

**Lacey Library Board Minutes**  
September 30, 2020 5:30 p.m.  
(Zoom Meeting)

Present: Amy Blondin, Scott Robinson, Sharla Desy, James Murray, Pam Nelson, Holly Paxson (Lacey Timberland Library Manager). John Koch (City of Lacey) ran the zoom platform and monitored the online meeting.

**Call to Order – Chair Amy Blondin called the meeting to order at 5:30 p.m.**

**Approval of the agenda**

- Scott moved, James second, no discussion – approved as written

**Approval of minutes from the March 11, 2020 and Aug 26, 2020 meetings**

- The approval of the March minutes was tabled during the August meeting as they had not been sent out prior to the meeting.
- James moved, Scott seconded, minutes from both meetings were approved as written.

**Public Comment.**

- There were no e-mails from the public.

**Library Manager's Report – Holly Paxson**

- Reviewed current operations of the library – no patrons are allowed in the building however curb side pick-up and drop off is taking place. Checkouts in August, 2020 were about half of what they were in August, 2019 (70,000 – 80,00 checkouts in August 2019, vs 41,000 in August, 2020.) Approximately 120 – 200 people are being helped each day which is about on seventh of the normal average.
- Some Olympia Library patrons that switched to the Lacey Library during Olympia's remodeling may have returned to the Olympia branch.
- Discussed the Lucky Day Library which will stock new and popular materials, flexible seating options and some computer and printing capabilities. City Manager Scott Spence is assisting with a possible location to hopefully open in 2021.
- Based on Covid, the library may be able to open in early November with controlled access. As of the meeting date there were no specific guidelines for libraries from the Governor's office.
- Provided an overview of the interior remodel being done and showed several pictures of the work taking place.
  - The scheduled remodel was moved up several months to take advantage of the library's closure due to the pandemic.
  - Contract has three more weeks for completion.

**New Business**

- The board selected November 4, 2020 at 5:30 p.m. to hold its next meeting using the Zoom platform. Amy will work with the city to schedule.
- The board's student member, Sarah Horlacher, has graduated from high school and a new member will need to be sought. Amy will ask Kelly at city to post an announcement with the North Thurston School District.

## Meeting adjourned at 6:25 p.m.

*Notes taken and submitted by Pam Nelson*

City of Lacey Library Board  
Library Manager's Report  
Presented on September 30, 2020

### Library News:

#### **Takeout Service Updates**

Phone only in bad weather

Service expansion possibilities (not yet officially approved, under discussion)

10-6 Tues – Sat.

Computer use by reservation

Self-service holds pickup

Phone & digital reference services/tech help

Similar to what [NTPS is doing for students](#) – slow, gradual re-introduction of patrons in buildings to keep everyone safe. Mask requirement and hand sanitization will be required, no exceptions, for anyone entering the building. Patrons who can't wear masks will continue to be served through Holds pickup service at Takeout Windows, phone/digital help, and we're looking into checking out Chromebooks overnight for computer use.

TRL has extended the Summer Library Program deadline until October 10. The prize is a free new book, which people can arrange to pick up through Library Takeout. All other TRL programming is virtual for the rest of the year.

#### **Staffing Updates**

Operations Supervisor Matt Van Norman was reassigned as Operations Supervisor for Yelm Timberland Library, who has badly needed this position for years. We're sorry to see Matt go but excited for Yelm who is getting a highly trained and fantastic supervisor for their library. Librarian 2 Liz Boston was reassigned from e-Library (Olympia) to Lacey as a supervisor who will supervise Circulation staff and support Info Services staff. She'll take the lead on Outreach research (virtual for now) and virtual services training. Liz has worked for TRL in e-Library (formerly Central Reference) since 2006. We're very excited to have her!

Michaela Williams, Library Assistant, has left TRL to focus on her family. TRL eliminated 10 hours from LA's budget and we are able to reallocate the other 10 hours among existing Library Assistants.

Through hours reallocation, Lacey has gone from 31 staff (in 2017) to 25 staff (currently). Our FTE is not much reduced, but by having fewer staff we've saved TRL money in benefits costs. We also have 3 additional staff on various leaves, so we have 22 people regularly working. This reduction in staff is one of the main reasons we're not yet looking at resuming Mon through Sat patron services. TRL will continue to evaluate staffing and hours in the ensuing months.

### Building (s):

Lots of progress on family restroom, adult services office, carpet, and check-in room. Casement work (interior book drop, cabinetry and built-in desks/counters for check in room) is still on track to arrive early

next week. Doors have been delayed, but should have other things mostly finished by 3<sup>rd</sup> week in October. New public furniture and remaining staff chairs due to be delivered week of Oct. 19<sup>th</sup>. (Additional pictures of work will be presented at the meeting).

### **Lucky Day Library**

TRL Board approved a little over \$1M to do demonstration 'Lucky Day Libraries' for one year in West Olympia and East Lacey (Hawks Prairie area). TRL is considering Capital Mall for West Olympia location, very affordable lease there.

Leases are more expensive in Hawks Prairie, so City Manager Scott Spence is contacting the developer for Britton Plaza about possible space for TRL as a mini-anchor (low or no cost lease). Building not yet constructed. TRL is looking at a 3<sup>rd</sup> or 4<sup>th</sup> quarter 2021 opening. The building would be staffed by current Lacey Timberland Library Staff.

A Lucky Day Library as described in proposal to Board is:

- Focused on popular materials collection
- Comfortable, flexible seating
- Computer Use and printing
- Around 4,500 square feet
- No meeting room (limited programming)
- Easy self-service options
- Convenient, high traffic location (ideal location is on bus line, has adequate parking, and easily seen from main traffic flow).

Virtual Programming (*note – Virtual programming is being offered by all staff District wide, with Lacey staff contributing in a regular rotation. Most programs are recorded and posted to the Library's You Tube channel for convenient viewing at any time. The statistics below are not broken out by branch*):

**August (programming below was offered both on You Tube and via Zoom. Zoom program attendance is reflected below)**

Early Learning: 32 programs pre-recorded on YouTube for anytime viewing (no attendance recorded)

Youth/Teen & All Ages: 13 programs attended by 79 people

Adult: 5 programs attended by 39 people

### Circulation:

We checked out 41,713 physical & digital items in August. No Takeout services on Aug. 12 & 13<sup>th</sup> due to construction.

The Library provided assistance to 2,765 patrons in August during Library Takeout Services.

Submitted by Holly Paxson, Lacey Library Manager