

DRAFT Lacey Library Board Minutes
January 10, 2018, 5:30pm
(Lacey Timberland Library Community Room)

Present: Sharla Desy, Irene Kang, James Murray, Scott Robinson, Helen Spalding
TRL Staff: Holly Paxson, Library Manager

Interim Chair Scott R called the meeting to order at 5:30pm. The agenda was approved. There were no public comments. The Board approved the November 8 minutes. Scott mentioned that James was confirmed by the City Council and Sharla was reconfirmed to a term in her own right.

Helen and Irene served as the Nominating Committee. Irene presented the committee's report: Scott Robinson was nominated for Chair of the Lacey Library Board
Sharla Desy was nominated for Vice Chair and Secretary of the Lacey Library Board.
Both accepted their nominations. There being no nominations from the floor, the vote was taken and Scott and Sharla were elected.

Holly Paxson, Lacey Timberland Library Manager, gave a year-in-review report on Library activities and accomplishments:

- The library is in full compliance with the requirements of the State Auditor regarding business office and cash handling procedures.
- The staff is grateful for the work of the Friends of the Lacey Library (FOLL). Nearly half of all programs presented in the past year were funded wholly or in part by FOLL.
- Circulation is down at the Lacey Branch and throughout the district. Part of the decrease is explained by the decision to drop Hoopla and Freegal due to similar material being available on Overdrive.
- James asked if the drop in circulation was attributable to adult or youth circulation. Holly did not have the data readily available, but will report at the next meeting.
- Facility improvements completed in 2017 include: replacement of clerestory windows with tinted windows to reduce glare, repair of HVAC cooling unit, repainting of arrows and curb stops in parking lot. Plans for installation of a family restroom are in progress with a projected completion date of 2018.
- The Strategic Plan ends in 2018. Focus groups for the new plan will begin in the last half of 2018.

Holly presented a Space Planning update:

- JBW Architects have been contracted and will meet with Lacey Library, TRL and city personnel throughout 2018 with the objective of developing three options at different price points.
- The city has been asked to handle project management.
- One major objective is to replace the 25-year-old circulation desk. This provides an opportune time to look at the library's service point layout with a three-fold goal of moving material handling away from patrons, improving efficiency and flow of service for patrons, and increasing ergonomics for employees.
- Passive use and no-redirects studies have already been completed.
- It is currently unknown if the library will need to close during the remodel.

The board considered the 2018 meeting calendar. With allowances for the City Manager's schedule, the board approved the following meeting dates for 2018:

- March 14
- June 13
- September 12
- November 14

Holly provided an update on the East Lacey kiosk:

Contract between Baby Boomer Bikes Chain and Pedal should go to the board this month. The kiosk is tentatively scheduled for a soft opening in late March and a grand opening in April. The space will include a book drop, hold shelves and a self check-out kiosk.

The next meeting is scheduled for March 14 at 5:30 p.m. in the Library Meeting Room.

Meeting adjourned at 6:33 p.m.

Respectfully submitted,
Sharla Desy