

**EVERETT PUBLIC LIBRARY BOARD
OF TRUSTEES MEETING**

February 15, 2022

Board of Trustees: Diane Belote
Rebecca Frevert
Joshua Glasgow
Nick Shekeryk
Deanna Dunkin Smith

Library Staff: Abigail Cooley
Meghan Edwards-Bond
Emily Dagg

City Staff: Cassie Franklin
Paula Rhyne
Jennifer Gregerson

CALL MEETING TO ORDER

The meeting was called to order at 7:01

LAND ACKNOWLEDGEMENT

Nick read the land acknowledgement.

CITIZENS COMMENTS

None.

APPROVE MINUTES OF JANUARY 2022

Minutes were approved as submitted.

REVIEW EXPENDITURE REPORTS

In 110 fund, supplies included PPE such as wipes, masks, air purifiers and filters. Small tools and equipment included two cash registers and Fusion Pro software. Professional services included annual OCLC subscription and two months of security services.

Due to supply chain delays and staffing changes, we are working to reappropriate 2021 funds and carry them forward to 2022. If all re-appropriations are approved, remaining balance will be \$29.

In 152 fund, small tools and equipment included office chair and Fusion Pro software. Professional Services included 4 programs. Contributions and donations lower than expected for 2021 because check for around \$60,000 from Community Foundation did not hit account until January 2022, and Friends of the Library are making purchases directly rather than writing check to the Library for \$15,000.

If all re-appropriations for 152 funds are approved, remaining balance will be \$28,000 and will roll back into general unallocated fund.

UPDATE FROM MAYOR CASSIE FRANKLIN

Mayor Cassie Franklin discussed the city budget, including what cuts have been made, homelessness and green infrastructure as top priorities. Also discussed structural deficit and shared the city receives 19 cents of the dollar in property taxes, and money goes to services such as Police, Fire, and roads.

Board members commented on Everett's positive steady evolution, specifically calling out the waterfront, improved look and feel of the city, and increase in local shopping, food establishments and festivals. Board members shared their concerns about rising property taxes, homelessness, the Everett Mall, drivability due to increased population, and the need for improved transportation. Board members suggested honoring old trees, opening an establishment that resembles Third Place Books in Lake Forest Park, turning the Everett Mall into a senior and community center, unifying North and South Everett, and making improvements to transportation (ex: Burke-Gilman trail).

Board members are encouraged to reach out to Mayor Cassie Franklin at cfranklin@everettwa.gov if they have more feedback.

DIRECTOR'S REPORT

11 Citizen Science kits now available to check out to help promote science and research. Two different types of kits available.

KN95 masks available for staff, and 10,000 KN90 masks available for public distribution. 500 at-home tests distributed between 2/12-2/15 and only a few remaining at ML. 10,000 additional tests should be available in coming weeks and won't be advertised until they arrive. Still on track to expand hours on February 22 as a soft launch.

New staff include YS Librarian I: Carly, Circ Assistant I: John and Savannah, and Circ Assistant II: Janice and Lore. New hires (hired but haven't started) include Assistant Director Program and Information Service: Jennifer Patterson – start date 2/22, Adult Services Librarian I: Naomi Clegg – start date 2/28, and Youth Services Librarian I: not confirmed – start date early March. Vacancies include Fundraising Coordinator, which should be posted in the coming weeks. Priorities have been to fill frontline staff and recruiting process takes time.

Moving forward with RFP submission for consultant. Purpose of the consultant is to review and establish evaluation process for Library Director and work with members of leadership team to build and strengthen team. Tentative schedule:

March – Issue RFP

May – Review REP/Hire

June-Sept – Consultant begins work/evaluation at end of September (board will have input during this time)

Oct-Dec – Continued work with Leadership as needed

Link was sent out to sign up for board trainings. Board binders will include background and training information and should be ready by March.

Significant increase in staff sick leave from 2021 to 2022. 142 hours of sick leave in 2021 and 233 hours of sick leave in 2022, plus additional hours of unpaid leave not counted in that number. Nick asked what measures the library is taking to account for sick leave. Abby mentioned slowing down and not taking on new unnecessary projects, offering flexibility with remote work if possible, honoring various leave requests, offering training on difficult situations, prioritizing hiring staff so vacancies are filled, and highlighting small successes in staff newsletter. Reality is that fatigue is real and has been discussed between Directors and Mayor. Library team has stepped up to cover and is committed to job and community.

Diane praised social media team for increase in positive posts and opportunities and asked for clarification about staff resigning and what the board can do to support staff. Abby shared that most vacancies have been from budget reductions, promotions, retirement, or personal reasons. Ideas to support staff include

thanking them if you visit library, sharing Facebook posts with community, advocating for the library to community members and city administration, and sharing positive statements from community so they can be included in staff newsletter. National Library Workers Day is Tuesday, April 5, 2022.

The library was named as a beneficiary from a patron who passed away. Amount is still unknown, but details will be shared soon, and board will be asked to decide what to do with funds.

Abby participated as a witness and gave testimony in the WA State case against three opioid distributors. Abby represented the library to share how libraries have been impacted by opioids, changes that have been made to facilities and policies, and how it has impacted staff. State needs to demonstrate a public nuisance and prove there are solutions to win. If they win, money has to go to recovery programs and supporting community so some may be filtered to the library.

FUTURE AGENDA ITEMS

Nick will gather feedback about agenda from members before each board meeting and send to Abby.

Ideas discussed:

- Add agenda items for next meeting in the for the good of the order
- Abby to highlight resources library provides in monthly report
- Continue to update calendar of events and have each department to present to board once a year
- Participate in One Book, One Everett and discuss book
- Partner or feature other community members
- Engage with Sno-Isle Board of Trustees
- Engage with Friends of the Library
- Annual Fundraiser
- Board roster
 - Roster will be provided in board binder. Reminder to copy Abby on any email communications.

FOR THE GOOD OF THE ORDER

None.

ADJOURN

With a motion, second, and unanimous approval, the meeting was adjourned at 8:35.

Meghan Edwards-Bond, Administrative Coordinator