

**EVERETT PUBLIC LIBRARY BOARD**  
**OF TRUSTEES MEETING**

August 16, 2022

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

Library Staff: Abigail Cooley  
Emily Dagg  
Jennifer Patterson

City Staff: Paula Rhyne

**CALL MEETING TO ORDER**

The meeting was called to order at 7:01.

**LAND ACKNOWLEDGEMENT**

Nick read the land acknowledgement.

**APPROVAL OF AGENDA**

Agenda for August 2022 was approved as amended, correcting the Finance Report date to June 2022.

**PUBLIC COMMENTS**

None.

**CONSENT ITEMS**

Minutes for July 2022 were approved as submitted.

**BOARD MEMBER REPORTS**

Joshua attended the Main Library book club meeting and had a good time participating in the book discussion.

Nick attended Nubian Jam in Forest Park. There were a lot of families enjoying great music and food. Nick's wife is a local artist, and she did an illustration of the Evergreen Branch. Nick wrote an accompanying article that will be published in the Herald this fall. Nick is interested in having a Library Board retreat so that the board can do some team building and board development. Nick will be calling in from home next month.

Rebecca participated as an election worker for the August 2<sup>nd</sup> election. It's a very rewarding experience to see how the vote is protected. She enjoyed the Going All City graffiti mural event and drove around to see the artwork and the artists painting. She is excited about the Schack's Fresh Paint event and the Library's Books and Brews event this weekend. She is looking forward to attending some of the upcoming gardening programs at the library.

Deanna attended the Veteran's Book Club meeting at the Evergreen Branch. She facilitates a book club at the Evergreen Branch for an outside group that uses a library meeting room. She attended the Main Library book club meeting and loved the book and the discussion. She met with Nick, Kandy Barlett (HR Director) and Lori Cummings to review the director's evaluation tool. She enjoyed walking through the library parking garage and looking at the artwork. She completed six more BINGO squares for the adult summer reading program.

Paula shared that Emma Yule Park is now open and includes a track for tricycles. An off-leash dog park at Lowell Park is now open. National Night Out was a lot of fun and she saw Carly from the Library at the event at Lyon's Park. Everett Transit has opened route 6 for free rides down to the waterfront where outdoor movies and other events

are happening this summer. Police Chief Templeman is providing a briefing about public safety to City Council at the August 17<sup>th</sup> meeting. They will be discussing crime rates and safety.

Diane is excited about the Books and Brews event this weekend and is impressed with all of the great things that the library has been doing.

### **DIRECTOR'S REPORT**

Abby presented the June 2022 Financial Reports for Fund 110 and Fund 152. In Fund 110, the supplies/tools/equipment line has expenditures larger than the monthly average with purchases of meeting room technology equipment, general supplies, and the receipt of books trucks and a chair that were ordered at the end of 2021. Two bills were paid this month for Ricoh printer lease. In Fund 152, tote bags were purchased for resale, supplies for book walks and the Northwest Room were purchased, professional services were paid for programs, and four employees participated in a writing class. The coffee shop is currently paying a flat fee until their revenue builds to a specific threshold, and then the library will get a percentage of sales. Book sale revenue is continuing to grow.

Abby presented the Library Director's Report. Highlights included outreach events at Mukilteo School District summer school, Carl Gipson Center, Hopeworks, Sno-Isle Co-op's 25<sup>th</sup> Birthday Party, and the Evergreen Arboretum Summer Fest.

The library hosted two interns through the Career Link partnership between the City of Everett and the Everett School District. Library staff had a great time hosting them and the interns learned a lot during their time with the library.

The library participated in the Going All City graffiti mural event in a couple of ways. The library was a partner for the Youth Go Paint Day event in which 40 youth worked on one mural in the parking lot across from the Library on Rucker. And the library parking garage was painted by artists across the country, with each floor painted in a monochromatic scheme. The garage signage will be updated and refreshed as well.

Abby shared some information about upcoming programs including Books and Brews this Saturday, a fall gardening series, Mossyback Morris Men folkdance performance, and a Jean Mann music program. Details are being finalized for a One Everett One Book program in October featuring Reem Assil, a chef and cookbook author, and her book *Arabiyya*.

Library merchandise is now available through Threadless at <https://everettpubliclibrary.threadless.com> with a portion of the sales going to the Friends of Everett Public Library.

The Leadership Team work with the consultant Integris is going well. The team participated in a productive retreat and follow-up meetings will be taking place through the end of the year.

Deanna and Nick met with Kandy Bartlett and Lori Cummings on the director's performance evaluation tool and will complete Abby's evaluation and bring to the full Library Board for review at the September meeting. Abby will invite Kandy to attend the September meeting discussion.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

**Student Library Accounts Policy:** Emily presented this new policy. The goal of the policy is to reduce barriers and increase equity. Several other libraries have similar policies. Student accounts will use the student's school ID number as library card number. There will be no physical card and the checkout limit will be three items. Students may also have a regular library card. The library will establish an MOU with each participating school district. School directory information will be imported into the library's patron database, with all students receiving accounts unless parents opt out. The data will only be used for library purposes.

A motion was made and seconded to approve the policy as submitted and passed with a unanimous vote.

**Judith A. Baker Bequest:** The Library received a bequest of \$31,064.83. Abby discussed possible options for these funds including:

1. Establish a Judith Ann Baker endowment fund with Community Foundation of Snohomish County. Annual disbursement would be around \$1000 - \$1500 with distributions starting in 2024 or 2025. There would be no restrictions on how the funds could be spent.
2. Deposit in the existing Bill Baker Book Club endowment fund supporting materials and programs. Annual disbursement would go from \$1500 per year to \$2000 - \$2500 per year.
3. Deposit funds into the library 152 account and spend funds from 2022 to 2023 to support library building improvements, programs and materials. Micro grants would be made available to staff to try out new ideas.

A motion was made and seconded to deposit 2/3 of the bequest to the Bill Baker endowment and the remaining 1/3 to the library 152 account to spend in 2022-2023. The motion passed with a unanimous vote.

**Rules of Conduct Policy:** Jennifer provided an overview of the proposed revised Rules of Conduct policy. Board members discussed the revised policy and asked for clarification on how the library would address some specific issues under the new policy. Procedures for enforcing the Rules of Conduct will be developed and training will be provided to staff.

The following edits were suggested:

- Revise the last sentence of the guidelines section to something like the following: For the safety of yourself and others, bring safety and other concerns to the attention of library staff.
- Consistently use either lower-case or upper-case l's when referring to the library.
- Be consistent in using or not using oxford commas.
- Be consistent in referring to exclusions as either notice of exclusion or exclusion order.
- Consider adding additional details about the appeals process regarding timeframe for making an appeal and when a decision will be made.
- Refer to the Library Board consistently as either Library Board or Library Board of Trustees.

A motion was made and seconded to approve the Rules of Conduct policy with the proposed revisions. The motion passed with a unanimous vote.

### **ANNOUNCEMENTS**

The next board meeting will be held on Tuesday, September 20 at 7:00pm at Main Library.

### **ADJOURN**

With a motion, second, and unanimous approval, the meeting was adjourned at 9:04.

---

Jennifer Patterson, Assistant Director of Programs & Information Services