

EVERETT PUBLIC LIBRARY BOARD
OF TRUSTEES MEETING

July 19, 2022

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

Library Staff: Abigail Cooley
Meghan Edwards-Bond
Emily Dagg

City Staff: Lori Cummings

CALL MEETING TO ORDER

The meeting was called to order at 7:03.

LAND ACKNOWLEDGEMENT

Nick read the land acknowledgement.

APPROVAL OF AGENDA

Agenda for July 2022 was approved as submitted.

PUBLIC COMMENTS

None.

CONSENT ITEMS

Minutes for June 2022 were approved as submitted.

BOARD MEMBER REPORTS

Joshua attended Pride in the Park and commented on the positive attendance of the library booth.

Deanna attended the Seattle Mandolin Orchestra program at Main Library and commented on the large attendance, and personal enjoyment of the interactive program. Deanna also attended the Pinehurst-Beverly Park neighborhood meeting and suggested that they meet at the Evergreen Branch. Deanna attended the first meeting with the leadership team and the Integris performance advisor, and she attends the monthly Veteran's Book Club. Lastly, Deanna is participating in the summer reading program.

Diane regularly visits Main Library and utilizes services as a patron. Diane commented on the exceptional service and experience she has had as a patron. Diane attended the Everett Fourth of July event at Legion Park and has had discussions with a neighbor who is a board member at a local school about possible school visits with the library.

Rebecca regularly visits Main Library to pick up books and enjoys the human interaction with staff. Rebecca is looking forward to signing up for upcoming programs.

Nick regularly visits Main Library and commented on positive staff interactions and the abundance of patrons using services. Nick attended Sorticulture, the Everett 3on3 basketball tournament, and stopped by the library booth at the farmer's market this past month. Nick plans to attend the Nubian Jam at Forest Park later in July and is excited that culture is thriving in Everett.

DIRECTOR'S REPORT

Meghan presented the May 2022 Financial Reports for Fund 110 and Fund 152. In Fund 110, all expenses were below monthly average. Largest expenses included 3 utility scales, headphones for public computers and sanitizing wipes. In Fund 152, expenses included a new fish for the fish tank, two programs and an online workshop for two employees.

Abby presented the Library Director's Report which was sent out in advance. Highlights included potentially expanding the Lawyers in the Library program to become a permanent monthly event, an increase in outreach events including Pride in the Park and the Everett Farmer's Market, and an upcoming partnership that would promote graffiti art, including using the Main Library parking garage for this event. Abby also spoke about the work between the leadership team and the Integris performance advisor thus far and about her experience participating in the opioid trials.

Additional discussion took place regarding the grant received through Washington State Library that provides equipment and training for virtual reality. Once it is set up, Lisa Labovitch will be invited to the board meeting to demonstrate. Jennifer Patterson recently met with the Downtown Everett Association to discuss our continued partnership, and Abby provided an update about the ongoing conversations regarding safety. The Downtown Everett Association is working on security to patrol downtown, which would include sidewalks near the library. In addition, the library is working with Police and City Administration to talk about the potential to fund social workers in the library.

In preparation to share the revised rules of conduct policy in August, Abby presented the current rules of conduct policy, which is lengthy and outdated. The team working on the revised policy have gathered feedback from library staff and will be sharing it with stakeholders and community partners before bringing it to the board for feedback and discussion. The August board packet and agenda will include the old rules of conduct policy, revised rules of conduct policy, security camera policy, and more about applying the rules of conduct and guidelines as it relates to exclusions and trespassing. Abby will gather additional information regarding gun policies for the August meeting at the request of a board member.

The board is encouraged to view the current policy on the website and inform Abby of questions before the next meeting. Board is also encouraged to review board packet before the August meeting so they can be prepared to discuss and vote on policies.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A memo regarding the Library Director evaluation process as well as the standard city evaluation template was shared in the board packet. The Library Director evaluation is typically held in September. The board would like the evaluation to be simplified and consistent. City Administration is reviewing current city-wide evaluation template and process. Library Director is the only Director who is not currently using the standard template and who is evaluated by a board of trustees. The board discussed evaluation process from previous years, benefits of receiving staff feedback, and the potential for a consultant in the future.

With a unanimous vote, the motion to use the City's existing evaluation form for the annual 2022 Library Director performance evaluation, and the authorization of the Board President and Vice President to lead the evaluation process, was approved. Lori Cummings will facilitate setting up a meeting between Kandy Bartlett (HR Director), Nick Shekeryk, and Deanna Dunkin Smith to discuss forms, timelines and next steps. Hiring a consultant for future years is on hold at this time until Human Resources has finished reviewing current city-wide evaluation process.

ANNOUNCEMENTS

The next board meeting will be held on August 16, 2022, at Main Library.

ADJOURN

With a motion, second, and unanimous approval, the meeting was adjourned at 8:24.