

# Library Advisory Board

## Minutes

**Meeting date: 6/22/2020**

**Members in Attendance:** Marci Mihall, Ron Becker, Bonnie Martin, Peter Segall, Mark Vandebroek, and Andrea Figart, Library Director

**Call to order:** at 9:30 am by Bonnie Martin, secretary, filling in for chairperson, Joan Hook

**Quorum:** five board members present (Joan Hook, Jayne Brewin absent)

**Reading and Approval of Minutes:** The February 2020 and April 2020 meeting minutes were distributed reviewed, and approved by acclamation.

### Reports:

- A. Chairperson, Joan Hook: (shared by Bonnie Martin)  
suggestion for LAB to thank Mayor Marlowe and Council for the city's proclamation of the library's centennial. The proclamation will be framed and hung in the library.
- B. New Member, Ron Becker, introduced himself to the board.
- C. Library Director, Andi Figart:
  1. Pandemic Update regarding facility, workflows and staffing changes- part-time and some full-time staff were furloughed with some back to help with limited opening. Several staff are temporarily assigned to the Technology Solutions Department, Public Works, and City Hall. Although there have been numerous operational and staffing transitions, the staff's attitude has been positive about being flexible with new procedures and workflows, including cleaning, inventorying, and re-ordering of picture books. No late fees imposed during closure and book drop remained open. The new HVAC system has cured a negative air pressure problem and high efficiency air filters have been installed. Together, with the no-touch systems for paying for printing, photocopies, and materials checkout, much has been done to keep everyone safe. 12 Visitors are limited to 1 hr visits at a time, temperatures are taken, masks are required, and the second floor remains closed to the public with materials offered by concierge service. Family activities are taking place outdoors and online, and Library Express Lockers are very popular, with other libraries expressing interest. Many databases, including Hoopla, have been added to support those quarantined at home.
  2. Staffing- interviewing for two information specialist positions, advertising the marketing specialist position soon. The shelving position will be left unfilled until full reopening.
  3. FY 21 budget proposal, with a 1.18% reduction in operations, has been submitted.
  4. Collection and Circulation- There are 32-35,000 volumes of printed material which grows to 100,000 items when databases and digital resources are added.

- Beta Testing- The library is beta testing FLIN SHAREit, the State Library's new platform for Interlibrary Loan as well as Biblionix's new Apollo checkout mobile app
5. Renovation RFP- Potential construction managers toured the facility and the city committee, including architects from Williams, have evaluated proposals and will conduct interviews before making a recommendation to Council. It is anticipated that construction could commence this fall.
  6. Peaceful protests have occurred in and around the library courtyard and many materials (for all ages) have been borrowed from the anti-racist displays.
  7. Tasty Tuesday Farmers Market reopened on June 9<sup>th</sup>. There were 75 shoppers and 9 vendors at this popular community service. A new grant makes unlimited FAB tokens possible until August 31, and two other grant applications were submitted for the acquisition of COVID 19 supplies and Facebook advertisements.

**New business:**

- A. Suggestion to again participate in Christmas Holiday Parade with theme of Celebrating the end of the Centennial in lieu of the July 4<sup>th</sup> Ride and Roll Parade, as this was announced with little advance notice.
- B. Board Member, Diane Ayers, resignation allows for two new alternate members (city residents) to join the Library Advisory Board.
- C. Suggestion for LAB to coordinate a time capsule with the Friends of the Library, as a joint project to celebrate the Centennial and Renovation.

**Adjourn:** The meeting adjourned at 10:45 am.

**Next meeting:** July 27, 2020 at 9:30 am

Respectively submitted,

Ron Becker

filling in for Bonnie Martin, Secretary