

**EVERETT PUBLIC LIBRARY BOARD
OF TRUSTEES MEETING**

March 15, 2022

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

Library Staff: Abigail Cooley
Meghan Edwards-Bond
Jennifer Patterson
Emily Dagg

City Staff: Lori Cummings
Ramsey Ramerman

CALL MEETING TO ORDER

The meeting was called to order at 7:01.

LAND ACKNOWLEDGEMENT

Nick read the land acknowledgement.

PUBLIC COMMENTS

None.

OPEN PUBLIC MEETINGS ACT PRESENTATION

Ramsey Ramerman gave a presentation about public records, retention times and best practices for board members. Ramsey also presented about the Open Public Meeting Act including the requirements to hold an open public meeting. The board is encouraged to reach out to Ramsey with questions.

RECAP OF FEBRUARY 15, 2022 MEETING

Board packet included February meeting items. February meeting items were approved as submitted.

APPROVE MINUTES OF FEBRUARY 2022

Minutes were approved as submitted.

REVIEW EXPENDITURE REPORTS

No major expenses in 110 fund. In the process of working with City Administration to re-appropriate funds and will be going to Council in coming weeks.

Expenses in 152 fund included supplies for Youth Services, 3 programs, a refund, and a conference for 3 employees. However, conference cancelled, and refund will be on February report.

DIRECTOR'S REPORT

11 new circulating Citizen Science Kits. Funded by a grant from ASU and SciStarter.

Partnered with Washington Center for the Book for Share Your Story program. 13 stories were submitted to create a book.

Continuing to work with City Administration, HR and Safety on guidelines and procedures. Masks not required for staff or public, but still available for both. 2,370 at home test kits distributed between 2/12 and 3/15, 180 test kits distributed to community childcare partners, and 7,500 KN90 masks distributed. Demand for kits has gone down and they have expiration dates so will likely not be ordering anymore at this time. Successfully expanded hours on February 21, and with funding from The Friends of the Library, we are looking into opportunities to advertise the new hours.

New staff include Jennifer Patterson (Assistant director programs and Information Services), Aarene Storms (Youth Services Librarian I) and Naomi Clegg (Adult Services Librarian I). Jennifer provided a personal bio.

Currently on track to issue RFP in March. Working with Purchasing to see if any consultants on contract with the City.

Reminders: Mayor Franklin is seeking input from last meeting. Send headshot/brief bio to Meghan by April 1st or make arrangements to have picture taken. Photos will be displayed at each branch and added to website. Bios and photos will also be shared on social media during National Library Week.

ANNUAL TECHNICAL SERVICES UPDATE

Emily Dagg provided an update on Technical Services team and statistics. Presentation included 2021 accomplishments, 2022 materials budget, potential projects for 2022 and potential challenges.

Board members asked about book club kits, book sale and the coffee shop. All three items are currently being discussed and there should be updates soon.

NATIONAL LIBRARY WEEK

Abby shared that National Library Week is April 3-9 and the theme is Connect with your Library. Board members discussed what they wanted to do to recognize National Library Week and staff for National Library Workers Day (4/5). Board members to visit each branch during the week and bring a token of appreciation if they choose to. Several board members expressed ideas to interact with community and staff in the future.

With a motion, second, and unanimous approval, the request for City Administration/Council to issue a proclamation in honor of National Library Week was approved.

RESOLUTION REGARDING ACCEPTANCE OF GIFT FROM ESTATE OF JUDITH A. BAKER

Abby presented the resolution that was provided by City Attorney to meet the needs of Morgan Stanley. The resolution gives the Mayor the power to sign paperwork on behalf of the Library. With a motion, second, and unanimous approval, the resolution was approved as submitted.

FUTURE AGENDA ITEMS

None. Board to send ideas to Abby before next meeting.

FOR THE GOOD OF THE ORDER

None.

ADJOURN

With a motion, second, and unanimous approval, the meeting was adjourned at 8:40.