

Lacey Library Board Minutes
May 13, 2015
Approved June 10, 2015

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

Meeting began at 5:27 p.m.

1. **Announcements.** Helen distributed The American Library Association's Declaration for the Right to Libraries to each board member.
2. **Approval of Agenda.** The agenda was approved.
3. **Public Comment.** None.
4. **Approval of February 11 and March 30, 2015 minutes.** February minutes were approved. March minutes were approved.
5. **Library Building Manager's Report.** See attached. Holly highlighted for the board that fact that library staff now are teaching database classes on Microsoft IT Academy and Job/Career Resources. Holly also pointed out the Hawks Prairie TRL kiosk will cease operation on August 31, 2015. A search for a new kiosk partner is underway for this area. It currently has the highest use of any TRL kiosk. The board discussed with Holly the possible impact the new SPSCC satellite campus will have on the Lacey library use. Holly will be keeping the board informed.
6. **TRL Friends and Board Forum Review.** Sue represented our board on April 18 at the forum. The keynote speaker was Albert Mensah, who grew up in Ghana and eventually moved to America. Holly hosted the forum. Sue pointed out a few of the breakout sessions were too narrow in their focus. Otherwise, another productive forum allowed friends and board members to share their local experiences with each other for mutual benefit.
7. **Draft of Capital Budget Request.** Holly presented the board with a copy of her budget request to mitigate blinding glare with shaded window film installation. She estimated the cost, including installation fees to be approximately \$3,000. She expects a bid for the project shortly and will bring it the next board meeting. Helen suggested to Holly that she inquire about

the city's anticipated installation date of a security camera and monitoring system. She said she would do so and inform the board at our next meeting. The board also discussed with Holly city employee, Chris's, concern about the seal on a particular library window. Chris believes it is in need of maintenance. Holly will collect further information about this matter and report her findings to the board at its next meeting.

8. **Selection of TRL policies to review.** Holly reported the TRL facilities committee is expected to bring forward to its executive board in May/June its proposed policies changes. Holly will keep the board informed. In the meantime, the board decided to review the TRL Building Fund policy, the Naming Policy, and the Security Systems policy. All board members were reminded to read these policies in preparation for the next meeting on June 10. The policies can be accessed on TRL's website by clicking on "About" and then "Policies." The board is reviewing certain pertinent TRL policies for its own enlightenment and to determine whether there are any inconsistencies between TRL policies and the City of Lacey policies of a similar nature. Helen will extend an invitation to any interested Friends' board members who may care to join the board in reviewing these particular policies.
9. **Old Business.** None.
10. **New Business.** None.

Meeting adjourned at 6:27 p.m.

Respectfully submitted by,
Suzanne Cofer
Secretary, Vice Chair
Lacey Library Board

Lacey Library Board
Library Manager's Report
Presented on May 13, 2015
For March/April 2015

Library News:

In May, Lacey will begin teaching database classes on Microsoft IT Academy and Job/Career Resources, as well as providing outreach booths with this information at Thurston County Workforce Development and the Department of Health & Human Services in Tumwater. This is part of a joint outreach/educational effort begun by the Tumwater Timberland Library. Lacey, Olympia, and Tumwater will take turns providing this outreach monthly throughout the year.

The Hawks Prairie TRL Kiosk will cease operations on August 31, 2015. TRL Administrative staff are currently exploring different possibilities for Kiosk partners in this area.

Youth Services programming is winding down so that Lacey Youth Staff can go out to area schools in May to promote the Summer Reading Program. Summer Reading is due to kick-off at Lacey on June 15, 2015.

Timberland News:

Timberland Writes Together short stories & cover art have been selected, currently arranging contracts with all selected entries. All artists & authors who submitted will be notified once contracts are finalized.

TRL's Family Read & Sing Along program concluded in April after a series of events designed to encourage children and families to read and sing together throughout the home. A highlight of the program was 'Sing to Your Librarian' Week – Lacey had 22 brave youngsters sing to Youth Services staff during the week.

TRL is pleased to welcome Walter Bracy as the new Human Resources Director.

Service Stories:

March Service Story:

Some nice comments from patrons this past month:

From our LA Facebook page: The new Death Cab for Cutie album was released today, and because TRL is linked into Hoopla, I'm listening to it right now! Thanks library, you're my favorite! All of my overdue fines are worth the countless hours of recreational reading/viewing/listening.

From our physical in-library 'How are we doing?' box:

How do I love thee? Let me count the ways:

- Kind, smiling staffers
- Beautifully cared-for library
- Children's area (full of real, bouncy children!)
- Community gathering/gluing/nurturing
- I see everyone here and they all look like they're at home

Great job, guys!

Having a patron appreciate our services enough to not only comment but to do so a la Shakespeare made our month!

Submitted by Holly Paxson

April Service Story:

Early this week as I was walking past the Adult Services Information Desk, I overheard a woman introduce herself as someone at the library to do a Proctored Exam. Her manner was tentative and

anxious. Within the hour, I saw her wandering the Juvenile section (attracted, I suspect, by Rachel's colorful décor), and soon she came over to my desk to ask what kinds of age- and grade-specific resources we had for elective reading for her kids. I showed her our Great Reads area and explained our philosophy of reading for pleasure.

Today, she was back with her kids. I'm not even sure how many kids she had with her, they were all so enthusiastic and vocal about their excitement about their selections. Several of the kids asked for help locating specific books and series. When they approached my desk asking to check out their books, I enthusiastically showed them the self check-out machine. "That was so easy!" they said. They all topped off their visit with stickers on the castle.

Watching this family begin their journey of library discovery epitomizes what I love about my job. I can't wait to welcome them back.

Submitted by Raina Sedore

Programming:

March

Youth: **13** programs attended by **389** people

Adult: 7 programs attended by **229** people

April

Youth: 8 programs attended by **186** people

Adult: 10 programs attended by **132** people

Outreach for March/April:

March

Hawks Prairie Headstart Outreach table reached 25 parents & kids, some Spanish speakers.

Raising A Reader Tour attended by 20 kids & parents.

3 one-on-one computer classes taught by Adult Services staff.

April

Hands On Children's Museum First Fridays Outreach/craft table reached 95 kids & parents.

Hawks Prairie Headstart library Storytime & tour attended by 20 kids & teachers.

Lacey Headstart visit Storytime & tour attended by 22 kids & teachers.

1 one-on-one computer class taught by Adult Services staff.

SMUniverse (St. Martin's Literary magazine) release party featuring Lacey Loves to Reach Teen Short Story Contest Middle & High School 1st place winners. Neither winner could attend so Holly accepted on their behalf and got copies for each winner & for the library's local author collection.

Circulation:

March

We checked out **66,372** items in March, a decrease of **5%** over **March of 2014**.

The library was visited by **28,952** patrons, a decrease of **11%** over **March of 2014**.

April

We checked out **63,947** items in April, a decrease of **7%** over **April of 2014**.

The library was visited by **27,239** patrons, a decrease of **12%** over **April of 2014**.

Building:

City of Lacey replaced sliders and performed other necessary maintenance on approximately 25 wooden desk chairs.

HVAC coil #4 (servicing meeting room) replaced by Capitol Heating.

Quarterly hard floor surface & carpet cleaning was performed by ProTeam janitorial per contract.

Submitted by Holly Paxson, Lacey Library Manager
5/11/15