

Edmonds Advisory Library Board

Meeting Minutes Monday, August 18, 2014

Agenda

- I. Call to order 6:02
 - a. Attendees Tim Healy, Leslie Elsaesser, Judy Sasges, Joyce Hudemann, Wendy Kendall, Lesly Kaplan, Carrie Hite, Joanne Peterson, Susan Schalla
- II. Minutes of last meeting – June Minutes Approved with amended correction to spelling for Joyce’s last name
- III. Public comment – None
- IV. Old Business:
 - a. None
- V. New Business
 - a. Open House 1:00 Oct. 19th – No October Board meeting
 - i. Masons will have a bike giveaway
 - ii. Flu shots in the conference room
 - iii. Harpist – Lesly will follow up
 - iv. Dogs – Lesly will follow up
 - v. Edith and kids story
 - vi. Money from the Friends for food
 1. Donuts suggested, maybe from Krispy Kreme
 2. Coffee, Leslie will ask Linda if she’s available
 - vii. Publicity
 1. Lesly will order posters, fliers, emails,
 2. council meeting invite**,
 3. Susan will post on mom’s website, Lesly will put on Library website,
 4. Joanne will do a column in the Beacon the week before the open house,
 5. Tim will notify Teresa at My Edmonds News,
 6. Leslie will put mention in September Friends Newsletter
 - viii. Volunteers to help set up before 1:00
 1. Joyce – table cloth
 2. Joanne will not be here but will drop off fall decorations
 3. Susan – noon for help setting up
 4. Joyce – noon for help setting up
 5. Tim – on time
 6. Wendy – on time
 - b. Scheduled council meeting annual Library Board update** – Tim
 - i. Carrie will schedule for a special presentation on Oct. 7th at 7:00 pm
 - ii. Tim will coordinate presentation and all other board members are encouraged to attend

1. Who board is, what's so great about it, what we're doing and introduce Lesly for statistics

VI. Reports:

- a. Edmonds Library Manager – Lesly Kaplan
 - i. Chapter by Chapter coming – a writing block
 1. Starts at library, moves to conference center, bookshop, etc.
 2. Promotes Edmonds and all things literary
 - ii. Have had some building issues and city staff has come through like stars
 1. They do a fast and thorough job on their fixes
 2. Thank you! Please pass on our appreciation
 - iii. Kids summer activities are closing out this week
 1. 2 bikes given away to summer reading winners
 - iv. Statistics report submitted
 - b. Sno-Isle Libraries – Judy Sasges
 - i. Boards and Friends event coming 10:00-2:00 Sept. 20
 - ii. Issues That Matter sessions on drugs and I-2 corridor, very well attended
 - iii. Web site is being updated, please take surveys the information is very helpful
 - c. Friends of the Edmonds Library (FEL) – Leslie Elsaesser
 - i. Summer hiatus
 - ii. Membership year starts in September
 - iii. The Friends also find civic topics are of great interest
 - iv. Budgeting is in process for next year
 - v. Preparing for annual book sale, weekend before Halloween on Oct. 25
 - vi. Newsletter first part of September, first meeting 1:00 Sept. 25
 - d. Edmonds City Liaison – Carrie Hite
 - i. Mayor has town hall meeting 7:00 to 8:30 September 11 and October 2nd in Library Plaza room – topic is Coal Trains
 - ii. Volunteer picnic - BBQ 2:00 and Concert 3:00 August 24th
 - iii. New assistant Cynthia Cruz, will help with posting minutes too
- VII. Board member observations, thoughts, questions relating to the library –
- i. Write on the Sound with Robert Horton after hours program 7:00 at the Library
- VIII. Next meeting tentatively December 8, 2014 at 6:00pm – Tim will confirm by email
- IX. Adjournment: time 6:51

Edmonds Library Board Librarian's Report August 2014

	Circulation	Door Counts	Program attendance
June 2014	32,443	21,099	1471*
July 2014	35,580	23,062	652

*Includes school visit numbers

Weekly summer programs for children have brought higher than average attendances. We have partnered with some of the local camps to have them bring kids to occasional programs, enhancing the kids' opportunities to enjoy the Library in summer. Book circulation numbers demonstrate high numbers of materials checking out. The Library has been a good spot for people looking for a cool spot to enjoy on the hot summer days. Readers are found in the Living Room area enjoying a magazine, or studying at a table while looking out the windows to the Sound.

A staffing change occurred when Kathleen McCrary, long time Page Supervisor at Edmonds, resigned her position at the end of August. The Library reconfigured administratively, bringing both Circulation and Paging together under a single new supervisor who will arrive in mid-September. Richard Suico will shift his Assistant Managing Librarian responsibilities to focus more on Reference. This better meets our staffing needs to bring added strength to the Library.

Children are ending summer reading at this point, with a Finishing Party scheduled for August 19. Winners of the two bicycles donated by the Masons will be announced by the end of August. Teens will complete their summer reading with a Scavenger Hunt scheduled on August 21. We are soon on to autumn. We refresh the calendar with Early Literacy Storytimes and other offerings to make the calendar of events for Edmonds very flush.

We have scheduled a very exciting Writer's Walk titled Chapter by Chapter on September 13. This is a big collaboration between the Library, Edmonds Art Commission, Edmonds Bookshop, EdCC ULearn & ArtsNow, plus Epic Group Writers.

This month the Facilities Maintenance crew came in quickly to fix a broken pipe from the Plaza Room area that gushed water through the ceiling. Since that time they have upgraded more of that pipe as it was worn. The staff break-room stove from the 1980s was making beeping noises one evening before closing, causing us to pull it out and unplug for safety sake. City staff quickly brought in a new replacement stove the next day, demonstrating superior customer service with a speedy turnaround.

A fire and security alarm was triggered last week early in the morning. Facilities workers had to trouble shoot the source of the problem, and the complete repair which included some needed replacement parts took several days.