

## MINUTES

### EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING SANDPOINT, IDAHO Monday, April 13, 2020

#### WELCOME/ROLL CALL

The meeting was called to order by Chairperson Amy Flint at 4:30 pm and was held via a Zoom video conference to comply with the Idaho governor's stay-at-home order. Other trustees present were Susan Shea, Joan Terrell, Judy Meyers and Jeanine Asche.

Also present were Director Ann Nichols and staff members Denise Mills, Barbara Best, Cynthia Taylor, Amanda Ruff, Annette Anderson, Craig Hofmeister, Myla Houlihan, Gina Emory, Vanessa Velez, Shawna Myers and Dawn Riggins.

There were no members of the public joining the Zoom meeting.

#### PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

No public comments were received by those present.

#### CONSENT AGENDA

- APPROVAL OF MINUTES – 02/10/2020, 3/18/2020, 3/30/2020
- 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, February 10, 2020, the emergency session, Tuesday, March 17, 2020, the Zoom training meeting, March 30, 2020, the communications and the reports of the committees and delegates of today's meeting. The motion passed with a unanimous vote.***

#### REPORT OF THE LIBRARY DIRECTOR

Ann Nichols reported that the Youth Services Librarian, Suzanne Davis, has resigned. Those duties previously assigned to Suzanne were assumed by Kimber Glidden as the Youth Services Coordinator.

Ann also reported that several applications have been received for the soon retiring bookkeeper, Denise Mills. Three of those applicants were tested and interviews will be scheduled.

***Jeanine Asche presented a motion to accept the Report of the Library Director as submitted. The motion carried with a unanimous vote.***

## **TREASURER'S REPORT OF INCOME AND EXPENDITURES**

With the current stay-at-home order for the state of Idaho, Ann Nichols, director and treasurer of the Board of Trustees, is signing all paper checks written.

The finance office is continuing to process accounts payable and payroll during the closure. There were no out-of-the ordinary expenses to be considered.

## **APPROVAL OF EXPENDITURES**

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

## **UNFINISHED BUSINESS**

- Clark Fork Remodel

All planning and activity concerning remodeling areas within the Clark Fork Library building have been placed on hold during the library closure.

## **NEW BUSINESS**

- Staff Pay\*

Discussion regarding staff pay during the library closure dates was held. The library has budgeted to pay staff their wages and benefits through the end of the 2020 fiscal year. Ann Nichols, Director, has requested that board of trustees approve to continue to pay staff the wages and benefits as budgeted.

Ann Nichols informed the trustees that some staff are working from home and engaging in online training sessions. She also indicated that some staff will begin working in the library building for certain tasks on certain days and will be complying with the safe-distancing recommendations.

The trustees discussed when and how the library would reopen to the public. A special board meeting may be convened to consider a reopen date.

***Amy Flint made a motion to support paying wages and benefits to staff through the end of FY2020 even if unable to return to work due to the COVID19 closure. The motion passed unanimously.***

- State Investment Pool Contact Information\*

This item was tabled until the June trustee meeting.

- Transfer of remaining Debt Service Funds to Facilities Fund

Denise Mills, Bookkeeper, presented a request that the Board of Trustees approve transferring remaining funds from the Debt Service Bond to the Facilities Fund. These remaining funds are collected bond tax receipts from previous years of taxation. Future tax receipts would also be deposited to the Facilities Fund.

***Joan Terrell made a motion to transfer the remaining debt service funds to the Facilities Fund. The motion passed unanimously.***

- Audit – FY2019

Denise Mills presented the FY2019 audit report to the Board of Trustees.

***Amy Flint made a motion to accept the FY2019 audit from CliftonLarsonAllen. The motion passed unanimously.***

- Audit Contractor Selection\*

The trustees discussed the proposals received from several firms to perform the annual audit of the Library District.

***Jeanine made a motion to accept the proposal from CliftonLarsonAllen to continue as the Library District's auditor. The motion passed unanimously.***

- Library Fines

Library fines have been suspended for patrons during the library's closure. This item will be discussed at a future trustee meeting.

- Wages for FY 2021

Several rough drafts of a budget for wages and benefits were prepared to evaluate the impact on the overall budget total. There is uncertainty with future budgets due to the economic

impact of the COVID19 virus. These budgets will be evaluated at the next trustee meeting with updated values.

- FY 2021 Budget

With several payroll budget scenarios drafted, the trustees discussed the future of the Library District's budgets. There has been a request from the Idaho Governor's office that taxing districts reduce their budgets by 1% to relieve the tax burden on taxpayers. With the economic impact of unemployment, loss of business revenue and stock market changes, the strain on taxpayers needs to be relieved where possible. It is relevant to the Library District to evaluate the potential for lost revenue due to taxpayers unable to pay their tax bills.

The Library District has reserves in place that can sustain the current year's budget into the next fiscal year. Attention to the payroll burden and general district expenses will allow a sufficient budget to maintain the current services offered to the public.

The trustees will continue this discussion at the next monthly meeting with modified numbers available.

- Health Insurance benefits/Related Costs

Included in the discussion concerning wages was the cost of health insurance. The Library District currently pays 100% of insurance costs for its employees. Discussion for continuing this benefit as it is set up will be held at the next trustee meeting to determine the impact on the next fiscal year's budget.

- Possible Special Meeting of Trustees in May\*

The trustees discussed the need for a special meeting next month. The next scheduled meeting is the annual meeting in June. A May 11 meeting dated was selected. If the stay-at-home order for Idaho is extended into May, the meeting can be held via Zoom.

***Judy Meyers made a motion to hold a special trustee meeting on May 11, 2020.***  
*The motion passed unanimously.*

**ADJOURNMENT**

***Jeanine Asche moved to adjourn the meeting at 6:11 pm.***

The next scheduled meeting will be:

- Special meeting of the Board of Trustees, 4:30 pm, Monday May 11, 2020, Meeting Room 102, Sandpoint Branch Library, 1407 Cedar Street, Sandpoint, Idaho.

Respectfully submitted,

Denise L. Mills  
Bookkeeper

Date Approved 6/8/2020

  
Ann M. Nichols, Director

  
Amy Flint, Board Chairperson