

MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
SANDPOINT, IDAHO
Monday, February 10, 2020

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 Susan Shea, Joan Terrell and Judy Meyers. Jeanine Asche was absent.

Also present were Director Ann Nichols and staff members Denise Mills and Craig Hofmeister

Members of the public present: Kirsten LeBlanc as an observer.

PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

Kirsten LeBlanc made a comment during the discussion of the Fines agenda item.

CONSENT AGENDA

- APPROVAL OF MINUTES – regular meeting 12/09/2019
- 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, December 9, 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

The trustees noted that the statistics for the usage of the teen lounge has increased. In her report to the director, Kimber Glidden, Teen Services Coordinator, indicated that the teens are spending more time engaging in face-to-face activities, such as games and crafts.

The trustees discussed a number of items listed in the Director's Report including backup staff for critical positions within the library district, the library catalog search function on the website, tutors, garden landscaping, "Ting" as a free internet service and the overall statistics of library activities.

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

***The Trustees agreed to discuss the agenda item concerning library wages at this point in the agenda to accommodate Craig Hofmeister's attendance at the meeting.

UNFINISHED BUSINESS

- Library Wage/Salary Scale Adjustments

The Personnel Committee sent a recommendation to the Board of Trustees regarding the proposed revision of the library wage scale. The new wage scale increases base wages of a number of job classifications and gives a percentage increase for staff already employed within those classifications.

The trustees discussed the proposal, its value for employee retention and its ramifications for future budgets. This proposal is only for library wages. Discussion regarding library benefits will occur at a future trustee meeting.

Amy Flint made a motion to approve the proposed library wage scale as presented by the Personnel Committee and to be effective October 1, 2020. The motion passed with a unanimous voice vote.

TREASURER'S REPORT OF INCOME AND EXPENDITURES

Denise Mills presented information regarding the financial reports to the Board of Trustees. Expenses of note included repairs to the Sandpoint Branch building's HVAC system and the purchase of a tractor with lawn mower and snow blower attachments.

APPROVAL OF EXPENDITURES

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

UNFINISHED BUSINESS-Continued

- Clark Fork Library updates on interior requests

Ann Nichols updated the trustees on various changes and/or remodel ideas for the interior of the Clark Fork Branch Library. The tutor room at that branch is seldom used and will be converted to a quiet reading area for patrons. Ideas regarding different shelving layouts are still under discussion between Ann and the Clark Fork staff.

NEW BUSINESS

- Fines

Discussion regarding the elimination of fines brought up a number of questions that need follow up. How are other libraries faring after eliminating fines? Do patrons return library materials? How much of a financial impact is that on the library with the loss of fine income and the cost of replacing items not returned?

Kirsten LeBlanc, a visitor to the board meeting, asked to make a comment at this point in the discussion. She stated that eliminating fines sends the wrong message to patrons; that it devalues the library materials. She believes that the library district should continue to charge fines to patrons who do not return items or return them late. She compared the revenue received from fines to that of supporting a part time employee.

One argument for eliminating fines is that many individuals and families cannot afford the fines. A balance due of \$5.00 or more on items not returned after one week on an account disallows a patron from checking out items and using the computers. This results in a loss of service to that patron.

The library district has already eliminated fines on children's library materials and it has resulted in families being able to continue to use the library.

The trustees tabled this agenda item for future discussion.

- Library Survey Results

No information was provided to the trustees for this agenda item. Tabled for future discussion.

- Library Goals discussion

With the potential retirement of several current employees of the district, the trustees asked if there is a succession plan in place for key positions. Is there criteria for hiring and interviewing for these key positions?

The trustees discussed the expansion of space for the young adults, as the current teen lounge is too small. Other spaces in the library are being considered as meeting areas for some of the young adult programming.

- Surplus Inventory

A list of library assets was presented for approval to surplus. This list includes computers no longer working or being replaced with newer models in the district and a desk unit in Clark Fork.

Susan Shea made a motion to declare as surplus the assets detailed on the list presented. The motion passed with a unanimous voice vote.

- Request for Auditor Proposals

Ann Nichols presented a draft of a "Request for Proposals" to be sent to auditing firms for soliciting bids to perform the audit of the library district's financial records beginning with the 2020 audit year.

Joan Terrell made a motion to accept the bid document as presented. The motion passed unanimously.

- Art Acquisitions

Ann Nichols presented several art pieces created by Barry Burgess for consideration. Barry Burgess offered one art piece as a donation and the option to purchase others. These art pieces are various computer parts arranged as art designs and mounted on a board for hanging.

The trustees chose the art piece, "Just Phishing" as the piece to accept as a donation. It will initially be hung on a wall in the computer lab on the second floor of the Sandpoint Branch Library.

Amy Flint made a motion to accept the "Just Phishing" art piece as a donation. The motion passed unanimously.

- Meeting Room Policy – Opening time change

The Meeting Room Policy was submitted for a change in the opening time for the meeting rooms. It was proposed to change the time for opening to 8:00 am Monday through Saturday.

Amy Flint made a motion to adjust the starting hours of the meeting rooms to 8:00 a.m. Monday through Saturday. The motion passed with a unanimous voice vote.

EXECUTIVE SESSION

Executive Session Idaho Code 67-2345 1b: To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent...

The Trustees voted individually and entered into executive session at 5:55 pm.

Voice votes results:

Jeanine Asche	not present
Amy Flint	yes
Judy Meyers	yes
Susan Shea	yes
Joan Terrell	yes

The reason for the executive session was to consider the evaluation of the library director.

The Trustees returned from executive session at 6:18 pm.

Action taken after return to open meeting: The trustees approved a 4% salary increase for the library director.

ADJOURNMENT

Amy Flint moved to adjourn the meeting at 6:22 pm.

The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday, April 13, 2020, Meeting Room 102, Sandpoint Branch Library, 1407 Cedar Street, Sandpoint, Idaho.

Respectfully submitted,

Denise L. Mills
Bookkeeper

Date Approved _____

Ann M. Nichols, Director

Amy Flint, Board Chairperson