



Board of Trustees Regular Session Wednesday, July 18, 2018

Present: Pepper Pehrson, Vicki Matsumori, Nick Skene, Drew Pearson,
Brent Gardner

Excused: Traci Black

Others: Kim Fong, Library Director; Traci Sutherland, Library Staff; Kristin Bilson, Library Staff; Sage Fitch, and Boy Scout Troop 874

1. Call to Order: Vice President Pehrson called the meeting to order at 6:30 p.m.
2. Approval of Minutes
2.1 June 2018
The minutes for the June 2018 meeting were approved as written on a motion made by Vicki Matsumori, seconded by Drew Pearson. Voting was unanimous in favor.
3. Public Comment
Boy Scout Troop 874 had questions about the meeting and whether taxes would be discussed. Vice President Pehrson explained to the Scout Troop about the meeting.
4. Board Reports
Vicki Matsumori attended the tax increase Neighborhood Meeting for District 3 on July 12, 2018. Director Fong and board members discussed the neighborhood meetings. The District 3 meeting was well attended. Vicki Matsumori stated that there were questions from citizens and that the information and answers were presented in a clear manner. There was a reminder for the District 4 meeting on July 19, 2018 at the Library.
5. Financial Reports
Director Fong discussed the July financial reports. 100% of the fiscal year has lapsed but it will still be a few more weeks until the fiscal year is closed out. The Library is waiting for any pending invoices. In the end, the Library budget came out ahead by a small margin. Brent Gardner asked if the report can include a summary of what has gone out and what is remaining. Nick Skene asked about the Buildings and Maintenance overage

and the answer was that it was due to sprinkler issues. A motion was made to receive and file the financial reports by Brent Gardner, seconded by Nick Skene. Voting was unanimous in favor.

6. Director's Report

Director Fong shared an end of the year report on Library usage statistics. There were 346, 685 visitors for the fiscal year 2017-18. Computer users made up 11%, Wi-Fi users made up 19%, Program attendance made up 9%, Kid's computer use made up 9%, Materials checked out made up 20%, and Room reservations made up 1% of the total. There was a discussion about the remaining 30% and that there are two numbers, a door count and a gate count. Vice President Pehrson asked about the possibility of having a gate count at the door.

The count for the Library's virtual visitors is 379, 451.

All visitors (physical and virtual) total 730,759 for the 2017-18 year.

7. Old Business

7.1 The Budget Process update was discussed earlier in the meeting.

8. New Business

8.1 The Election of Officers

Nick Skene nominated Traci Black to serve as Board President, by vote of acclamation; seconded by Brent Gardner. Voting was unanimous in favor.

Vicki Matsumori nominated Pepper Pehrson to serve as Board Vice President, by vote of acclamation; seconded by Drew Pearson. Voting was unanimous in favor.

Brent Gardner nominated Nick Skene to serve as Board Secretary, by vote of acclamation; seconded by Vicki Matsumori. Voting was unanimous in favor.

8.2 Early Closure for Staff Day

Director Fong told Board members that, traditionally, the Library has closed early on a Friday afternoon for team building and staff training. Director Fong proposed the date of Friday, September 14th for this year's Staff Day. A motion was made by Brent Gardner for the Library to close early on September 14th, seconded by Drew Pearson. Voting was unanimous in favor.

8.3 Board Meeting Schedule

The Board Meeting for August has been canceled and the next Board Meeting will be September 19, 2018.

9. Adjournment

A motion to adjourn was made by Vicki Matsumori, seconded by Brent Gardner. Voting was unanimous in favor and the meeting adjourned at 7:15 p.m.

