



# ANACORTES PUBLIC LIBRARY

## Board of Trustees' Meeting Minutes

September 14, 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

**Absent:** Leslie Wilson

### Call to Order

The meeting was called to order at 9:05 a.m. by Alethea.

### Approval of Minutes

Motion to approve the meeting minutes from August by Christina, Second by Alethea.

### Manager Updates

Jeff

#### Budget:

- The City is working on a flat budget for 2021, apart from payroll going up 8% and benefits up 3%.
- The Library is planning to keep the same budgeted amounts as last year as much as possible. We already know that OverDrive costs will be increasing. We still have 2 part-time vacancies and 1 full-time Librarian vacancy that will remain in the budget for 2021, until the City Council ends the hiring freeze.

#### Grants:

- LMT is working with Steve Hoglund to utilize the COVID funds we have available to us, for PPE as well as other purchases we have to make in order to comply with COVID regulations.

#### Friends of the Library

- The Friends have not presented a budget yet. Their recent fundraising efforts have resulted in over \$11k in donations over the last few months, and a new mailing will be going out soon. They are just beginning to receive donations through their newly-opened PayPal account.

#### Library Foundation:

- The Foundation should have their budget ready for approval in December.
- A complaint was lodged from a patron who purchased bricks and had to wait a year for the engraving to get done. They were unhappy with the lack of communication during the process, as well as the long delay. Jeff will speak with the Foundation about their process for communicating and turnaround.
- A portion of the large, unrestricted gift the Foundation received may go to cover the Friends financial shortfall.

#### Manieri:

- Vince Fejeran is going to present a Big Band video series through the Manieri Endowment, to tie in with our Together We Discover program. The focus will be on a local Big Band (such as A'Town Big Band), their instrumentation, history of music, and sample playing. The series should culminate in a full song presentation by the Big Band.

Diana/Leslie

- Diana applied for and received an outreach grant from the State Library for another laptop, GoPro kit and video equipment to effectively continue our Virtual Programming.
- Leslie and Diana are working together to revamp the Children's department using the Maxson funds.
- Genre Night will not be presented in the way we're used to, but we still plan to do something fun. Possible ideas include videos, a scavenger hunt, and a green screen. Stay tuned.
- Diana reported for Leslie:
  - The Children's Team is wrapping up summer reading. They will be planning more programs for the fall, including more hands-on activities. The Zoom craft classes showed how much those hands-on activities meant to families.
  - Youth Services and Marketing have started to meet monthly in an effort to plan and promote programs

effectively and seamlessly.

- We are planning to present more Together We Discover programs from other City departments and programs, since they were so well received this summer.

## Sydney

- The Library staff still enjoys theme Fridays for curbside. The Paper Bag day was fun but in practice, a little difficult to walk. We also have had Wacky Western Day, Crazy Hair Day, and this Friday will be Pirate Day.
- Curbside: Our grand total so far is 3,015 vehicles/patrons served since June 16. Last week was a 4 day week but we still had our second largest volume. Our biggest day was last Tuesday with 95 served in one day.
- We are open 25 hours a week to serve our patrons. That is half of our usual 50 hours but we are circulating over 50% of our pre-covid volume.
- Next week we're going to add hours on Tuesdays, remaining open until 7 p.m. for curbside services and book drop. We plan to open Saturdays from 11-4 in October. We also intend to increase the amount of items available for checkout to 10.
- Questions have been raised about the necessity of delivering the books in plastic bags, with some patrons adamantly opposed to the plastic use. Unfortunately, to follow our directives for being open we have to deliver the items "sealed" as much as possible. We do have paper bags we can use for delivery of small orders.
- We are exploring the idea of buying more book bins with some COVID funds, since the 10 we have fill up each day the book drops are open.
- We are also considering a Staff Pick bonus book to add to curbside deliveries if the recipient so desires, but we would not have the ability to have it curated by a Librarian.

## Board Business

### **Retention of meeting minutes and agendas**

- The current Secretary of State guidelines instruct Advisory Boards to retain minutes and agendas for 6 years after the end of the calendar year. After 6 years the information is to be sent to the SOS for appraisal and selective retention. Christina volunteered to go through the archives incrementally once we reach Phase 3 and the Library is more open.

### **Board Vacancy**

- Dave will be leaving the Board at the end of this year following 10 years of dedicated service. Recruitment for a new Trustee will begin by October.

The meeting was closed by Alethea at 10:03 a.m. Next meeting is October 12 at 9 a.m., location online.