December 14 at 9 a.m., location online.