

**EVERETT PUBLIC LIBRARY BOARD
OF TRUSTEES MEETING**

February 21, 2023

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

Library Staff: Abigail Cooley
Jennifer Patterson
Meghan Edwards-Bond

City Staff: Paula Rhyne

CALL MEETING TO ORDER

The meeting was called to order at 6:07.

LAND ACKNOWLEDGEMENT

Joshua read the land acknowledgement.

APPROVAL OF AGENDA

The agenda for February 2023 was approved with an edit to add board bylaws under unfinished business.

PUBLIC COMMENTS

None.

CONSENT ITEMS

Minutes for January 2023 were approved as submitted.

BOARD MEMBER AND COUNCIL LIAISON REPORTS

Deanna attended the Afterschool Café, the Wintergrass Music Concert, and the January Book Club. Deanna also facilitated a book set discussion at the Evergreen Branch and met with Abby Cooley.

Rebecca met with Joshua and helped create the draft bylaws.

Joshua met with Rebecca and helped create the draft bylaws, requested materials via interlibrary loan services, and suggested materials to purchase.

Paula shared that the city is working on the 2044 comprehensive plan and that public comment could be submitted at Everettwa.gov/2044. Paula also shared that City Council is working on committee restructuring.

DIRECTOR'S REPORT

In Fund 110, larger than average expenses included various supplies/tools/equipment for year-end spending and Aunt Flow devices and supplies for the Main Library. Other larger expenses included two months of security and fish tank service, Q4 postage and annual service and subscriptions for Bibliotheca, Public Libraries of WA and Polaris. In Fund 152, larger expenses included supplies for various programs, payment for 3 programs, supplies for the staff room, and pencils for outreach events.

Abby shared the strategic plan overview that went into effect in 2020 and goes until 2024. There will be a review of accomplishments during the March meeting and work for the next strategic plan will start in July.

The library has transitioned to a new security guard company called Kaeka Group, who is part of the state contract. The library is working with Administration to see if the city budget can be amended to cover the increase in security costs and

added guard coverage. Adding another guard would account for callouts, turnovers, and would allow for 3 guards at the Main Library and 1 guard at the Evergreen Branch.

Abby went to Library Legislative Day on February 9th and met with and attended presentations by elected officials. Topics included facilities, censorship, library services, and staff/patron privacy and safety.

Staff have completed the DiSC assessment and trainings through Integris Performance Advisors. The leadership team will take a final assessment in March, Integris will provide an update to Deanna in March/April, and then Deanna will report back to board in April.

The One Everett One Book program is this Friday, February 24th. Contributions for the community cookbook are due by Tuesday, February 28th.

The board retreat is this Saturday, February 25th from 10:00-4:00 at The Everett Station. An agenda will be sent out tomorrow.

UNFINISHED BUSINESS

Copies of the draft bylaws were provided. The board will review before the retreat on Saturday and prepare for discussion.

NEW BUSINESS

Board members should bring topics for the calendar of events to the retreat.

ADJOURN

With a motion, second, and unanimous approval, the meeting was adjourned at 7:18.

Meghan Edwards-Bond, Administrative Coordinator