

**EVERETT PUBLIC LIBRARY BOARD
OF TRUSTEES MEETING**

January 17, 2023

Board of Trustees: Deanna Dunkin Smith
Diane Belote
Rebecca Frevert
Jennifer Gordon
Joshua Glasgow

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

City Staff: Paula Rhyne

CALL MEETING TO ORDER

The meeting was called to order at 7:01.

LAND ACKNOWLEDGEMENT

Rebecca read the land acknowledgement.

APPROVAL OF AGENDA

Agenda for January 2023 was approved as submitted.

PUBLIC COMMENTS

None.

BOARD MEMBER AND COUNCIL LIAISON INTRODUCTIONS

Board members, library staff and the council liaison provided personal introductions.

ELECTION OF NEW OFFICERS

Deanna Dunkin Smith was elected as the new President and Rebecca Frevert was elected as the new Vice President.

CONSENT ITEMS

Minutes for December 2022 were approved as submitted.

BOARD MEMBER AND COUNCIL LIAISON REPORTS

Paula informed the group of the Council retreat and that there was going to be discussion about the committee structure.

Rebecca came into the Main Library to look at past minutes for mentions of bylaws.

Diane came into the Main Library to look at past minutes for mentions of bylaws, toured the Evergreen Branch, and obtained resources for a local school.

Joshua attended the children's New Year's Eve program.

Deanna scheduled a one-hour Book a Librarian session at the Evergreen Branch for spreadsheet assistance, and checked-out and distributed a book set, *Ella Minnow Pea* by Mark Dunn, to ten senior women who meet at the Evergreen Branch once a month.

DIRECTOR'S REPORT

Meghan presented the November 2022 financial reports for Fund 110 and Fund 152. In Fund 110, expenses that were larger than the monthly average included tools and equipment, which accounted for industrial heaters that were rented due to heating issues at the Evergreen Branch. Equipment also included items such as headphones, keyboards, and webcams.

Repairs and maintenance also appeared higher than average because the library paid for the annual maintenance renewal for a ScanPro device. In Fund 152, larger expenses included supplies and tools and equipment, which were for various programs and iPad cases. Other expenses included payment for 5 programs and renewing the annual Ryan Dowd training.

Abby presented the director's report, which was included in the board packet. Highlights are included below:

The following staff members celebrated milestones for years of service in 2022:

- 5 years - Susan Bailey, Michelle Brebner, Phillip Buffington, and Abigail Cooley
- 10 years - Lisa Labovitch
- 15 years - Ron Averill and Priscilla Strettell
- 25 - Gloria Holgren and Linda Stover
- 30 - Kevin Duncan and Margo June

Kwame Onwuachi has been confirmed for One Everett One Book, and promotion started this week. The program will be on Friday, February 24th at 7:00pm at the Everett Performing Arts Center. There will be a keynote presentation, cooking demonstration, and a book signing with books available for purchase.

The bulk of the leadership team training sessions with Integris Performance Advisors was completed between June-December 2022. The leadership team will take a final assessment in February, with a wrap-up session that covers what they have accomplished and next steps. All staff are currently completing a DiSC assessment and trainings will be held to introduce communication styles to staff in January/February. Integris Performance Advisors will provide update to Deanna after work is complete in February/March, and then Deanna will provide a report back to the board in March/April.

Phoenix Protective Services issued a notice of nonrenewal on December 30, 2022, with the last day of service scheduled to be January 11, 2023. A contract with a new security company is in the works, and they are trying to hire staff so there is no current timeline. The library is working with other city departments including Facilities and Police for assistance when needed until the new security company is in place. Security issues such as encampments and drug use have increased, especially at the Evergreen Branch. The library will be installing vape sensors to monitor air quality and these sensors will be purchased with funding from the city. The main restrooms at the Evergreen Branch have been temporarily closed, but the family restroom is still open. Restrooms at the Main Library are being monitored and assessed. Abby confirmed that the library does have Narcan, and that staff can volunteer to be trained on how to use it.

In Fund 110, there was a 2.3 % change from the 2022 original budget and the 2023 approved budget, and a 0.2 change in FTEs from the 2022 original budget and the 2023 approved budget. The library right-sized hours for the current level of staff as of January 1, 2023.

The calendar of events will be finalized once retreat date is decided. Directory was sent out and board members should inform Abby and Meghan of any changes. Abby will be sending out an email about training topics and a link to Calendly for one-on-one trainings soon.

UNFINISHED BUSINESS

The board agreed to meet on Saturday February 25th for their retreat. Specific time and location to be determined. By a unanimous vote, the board approved Rebecca and Josh to create a preliminary bylaw template to review at the retreat, and to use up to \$1,500 from Fund 152 for food and a presenter fee. By a unanimous vote, the board also voted to change the time of the monthly board meetings from 7:00pm to 6:00pm, and to meet at the Evergreen Branch quarterly.

NEW BUSINESS

None.

ADJOURN

With a motion, second, and unanimous approval, the meeting was adjourned at 8:55.

Meghan Edwards-Bond, Administrative Coordinator