

**Lacey Library Board Minutes**  
**June 10, 2015**  
**Approved July 8, 2015**

Present: Holly Paxson, Library Manager, Helen Spalding, Suzanne Cofer, Sue Cordas, Marti Rutishauser, and Scott Kankelborg.

Meeting began at 5:31 p.m.

1. **Announcements.** Holly Paxson shared with the board news that she received her Leadership Thurston County graduation certificate from the Thurston County Chamber of Commerce Foundation's 10-week course for community leaders. Helen confirmed that the city would install security cameras in the library. The timeline for installation is yet to be determined. Helen will be gone for the September board meeting.
2. **Approval of Agenda.** Approved.
3. **Public Comment.** None.
4. **Approval of Minutes for May 13, 2015 meeting.** Approved.
5. **Library Building Manager's Report.** See attached. Summer reading begins Monday, June 15. The theme is Super Heroes. Holly informed the board for future reports she will note both physical and digital circulation statistics. Digital checkouts are up 27 percent over last year.
6. **City Capital Budget Request.** The board reviewed Holly's proposed request to mitigate glare from library windows with a shaded window film installation. After a few small editing changes to the proposal, Sue moved and Scott seconded that the proposal be approved. The motion passed.
7. **Review of TRL polices for facilities, naming, building fund, and security monitoring.** The board tabled its review of these TRL policies. Our board will await TRL Executive Board action on its proposed revisions to these policies during its June 24 meeting. If the TRL board takes action at its June meeting, our board will meet July 8 to review and discuss those policy revisions. Otherwise, our board will cancel its July board meeting.
8. **New Business.** None.
9. **Old Business.** Helen pointed out to the board she has not received any word from the planning commission or its staff

regarding our June 17, 2014 joint meeting with the city planning commission. (The November 5 and 7, 2013 memorandums prepared by David Burns, Principal Planner, are still before the board.) These memos led to the June 14, 2014 joint meeting with the city planning commission. In February 2015 passage of the revised municipal code, pertaining to the “powers and duties” of the library board, specifically state the board’s responsibility to collaborate with the planning commission. (*F. To coordinate between the Lacey community development department and the Timberland regional library district the exchange of information relating to local land use and population growth projections in order to facilitate long-range planning for library capital facility needs within the Lacey community and the incorporation of those needs into the city’s annual capital facilities plan update.*) In order to accomplish that duty, the board will need some support from a city planning staff member. Therefore, Helen stated she would contact the planning commission and learn whether our request for staffing now is available to assist our board in addressing this duty. Further, Holly shared with the board a conversation she and Suzanne had with Rick Walk in February 2015 during a city council meeting. At that time, Rick Walk told us he would look at his staffing assignments to identify help to share appropriately the responsibilities of staffing the board along with Holly. (Further he told us that he thought it was a good idea for the board to occasionally meet at city hall, so it becomes more clear to city staff, the council, and members of the public the library board is not a TRL board. It is a city board.) Suzanne reminded the board that it took about 30 years to eventually build the existing facility. (As far back as 1974, the city was discussing a new library and put \$8,000 aside for a plan.) And it was not built until there was a crisis of demand. After a failed multi-use bond levy, the community pushed the city council to issue council manic bonds to build the library. In the meantime, library patrons failed to receive full library services they had been demanding for years. History does not need to repeat itself.

Adjourned at 6:45 p.m.

Respectfully submitted,

Suzanne Cofer

Vice-Chair and Secretary

Lacey Library Board  
Library Manager's Report  
Presented on June 10, 2015  
**For May 2015**

Library News:

Lacey Library closed on May 7<sup>th</sup> for our annual Spring Training day. Staff conducted a fire drill & reviewed emergency & safety procedures, participated in the team-building True Colors training focusing on work and communication styles and how to adapt styles to work successfully with coworkers & patrons, conducted a building-wide staff Q&A on a variety of library training topics including collection maintenance & technology troubleshooting, and finished the day with department project time and a building-wide shelving party. Library staff also enjoyed a staff appreciation luncheon while supervisors shared updates of Lacey library goals for 2015. It was a very productive and educational day for all Lacey staff, and we appreciated the opportunity to have this day to train together.

Rachel Saelid was selected as Lacey's new 28-hour Aide, her first day will be June 9<sup>th</sup>, 2015. Lacey currently has two 20-hour Aide vacancies and we hope to hire for those positions in June.

Timberland News:

It's time for Summer Reading! This year's theme focuses on the concept of heroes – masked and unmasked, super and everyday – and the things heroes do. There will be heroic games & stories, science and art, comedy, puppet shows, plays, magic, and musical acts. Each library will start summer reading on the last day of school for their community, and will have prizes, programs, and reading activities galore. If you have or know kids birth to age 18, be a hero and bring them to the library this summer!

Digital collections checkout limits have increased – OverDrive (eBooks & audiobooks) has increased the number of items patrons can check out at one time from 8 to 12, and Hoopla (streaming movies & TV) has doubled the number of titles patrons can borrow from 10 to 20.

Service Story :

Last week a regular Lacey patron came up to the desk to let us know he was moving out of state. He was moving, he said, because after using library services in Lacey for several years, particularly the WiFi and quiet study area, he was able to buy a bank-owned house and become a first-time homeowner, one of only 29% nationwide who owns their home outright. At the library, he learned how to research buying houses at auction, used our Wi-Fi and computer access for finding properties and making the transaction, and even used our pay phone for calling his agent & bank during the final week to closing. He said his only regret was that his new house was out of state and he wouldn't be able to use our services any more! A truly wonderful story illustrating how our libraries change lives.

Programming for May:

Youth: **4** programs attended by **48** people  
Adult: **7** programs attended by **90** people  
All Ages: **1** program attended by **23** people.

Outreach:

**Youth:** 2 Summer reading program outreach presentations to South Sound Book Review Council and Lydia Hawke Parents Night, reaching 40 parents & teachers. Summer Reading school visits to Mountain View, Chambers, & Woodland Elementary reaching 614 students.

**Adult:** Outreach booth & class at Thurston County Worksource Development attended by 13 people.

Circulation:

We checked out **67,599** items in May (**59,971** physical, **7,628** digital), a total increase of 2% over May of 2014. (Physical items checkouts continue to decrease, but digital checkouts continue to increase, particularly at Lacey. Physical checkouts decreased by 9.4% but digital checkouts increased by 27% from 2014 to 2015.) The library was visited by **24,542** patrons, a decrease of 10% over May of 2014.

Building:

Sunset Air repaired the HVAC system servicing the meeting room and is continuing to do routine maintenance on the entire system in preparation for the warm summer months.

Submitted by Holly Paxson, Lacey Library Manager  
**6/3/15**