

Lacey Library Board Minutes January 27, 2016

Approved March 9, 2016

Present: Helen Spalding, Sue Cordas, Marti Rutishauser, Scott Kankelborg, and Joonick Ahn.
TRL Staff: Holly Paxson, Library Manager,

The meeting began at 5:30 p.m.

1. **Appoint member to take minutes.** Joonick had been selected to record the minutes.
2. **Announcements.** New Board candidates are needed to fill Suzanne Cofer's and Sue Cordas' (available in February) open positions. The February Board meeting is cancelled, and the next meeting will take place on March 9th at 5:00PM.
3. **Approval of Agenda.** Approved.
4. **Public Comment.** None.
5. **Approval of December 9, 2015 minutes.** Approved as written.
6. **Nominating Committee's Report – Marti Rutishauser.** Scott Kankelborg is recommended as candidate for Chair. There is no candidate for Vice-Chair/Secretary. No nominations were made from the floor.
7. **Public Vote for 2016 Officers.** Scott Kankelborg was elected the new Chair 2016 by the Board.
8. **Recommendation on conducting a service point analysis of Hawks Prairie/East Urban Growth Area.**
(See below) The recommendation was approved as written. After this request is submitted, further action will be between the City and TRL.

TO: Scott Spence, Lacey City Manager

FROM: Lacey Library Board

RE: Recommendation to City Council to request TRL library service site analysis

The South Puget Sound Community College (SPSCC) housed and staffed a kiosk from May 2006 until August 2015 in Hawks Prairie where residents could request, return and pick up materials from Timberland Regional Library (TRL). Since SPSCC has moved to its Woodland location, it no longer is staffing the Hawks Prairie kiosk. TRL has not been able to locate a new Hawks Prairie kiosk site where free WiFi is available and a local business or non-profit is willing to house & staff it with hours convenient for

access by the general public. Past use of the SPSCC staffed TRL kiosk and the continuing population growth in Hawks Prairie & the East Urban Growth Area indicate the need to analyze the situation and seek an appropriate response. The Lacey Library Board recommends that the City Council request that the Timberland Regional Library System conduct a service point analysis of the perceived current and future library service need and how to best address it in Hawks Prairie and the East Urban Growth Area.

TRL contact information:

Cheryl Heywood, Library Director
Timberland Regional Library Administrative Service Center
415 Tumwater Boulevard SW
Tumwater, WA 98501-5799
360-943-5001
cheywood@trl.org

9. **Library Manager's Report and End of Year Report.** See attached. Holly stated that an interview had been conducted for the position of library associate, and there is an upcoming interview for the library aid position. The library roof has been fixed since earlier this month. Tax help volunteers will be available only once a week on Saturdays beginning in February. The amount of materials checked out by the library visitors have remained similar to that of the previous years', with a 1.6% fewer materials. The security cameras have been working fine.
10. **Old Business.** None.
11. **New Business.** The next March 9th meeting will be earlier, at 5:00PM, and is subject to change depending on Scott Spence's availability.
12. **Adjournment.** The board adjourned at 6:30 p.m.

Respectfully submitted by,
Joonick Ahn
Youth Representative

Lacey Library Board
Library Manager's Report
Presented on January 27, 2016
December 2015

Library News:

Adult Winter Reading has started at TRL! Pick up an entry form at the Lacey Information desk, read 5 books, and turn in your entry for a new book generously provided by the Friends of the Lacey Library. Each entry also enters you into grand prize drawings for overnight getaways & AWR book bags filled with books & specialty foods, so read and enter a lot!

The deadline for the Lacey Loves to Read Teen Writing Contest was Saturday Jan. 9th at 5pm. This year the contest has two categories, Short Story & Poetry, to celebrate this year's Newbery Award-winning author Kwame Alexander, who wrote several of his books in verse. We promoted the contest heavily with North Thurston English & Literature classes, and were pleased to receive over 50 entries! 1st prize for each grade category (6-8th & 9-12th) is a Samsung Galaxy Tab 4, an ebook of the winning entries, and a special open-to-all release & signing party at the library on Feb. 26, 2016.

Lacey was sad to bid farewell to fantastic staff Brian, Rachel S., Angela, & Jessica, who left us to pursue awesome new opportunities. We're current recruiting for all these vacant positions and hope to have them filled by February. Tax help time will be coming soon at various TRL libraries. Unfortunately, Lacey's local AARP tax help volunteers will only be available on Saturdays in 2016, a change from year's past. Volunteers will be available from 11am to 3:30pm beginning in February. The library will have preprinted forms & instructions for 1040 available; all other forms & instructions will need to be printed from www.irs.gov or can be requested directly from the IRS.

Timberland News:

Did you know January is National Hobby Month? Online at www.TRL.org you'll find a wonderful resource called the Hobbies & Crafts Reference Center. It's an online collection of popular pastimes, everything from arts & crafts to space & technology. Check it out to brush up on your favorite hobby or find a new one!

Service Stories:

December Service Story:

Lacey unexpectedly had to close for a day in December to fix extensive leaking of our roof. We publicized the emergency closure on our FB page, and the response from our patrons was tremendously supportive. Upon hearing that we had closed, patrons said: "Oh no! Sending best wishes that all goes well and everything is safe." "Ditto what the previous commenter said - I love my library!" "Oh my favorite place, get well soon!" Luckily, the City got the roof temporarily fixed the same day and when we reopened the following day, patrons were happy to find us dry and, thanks to fast-responses by TRL & the City, with only one book damaged after the indoor rainstorm.

Submitted by Holly Paxson, Library Manager

Programming:

December

Youth & all ages: **9** programs attended by **304** people

Adult: **7** programs attended by **65** people

Outreach:

December

Youth: Conducted Faith Lutheran 8th & 9th grade tour to 8 students & teachers; HP Headstart storytime & tour for 20 students, parents, & teachers.

Circulation:

December

We checked out **59,356** physical items in December, a decrease of 8% over **December of 2014.**

We checked out **9,522** digital items in December, an increase of 25% over **December of 2014.**

The library was visited by 23,365 patrons, an increase of 42% over **December of 2014.***

**This increase is likely due to our door counter being fixed.*

Building:

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 roof is scheduled for permanent repair the first week of January.

Submitted by Holly Paxson, Lacey Library Manager

1/5/16