

EVERETT PUBLIC LIBRARY BOARD
OF TRUSTEES MEETING

April 19, 2022

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

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

City Staff: Lori Cummings
 Paula Rhyne

CALL MEETING TO ORDER

The meeting was called to order at 7:03.

LAND ACKNOWLEDGEMENT

Rebecca read the land acknowledgement.

PUBLIC COMMENTS

None.

APPROVE MINUTES OF MARCH 2022

Minutes were approved as submitted.

REVIEW EXPENDITURE REPORTS

Miscellaneous expenses in 110 fund included subscription and membership renewals for ALA and Polaris. April report will show first budget amendments that were approved by Council. Re-appropriated funds will cover items that we began purchasing in 2021 but were not completed by the end of the year.

152 fund expenses included refund from conference that was cancelled, Youth Services and Adult Services programs, custom vinyl wrap for lockers, and gift cards for focus study group. We partnered with Leadership Snohomish to gather feedback from our community, and we should have report to share soon. Re-appropriated funds were approved for consultant, programming, technology, and Emergency Connectivity Fund. Revenue will start to increase due to coffee shop opening and Book Sale starting.

DIRECTOR'S REPORT

Thank you to board members who stopped in and said hello during National Library Week, staff appreciated the recognition.

Book Sale is back at Main Library with different pricing structure.

Coffee shop is now open.

Board binders ready for pick up at Main Library and include city policies, board packets, directory, and resources. Coordinate with Meghan or Abby if you prefer to pick up at Evergreen Branch and let Abby know if you have questions about binder contents.

Tiny Art Show was a huge successful with lots of involvement from staff and community, and we are hoping to make it an annual program. More creative and exciting programs to come.

Facilities and Community Development taking the lead on a grant that would replace HVAC systems. The grant would be essential to save money, time and be beneficial for the community as the library serves as a cooling and warming center.

Encampments is a growing issue around the city and was brought as a public comment during the last Council meeting. Staff and leadership team examining what we can do and having conversations with City Administration, COET, Facilities, Police and Community Development. Working with legal team to update policies and procedures, distributing exclusion forms if necessary, and reviewing and updating Rules of Conduct, which will be brought to board for approval.

We have identified several consultants for the director's evaluation and leadership coaching that are under city contract, which would eliminate the need for an RFP. Waiting on two more quotes and then will send to the board for review.

New board members are expected to do board training as part of onboarding and returning members can decide what refreshers they need. Critical trainings (ex: Public Records and Opening Meeting Act every other year) will be known. Let Abby know if you want specific trainings anytime.

Circulation numbers low for lockers at Evergreen Branch because of technology issues causing them to be out of service for a while. They are now working and will be publicized more, hopefully increasing the numbers.

Board had discussion about the Veteran's Book Group funded by Humanities WA grant.

ANNUAL REPORT PRESENTATION

Abby shared the 2021 Annual Report which included highlights, statistics, and praises from community members. Highlights included new collections and technology, adaptation to virtual programs, book walks, opening back up in March, starting curbside service, expanding hours, serving as a cooling and warming center for the city, and hiring, rehiring, and promoting for over 25 positions. Statistics were shared regarding items in collection and circulation, programs, online resources and social media, and financials. The Annual Report will be added to the website and printed copies will be at the checkout desks soon.

FUTURE AGENDA ITEMS

Board to review City Council meeting minutes for next board meeting and prepare for conversation.

FOR THE GOOD OF THE ORDER

None.

ADJOURN

With a motion, second, and unanimous approval, the meeting was adjourned at 8:07.