

FINAL Lacey Library Board Minutes
June 13, 2018, 5:30pm
(Lacey Timberland Library Community Room)

Present: Scott Robinson, Sharla Desy, Irene Kang, Amy Blondin, James Murray, Pam Nelson, Holly Paxson (Lacey Timberland Library Manager), Scott Spence (Lacey City Planner)

Scott R. called the meeting to order at 5:30pm.

Scott R. requested that the agenda be amended to include a discussion of the library budget for the upcoming fiscal year. It was moved, seconded and carried to adopt the agenda as amended.

Scott R. requested that the minutes from the March 14th meeting be amended to specifically state the Scott Spence was unable to attend that meeting. The minutes were approved as amended.

There were no public comments.

Scott Spence presented an update on the state of the community in Lacey. His presentation included:

- An overview of the city budget
- Comments on population growth in Lacey
- Remarks on the type of construction projects likely to be seen in the next 5 – 7 years
- Key Community Projects to include: Lacey Transportation Benefit District; expected road improvements on College Street; the Diverging Diamond Interchange at exit 111; the Lacey Food Bank; Lacey Makerspace; the Industrial Incubator Space and developments regarding Lacey Parks & Recreation

Holly presented the results of the May 21st Library Space Planning meeting between representatives of the city, the library and TRL Architects. Highlights of the meeting included:

- One goal of the remodel is to help customers at first point of contact by getting more staff out on the floor interacting with patrons rather than sitting behind counters.
- The planned family restroom will be rolled into the remodel so that all changes inside the building can be made at one time.
- The remodel will be done with an eye to future needs. The design must ensure that the current remodel is not incompatible with future growth and changing needs.

Holly will prepare a memo formally asking the city to provide funds toward the remodel. Scott R. will draft a cover letter from the board and forward the letter along with Holly's request to the City Council.

It was moved, seconded and carried to request \$50,000 from the City of Lacey to be used toward the remodel of the library.

Holly presented the Library Manager's report:

- She expressed her appreciation for Scott Spence's assistance in finding the location for the Hawks Prairie kiosk.

- The 50th anniversary celebration for all of Timberland Regional Libraries continues.
- As of the date of this meeting, there are already 600 children and adults signed up for summer reading.
- Holly expressed her hope that the remodel will streamline operations within the building to an extent that will allow her staff to increase the amount of time they spend outside the building, conducting community outreach.
- Holly noted that the next planned library board meeting conflicts with TRL directed All Hands Training.

Moved, seconded and carried to change the date of the September meeting from September 12th to September 5th.

Sharla remarked that she had attended the Friends and Boards forum and found it entertaining, informative and motivating. She especially appreciated the classes on Maker Spaces.

Scott S. noted that a grant has been submitted to replace and relocate the current electric vehicle charging station.

Scott R. noted that there have been no applicants for the Youth Member position for the board. Irene Kang has agreed to stay on for an additional year.

The next meeting is scheduled for Wednesday, September 5th at 5:30 p.m. in the Library Meeting Room.

Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Sharla Desy

Lacey Library Board
Library Manager's Report
Presented on June 13, 2018
For March/April/May 2018

Library News:

In the past three months Lacey has welcomed two new Library Aides, Al Oiseau & Claire Sandoval-Peck. Aide Mary Clark has accepted a transfer to Olympia Timberland Library and Aide Kerry Cramer will be relocating to eastern Washington in June, so our recruiting isn't done yet. We hope to have our newest vacant positions filled by July.

Thanks to AARP tax volunteers, who concluded their tax assistance to the community on April 14th. This vital service assisted 736 people in preparing their tax returns.

Holly & TRL Administrative staff met with architect Jeff Weis & City of Lacey Manager Scott Spence & staff in May to finalize phase 1 of the space planning process. Notes from this meeting are attached. The initial estimated price of the remodel project is approximately \$152,000 before additional planning contingencies; it was decided that \$175,000 in funding is needed to successfully undertake the service desk remodel project. \$150,000 has been identified in funding so far, so it was decided to engage in a community fundraising effort with the Friends of the Lacey Timberland Library to raise the remaining \$25,000.

On May 31st, Lacey Timberland Library closed to the public for the day so staff could engage in Spring Training together. Staff reviewed emergency procedures, conducted a fire & active shooter drills, brainstormed space planning questions & concerns that had arisen, had a staff appreciation luncheon, did technology & Summer Library Program training, and took a tour of Lacey City Hall with City Manager's assistant Jacob Ewing. Lacey staff appreciated the opportunity to train together on this special day.

Timberland News:

The new TRL kiosk at Baby Boomer Bikes/Chain & Pedal Café (3205 Willamette Dr NE in Lacey) was held on April 14th with over 100 people in attendance to enjoy live music, get library cards, and receive a free 'TimberLatte' or hot chocolate. The new location has proven very popular with patrons in the Hawks Prairie area. Patrons can choose to receive & check out their holds at this location & return materials at the 24/7 book drop outside the shop. Additional book drops are also available at Lacey Fire Stations in the area.

Artists and the community are invited to celebrate TRL's 50th with an Online Art Showcase beginning May 1st and continuing until September 30th. Visit the library's website at TRL.org for more information on submitting your own artwork or viewing current entries. The community is also invited to join all TRL libraries on Saturday June 30th from 1 to 3 p.m. to celebrate TRL's 50th birthday! Lacey will feature a musical performance by Celtic Trio *Pinniped* with refreshments available.

Programming:

March

Youth: 16 programs attended by 497 people

Adult: 10 programs attended by 501 people

April

Youth: 18 programs attended by 615 people

Adult: 12 programs attended by 418 people

May

Youth: 6 programs attended by 101 people

Adult: 9 programs attended by 227 people

All ages: 1 program attended by 210 people

Outreach:

March

Youth: 2 preschool/family tours & Teen Library Council meeting with 76 attendees.

Lib Mgr & Adult: Booth at Lacey Ethnic Celebration visited by 535 attendees.

April

Youth: NTPS Librarians breakfast meeting & NTPS Community Conversations on Early Learning presentations to 60 attendees, Teen Library Council meeting with 7 attendees.

Adult: Hands On Children's Museum Adult Swim outreach to 560 attendees.

Lib Mgr: St. Martin's career class & Kiwanis presentations to 22 attendees.

May

Youth: South Sound High School Career Conference, Meadows Elementary Multicultural Fair, Raising A Reader @ the Library, Teen Library Council meeting, Mountain View elementary visit & tour, and 3 school visits promoting Summer Library program to a total of 907 attendees.

Lib. Mgr: Attended Lacey South Sound Chamber Forum, City of Lacey Depot District Open House, & Lacey Makerspace steering committee meeting.

Circulation:

We checked out 74,791 physical & digital items in March, a decrease of 4% over March of 2017.

We checked out 71,902 physical & digital items in April, an increase of 2.4% over April of 2017.

We checked out 68,751 physical & digital items in May, about the same as May of 2017.

The library was visited by 28,370 patrons, a decrease of 4.2% over March of 2017.

The library was visited by 25,649 patrons, about the same as April of 2017.

The library was visited by 23,460 patrons in May, a decrease of 3.3% over May of 2017

Building:

City public works staff have completed the repairs on three halogen lights that were refusing to stay lit. All lights working the library.

HVAC temp control system reprogrammed to address temperature disparities in building.

65" Smart HDTV installed in meeting room for public & library use.

Submitted by Holly Paxson, Lacey Library Manager

June 12, 2018