

Mount Vernon Library Foundation Meeting Minutes  
Sept. 9, 2013 5:30 p.m.  
Skagit Community Foundation Offices  
1003 Cleveland St., Mount Vernon, WA

**Board Members Present:** Kathy Combs, Sara Holahan, Troy Kunz, Sara Patton, Chuck Smith, Brian Soneda.

**Board Members Absent:** Marija Anderson, Suzanne Gilbert, Peter Goldfarb, Harold Page, Kelly Reep

**Guests:** Jana Hanson

I. **CALL TO ORDER:** In the absence of the President and Vice President, Sara Patton called the meeting to order at 5:35. Guest Jana Hanson, director of Community and Economic Development for Mount Vernon, was introduced.

II. **MINUTES:** Kathy made a motion to approve both the May and June minutes as revised. Troy seconded and the motion carried unanimously.

III. **TREASURER'S REPORT:** Chuck distributed the Treasurer's Report for September, showing interest over the summer of \$1.66 as the only income and expenses of \$59.45. The balance as of August 30, 2013 was \$6,656.01. He also noted that he had filed the 501 (c) 3 Non-profit report.

IV. **NEXT STEPS FOR THE NEW LIBRARY:** Due to a conflict in her schedule, Mayor Boudreau was unable to attend but Jana Hanson and Brian Soneda summarized the steps that the City is taking to further the efforts for a new library. With the full support of the Mayor, the first step was to determine if the parcel of city-owned land, referred to as the "Higgins" property, would be suitable for a library building and necessary parking. The site investigation report concluded that unfortunately, most of the "Higgins" land was wetlands and would require a great deal of costly mitigation and the purchase of additional property to provide enough land for a 30,000 square foot building, parking, and buffers.

Brian and Jana recently attended a Library Conference in Seattle to hear presentations by a number of architectural firms who specialized in Library design, as well as various library directors from other communities who had or were going through the process of building a new library. In follow-up discussions Brian and Jana had with Paula Barnes, the executive director of the North Olympic Library System, Ms. Barnes spoke about her experience in Sequim, noting that they had hired an architectural firm to analyze the needs for a larger library in Sequim. To determine community interest and what they would like to see in a new library, locational suggestions, etc., the architectural firm conducted community meetings and surveys. In addition, the architectural firm assessed the building, size requirements and possible locations using forecasts for population growth and usage. This approach would provide public input and, hopefully, build support for their new library.

Ms. Hanson noted that they planned to present a similar idea to the Mount Vernon City Council in mid-September to pitch Council on the idea of hiring a consulting group to put together a similar public survey and needs assessment. She hoped that such meetings and surveys would include both city and county residents who are current or potential users of the library and that such a study be done with a great deal of transparency. With Council support, the CED office would develop an RFQ to be sent out to various consulting in October. The process would take about 6 months to complete. Depending on the results of the consultant's study, if there is community support to move forward on a new facility, a financial strategy that combines private fundraising along with a bond subject to City Council approval could be presented in 2015-16.

## V. OLD BUSINESS:

A. Membership Committee: Kathy Combs and Sara Holahan have drafted a number of documents for use by the membership committee including a job description for a Membership Chairperson, a membership invitation letter, a thank you letter for those sending in membership fees and other donations, and a Foundation Newsletter. These drafts were distributed to the Board for comment and approval at the October meeting.

Kathy hoped to develop a list of business people and key community supporters as a way to expand on the current list of people who receive membership letters and to make them aware of our efforts. She noted that October would be a good time to send out membership invitational letters to arrive prior to the January annual meeting and not get lost in the holiday mail.

Brian suggested that instead of sending out a separate newsletter for the Library Foundation, it be incorporated in the Library Quarterly Newsletter on-line, and added to the Foundation web-site.

B. Donor Data Base Software: Kathy also reported that she had been unable to get together with Kelly Reep to discuss the various types of donor-based software.

## V. NEW BUSINESS:

A. Marketing and Publicity: Kathy and Sara Holahan also recommended developing a brochure to help get the word out and build support for a new library. All we have now is the little informational flyer that Sara developed for the "Leave A Legacy" event. It was pointed out that Kelly and Peter are already on a Marketing Committee and publicity should be under their auspices. Sara Holahan asked to be involved in developing a brochure.

B. Annual Meeting: To encourage more people to attend the Annual Meeting in January, Kathy and Sara Holahan suggested that we develop a more "fun" agenda. Sara proposed inviting a local author—such as Graham Kerr or Craig Romano—to speak. Sara Patton noted that by January, we would have more to report regarding the consultants hired by the City to do the needs assessment surveys. Chuck will see try to reserve the PUD building for the meeting.

C. Board Vacancies: There are still five vacant Board positions that need to be filled with active, influential community supporters. Kathy developed a list of service organizations for future presentations regarding the new library. Sara Patton noted the success of the Burlington Library Foundation in asking service organizations to nominate members of their groups to serve on the Library Foundation and suggested we do the same. Kathy will call Larry Otis about Kiwanis, and Sara Patton will call Suzanne Gilbert to see if she intends to continue as a Board member.

D. Library Director's Report: Brian reported that the Library booth at the Farmer's Market needed more volunteers. The booth at the Farmer's Market is an excellent way to spread the word and develop support for a new library and to encourage both Foundation and Friends membership. The Friends group will be involved in their annual book sale on Sept. 21. After the book sale, they will be developing a new system for on-line book sales.

E. Other New Business: Accepting Credit Card Donations: Chuck Smith looked into getting a credit card account at Skagit Bank and reported that if and when we need one, it will be easy to get. Sara Holahan asked whether or not the Foundation could get a Merchant's account to be able to accept Credit Card charges for donations, making it easier for people to give money with their cards. This would require a cell or Wi Fi connection and cost some kind of monthly fee. Chuck agreed to look into the requirements.

The next Foundation meeting will be held Monday, October 14, at 5:30 pm at the Skagit Community Foundation offices. There being no other new business or comments and questions, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,  
Sara Patton, Secretary