

MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MONTHLY MEETING SANDPOINT, IDAHO Monday, December 9, 2019

WELCOME/ROLL CALL

The meeting was called to order by Chairperson Amy Flint at 4:30 pm and was held in Meeting Room 102, of the Sandpoint Branch Library at 1407 Cedar Street in Sandpoint, Idaho. Other trustees present were Judy Meyers, Joan Terrell and Susan Shea. Jeanine Asche was present via phone conference call.

Also present were Director Ann Nichols and staff member, Denise Mills.

Members of the public present were Fred & Ruth Ungerer of the Bonner General Hospital Parkinson's Support Group and Kirsten LeBlanc, an interested library patron.

PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

Fred & Ruth Ungerer spoke to the trustees to express their gratitude for the meeting space that is available to the Parkinson's group on a monthly basis. They expressed concern that the new Meeting Room Policy would prevent them from scheduling meetings several months into the future. They reserve speakers from around the country for their meetings, which sometimes requires a reservation months prior to the scheduled meeting for that speaker. The trustees assured Fred & Ruth that the meeting room needs of the group would be handled on an individual basis.

CONSENT AGENDA

- APPROVAL OF MINUTES – regular meeting 10/15/2019
- COMMUNICATIONS
- REPORTS OF COMMITTEES AND DELEGATES

APPROVAL OF CONSENT AGENDA

Susan Shea moved to accept the consent agenda which includes the approval of the minutes of the regular meeting held Monday, October 15, 2019, the communications and the reports of the committees and delegates of today's meeting. The motion passed with a unanimous voice vote.

REPORT OF THE LIBRARY DIRECTOR

Ann Nichols reported that the attendance for specific teen programs is down, but the use of the teen room is consistently high. The use of the public community rooms is also at a high level.

Homebound (formerly Outreach) statistics are lower compared to the previous year's numbers. This is due, in part, to how the statistics had been collected and calculated.

The bookmobile stops are working out very well at this time. The bookmobile vehicle will have a new gas tank installed soon as the original tank has rust spots that could develop into leak areas.

The Google Expedition Virtual Reality units are nearly ready to be taken to outreach areas for use by people who are not able to come to the library to experience the VR room.

The green house was installed and the High Five Grant requirements fulfilled. The shed will be painted in the spring. A plan for the garden development is also in place.

The artist creating the library's donor wall informed the library that he is moving forward with production.

Susan Shea presented a motion to accept the Report of the Library Director as submitted. The motion carried with a unanimous voice vote.

TREASURER'S REPORT OF INCOME AND EXPENDITURES

Denise Mills reported that the interest rate on the State Investment Pool accounts has averaged around 2% over the past few months.

The annual audit will begin on December 16 with the fieldwork performed on site.

APPROVAL OF EXPENDITURES

Jeanine Asche made a motion to accept the Treasurer's Report of Income and Expenditures and to pay the expenditures. The motion passed unanimously.

UNFINISHED BUSINESS

- Meeting Room Policy

The Meeting Room Policy was updated to add the restriction on how long a room can be reserved as well as application forms required to be updated every three months.

The trustees discussed the use of the meeting rooms on Sundays. To have the meeting rooms available for Sunday use would require a staff commitment for those days to help with setup. Maintenance staff are not trained in setup procedures and are not generally available for this duty due to their other work requirements. The policy can be updated later should Sundays become an option for meeting room use.

Amy Flint motioned to accept the Meeting Room Policy as submitted. The motion passed with a unanimous voice vote.

NEW BUSINESS

- WiFi Hotspot Lending Policy

The new policy for using the WiFi Hotspots was presented to the trustees. Upon approval of the policy the hotspots will be prepared for patron checkout. A concern of the trustees was the return of the hotspots to the library. They were informed that the hotspots not returned can be turned off by the IT Department rendering them useless to anyone who has them in their possession.

Jeanine Asche requested reports on the usage of the hotspots. Those usage numbers may be added to the statistics report.

Jeanine Asche motioned to accept the Meeting Room Policy as presented. The motion passed with a unanimous voice vote.

- Internet Use Policy

The Internet Use Policy was updated to reflect terminology changes in the IT world. Permission requirements for internet use by minors were also added to the policy.

Jeanine Asche motioned to accept the Internet Use Policy as presented. The motion passed with a unanimous voice vote.

- Friends of the Library Policy – Reaffirm/Amend

The policy for the Friends of the Library was submitted for reaffirmation or amending. The trustees made no changes to the policy.

Susan Shea motioned to reaffirm the Friends of the Library Policy as submitted. The motion passed with a unanimous voice vote.

- Long Range Goals 2020-2023

The Long Range Goals Plan was submitted for approval. The trustees requested that library department heads be aware of the Long Range Goals plan and conform their goals and strategies to match the plan.

Amy Flint motioned to accept the Long Range Goals 2020-2023 as presented.

The motion passed with a unanimous voice vote.

- Clark Fork Library

Ann Nichols reported that she has reviewed the remodel requests from the staff at the Clark Fork Library. These requests include replacing the carpet, additional shelving and rearranging the floor layout.

Ann presented a draft of floor plans with the requested changes. Some of the requests submitted can be completed through maintenance and repairs instead purchasing new items.

The trustees requested that the CF staff be asked for an update on their suggestions. Ann indicated that it would take time to make the final decisions. Joan Terrell volunteered to help with the process.

No action was required regarding this agenda item.

- Future budget considerations

Denise Mills, bookkeeper for the library district, submitted a list of items that she suggested be included in the discussion of the FY2021 budget.

They are as follows:

- 1) Should the Library District continue to ask for the allowed 3% increase for each year's budget levy requests?

Take the increase each year or trim budget because of excess?

Reasons for the Increase:

- Expected increase in operating costs for larger facility
- Expected increase in staffing needs with related wages and payroll costs
- Potential operating costs for desired west wing
- Use of current reserves to pay for operating costs instead of a levy increase will not be sustainable. Once used, funds are gone.

Reasons against the increase:

- EBCL has reserves that need to be used
- Taxpayer relief
- Operating costs can be cut to restrict budget increase

Talking Points

- Budget allowance (3% yearly levy increase) for future wage increases (up to 4% increase)
 - Cap EBCL's coverage of medical/dental insurance and require employee contribution?
 - Clark Fork Library—carpet replacement, new tables & chairs, additional shelving
 - Cost-sharing for health insurance premiums – data to be developed for future discussion
 - Wage increase projections to bring all base wages to market level, related upper level wage increases and allow for cost of living increases
 - West Wing new facility construction (Sandpoint)—factor in costs for staffing, which would support continuing to ask for a 3% increase as well as for facility costs.
- 2) Should the District continue to set aside M&O excess yearly into the Capital Assets Replacement Fund as much as possible to allow for future repairs and costs that exceed levy funds?

Final Thoughts:

If the District plans to construct a West Wing structure, now is the time to market the new construction wing so that funds are available when needed instead of trying to raise funds while building. "New money" is necessary for a new facility as Maintenance & Operations funds cannot be used for new construction. Neither can the Capital Assets & Replacement Fund be used for new construction—only for "repairs & replacement". Develop the relationship with the public now (potential donors). Show the taxpayers that the District was frugal with the previous construction, eliminating the west wing structure so we could stay within budget and used cash reserves (Capital Assets) and donations to finish the project. Promoting the new structure for its purpose to the public now would allow for proper design and construction for future needs.

The trustees will review these suggestions and add them to meeting agendas in 2020.

ADJOURNMENT

Jeanine Asche moved to adjourn the meeting at 6:05 pm.

The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday February 10, 2020, Meeting Room 102, Sandpoint Branch Library, 1407 Cedar Street, Sandpoint, Idaho.

Respectfully submitted,

Denise L. Mills
Bookkeeper

Date Approved 2-10-20


Ann M. Nichols, Director


Amy Flint, Board Chairperson