

**Lacey Library Board Minutes
December 9, 2015
Approved January 27, 2016**

Present: Helen Spalding, Suzanne Cofer, Sue Cordas, Marti Rutishauser, Scott Kankelborg, and Joonick Ahn.

TRL Staff: Holly Paxson

The meeting began at 5:30 p.m.

1. **Announcements.** Holly clarified for the board that the City of Lacey owns the library furniture. The mayor will recommend at the council's December 17 meeting that Suzanne be appointed to the library board for another term.
2. **Approval of Agenda.** Approved.
3. **Public Comment.** None.
4. **Approval of October 14, 2015 minutes.** Approved with the correction of a minor typographical error and with Holly's two clarifying corrections of her remarks about how to access TRL space planning funds and her 2015 facility requests from the city's capital budget.
5. **Library Manager's Report.** See attached. Holly updated the board on the recent library roof leaks from a severe rainstorm on Monday—a total of 23 leaks. Chris Beard and his facility staff crew worked promptly to protect and mitigate damage to the interior of the library. Thank you! Holly explained water damage occurred along the ridgeline of the roof and in "Holds" area. Now the library roof has a temporary tarp cover. Today city inspectors said of the interior library that only surface damage exists. When there is three-four days in a row of dry weather, the city will undertake a permanent replacement for the damaged metal ridgeline of the library's roof. The library was closed Tuesday. It was an unexpected emergency closing. City gave an excellent response, as well as TRL. The executive director, Cheryl Heywood brought necessary additional floor tarps to protect the rug and portions of the collection. Only one book was lost. Holly further reported the security cameras are working again after a temporary breakdown of the system. A Hawks Prairie book drop will be opened soon at the Hawks Prairie fire station.

6. **Presentation by Ryan Andrews, Long Range Planning Manager, City of Lacey.** Discussion of attached document occurred. Holly ran the Draft Land Use Planning document language about library facilities by TRL. They liked the existing language. The board approved the language and thanked Ryan for his time and for including library facilities planning in the city's long-range land use planning document. Further discussion ensued. Helen asked Ryan what is the trigger point that sets off the coordination between TRL and the city to undertake long range planning to address library facility needs. Ryan said it was the responsibility of the board to make a recommendation to the council to pursue a facility needs assessment. It was the consensus of the board and Ryan Andrews and Holly that it may be time to recommend to the council that it request a service point analysis of the Hawks Prairie and the eastern portion of Lacey's urban growth area. The board is concerned no replacement exists for the lost Hawks Prairie kiosk and also is concerned about meeting the community's library facility needs with the projected rapid growth, especially within Lacey's eastern urban growth boundary area.
7. **Old Business.** None.
8. **New Business.** Helen reminded the board that in January it elects new officers for 2016. Based on extended earlier discussion about requesting a TRL service point analysis, Helen suggested the board take that subject up for discussion at its next meeting. Holly offered to provide content details of what TRL requires in its service point analysis or facility needs assessment.
9. **Adjournment.** The board adjourned at 6:56 p.m.

Respectfully submitted by,
Suzanne Cofer
Vice-Chair/Secretary

Lacey Library Board
Library Manager's Report
For October/November 2015

Library News:

The library enjoyed almost a full week of being fully staffed! We're pleased to welcome new Aides Amanda, Eli, & Jessie, and bid a fond farewell to Aides Brian, Rachel S., and Library Associate Jessica. The vacant positions are currently being recruited.

Lacey Library held its 1st-ever Homeschool Open House attended by 46 parents and kids!. The program offered an excellent opportunity to learn about TRL resources and interact with other homeschooling families in our community. We presented our 2nd annual Animal Video & Photo Contest & ever-popular CandyLand™ program. These kinds of events are just some examples of our engaged & creative adult & youth staff working to bring ever-more popular program opportunities at Lacey.

Lacey completed the 'Get the Card' campaign in October by registering a record-setting 623 new library cardholders, the most of any library in TRL!

Timberland News:

Get the Card month in October – to promote library services and encourage our communities to 'Get the Card', a new library card design was available featuring the cover art for the Timberland Reads & Writes Together anthology. All libraries strove to improve their library card sign-ups by 10%. New card registrants, in addition to receiving all the library has to offer, were entered into a county-wide drawing to win an ereader or a copy of the TWT Anthology.

TRL Library Director Cheryl Heywood was recently appointed to the Pacific Mountain Workforce Development Council, the mission of which is to create jobs, strengthen job retention, and support innovation, goals which align very well with TRL's Strategic Plan to support local economies by providing education & access to educational support in job seeking and new careers. This partnership should provide many excellent opportunities to work together with our job-seeking and working patrons in our five counties.

Service Stories :

A patron came in and said he had heard about the Get the Card initiative, and after years of just checking things out on his wife's account, was finally ready to get a card of his own. At that time we were still waiting for the newly designed TWT cards to come in. The patron got set up, then came back the following day once the new cards had arrived. The reason he waited? His wife had designed the winning cover art and card design for TWT! He finally got a library card of his own because his wife designed it.

Submitted by Sabina, Circulation Assistant

A patron came down to a Worksource class, heard library staff doing outreach, and got a new library card. She then came right over to the library and said this is the best library system she's ever been to!

A woman returned seven job interviewing books from our Education & Jobs Information section, and said they were all really useful and great resources - and she ended up being offered a job!
Submitted by LA Information Services staff.

Programming:

October:

Youth: **17** programs attended by **970** people

Adult: **10** programs attended by **286** people

November:

Youth: **12** programs attended by **500** people.

Adult: **8** programs attended by **233** people.

Outreach:

Lib Mgr: Attended Lacey South Sound Chamber Forum & Chamber Education Committee. Was named co-chair of Lacey South Sound Chamber Education Committee. Presented talk on library digital resources to 15 attendees at Lacey Hawks Prairie Kiwanis. Conducted tour of Tumwater Timberland Library to 55 members of 2016 LTC class as part of Education Day.

Youth: Attended NTSD Librarian's monthly meeting. Worked outreach booth at Children's Day to 2,600 attendees. Conducted Hawks Prairie Headstart tour for 20 children, parents, & teachers.

Adult: Visited St. Martin's Literature class to discuss 'Zine culture & TRL's 'Zine collections, taught Library Job & Career Resources class at Worksource Thurston County.

Circulation:

October:

We checked out **68,222** physical items in October, a decrease of **3%** over October of 2014

We checked out **8,977** digital items in October, an increase of **24%** over October of 2014.

The library was visited by **29,657** patrons, about the same as **October of 2014.**

November:

We checked out **59,235** physical items in November, a decrease of **5%** over November of 2014

We checked out **8,765** digital items in November, an increase of **32%** over November of 2014.

The library was visited by **23,509** patrons, an increase of **14%** over **November of 2014.**

Building:

City of Lacey & TRL Computer Services completed installation of security camera in lobby.

City of Lacey hung security monitoring sign and repaired non-functioning urinal in men's restroom.

The security camera ceased communicating with our network on 11/4/15 for an unknown reason. The camera is under warranty and TRL Computer Services and City of Lacey Information Services worked together with the vendor to get it repaired. It was reinstalled and began working again on 11/16/15.

The roof of the library began leaking severely during pressure washing on 12/2/15 and continued to get worse after washing ceased. City Facilities staff worked with roofing contractors to determine the metal ridgeline had been compromised and needed repair. With the heavy rains, leaking in the library became so severe that we closed to the public on Tuesday 12/8 so that repairs to the roof could begin. The ridgeline has been tarped to temporarily stop the leaks inside the building and allow the library to resume operations on Wed. 12/9. The City will continue to work with the contractor to effect permanent repairs.

Submitted by Holly Paxson, Lacey Library Manager

12/8/15