

MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
SANDPOINT, IDAHO
Monday, June 8, 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 Jeanine Asche, Judy Meyers, Susan Shea and Joan Terrell.

Also present were Director Ann Nichols and staff members Craig Hofmeister, Denise Mills and Mary-Claude Margairaz.

There were no members of the public present.

PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

No public comments were received.

CONSENT AGENDA

- APPROVAL OF MINUTES – regular meeting 05/11/2020
- 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, May 11, 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 requested that the Trustees discuss the reopening of the Library for Stage 4 of the Idaho Governor guidelines. Concerns addressed were: opening too soon, limiting the number of people, monitoring at the door, requirements for masks, how to control social distancing and loitering.

The Library will maintain curbside service while opened to the public. The meeting rooms will remain closed to large groups while smaller groups of 10 or less may be allowed.

The Trustees decided to reserve the 9 am to 10 am hour Mondays, Tuesdays and Wednesdays for seniors and individuals with compromised immune systems.

Jeanine Asche made a motion to reopen the Library to the public on June 15th, 2020 with strict guidelines. The motion passed with unanimous vote.

Homebound service is currently suspended, but the homebound patrons will be contacted by the Library Bookmobile service for pickup and delivery.

Amy Flint 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

Denise Mills reported on the financial position of the Library as of May 31, 2020. Included in that discussion was the interest rate earnings on the State Investment Pool accounts. Denise also presented a form to be signed by the Board Chairperson regarding agency contact information.

Highlights of the expense report showed that e-materials costs have increased due to online usage during the Covid19 closure. Online usage may continue to increase in the future and the Library District will adjust the budget for FY 2021 to accommodate this increase.

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

- Health Insurance benefits/Covered Costs, con't.*

The Trustees discussed different aspects of health insurance coverage, including limiting the amount of the employer contribution and requiring employees to contribute to their health insurance coverage.

The consensus of the Trustees was to place a dollar value limit on the employer participation and require employees to pay a portion based on their full time equivalency (FTE).

Jeanine Asche made a motion to pay the amount of health care coverage up to \$600 a month per full time employee. The motion passed with a unanimous vote.

Joan Terrell made a motion to pro-rate health insurance premiums for eligible employees working less than 40 hours per week. The motion passed with a unanimous vote.

- Wages for FY 2021*

The Trustees discussed the freezing of wages for the 2020-2021 budget. The approved base wage increase set to initiate on October 1, 2020 is still approved, but the percentage of wage increase for fiscal year 2021 will not be allowed.

Susan Shea made a motion to re-affirm the increase in base salary for the entry level and that there will be no wage increases during the fiscal year 2021. The motion passed with a unanimous vote.

- FY 2021 Revised Budget Presentation*

Denise Mills presented a revised draft budget for fiscal year 2021 with the levy income left at the 2019 taxing level. The payroll expenses and general expenses were proportionately adjusted to account for reduced income. The resulting use of cash reserves still needs to be reduced for sustainability in future fiscal years.

With the payroll wage motions voted upon at this meeting, a new draft will be prepared for the July Trustees' meeting.

Amy Flint made a motion to freeze the levy rate at the 2019 taxing level (FY 2020 budget). The motion passed with a unanimous vote.

NEW BUSINESS

- Trustee Election for Chair & Vice-Chair

The Trustees discussed nomination for Chairperson and Vice-Chairperson for the next year.

Jeanine Asche made a motion keep the current officers. The motion passed with a unanimous vote.

- 2020/2021 Trustees Meeting Calendar

The Trustees discussed the annual meeting calendar and agreed that meeting monthly is preferable as is meeting at 4:30 pm.

Jeanine Asche made a motion to adopt the annual meeting calendar as presented. The motion passed with a unanimous vote.

- 2020/2021 Board of Trustees Committees List

Jeanine Asche made a motion to accept the Board of Trustees Committees List as presented. The motion passed with a unanimous vote.

- Bylaws

Jeanine Asche made a motion to re-affirm the bylaws as written. The motion passed with a unanimous vote.

- Time Reserved for Seniors

The Trustees decided to reserve the 9 am to 10 am hour Monday through Thursday for seniors and those with compromised immune systems.

No action was necessary on this agenda item.

- Surplus Inventory

Denise Mills presented a surplus inventory list for assets that were removed from service.

Jeanine Asche made a motion to approve the surplus inventory list. The motion passed with unanimous vote.

ADJOURNMENT

Susan Shea moved to adjourn the meeting at 6:17 pm.

The next scheduled meeting will be:

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

Respectfully submitted,

Denise L. Mills
Bookkeeper

Date Approved 7/13/2020


Ann M. Nichols, Director


Amy Flint, Board Chairperson