

MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
SANDPOINT, IDAHO
Monday, September 14, 2020

WELCOME/ROLL CALL

The meeting was called to order by Chairperson Amy Flint at 4:30 pm and was held via Zoom. Other trustees present were Jeanine Asche, Joan Terrell, Susan Shea and Judy Myers.

Also present were Director Ann Nichols and staff member Mary-Claude Margairaz.

There were no members of the public present.

PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

CONSENT AGENDA

- APPROVAL OF MINUTES - 08-10-2020 Regular Meeting
- APPROVAL OF MINUTES - 08-24-2020 Special Meeting
- APPROVAL OF MINUTES - 08-26-2020 Public Meeting
- COMMUNICATIONS
- REPORTS OF COMMITTEES AND DELEGATES

APPROVAL OF CONSENT AGENDA

Jeanine Asche moved to accept the consent agenda which includes the approval of the minutes of the regular meeting held Monday August 10, 2020, the Special Meeting on August 24, 2020 & the Public Meeting on August 26, 2020 and 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 stated that the Library was closed to the public all of August. Ann Nichols reported that the Library cancelled the contract with Insperity for HR & payroll services. Insperity was not able to deliver their services as promised due to the fact that the Library is a Governmental Agency. Insperity refunded the down payment paid by the Library. Mary-Claude Margairaz will be processing payroll and the Library will search for an outside, contracted HR company.

Jeanine Asche inquired about the Adult Program in October, the limited number of people allowed in a room and the online options.

Joan Terrell commented on how nice the Garden looks.

Jeanine Asche questioned how non-compliant patrons are handled regarding mask coverage. Ann Nichols reported that Dave Oliver is handling security and asks patrons to wear masks. If they do not comply, Ann Nichols is called and asks patrons to leave. At that point they can be trespassed. Judy Myers commented on our sign that requires "mask above nose" and gave Dave Oliver kudos for dealing with the after school children that are loitering without masks.

Jeanine Asche commented on the Hoopla service finally being used by patrons. She also reported being sad to see Shawna Myers leave the Library and voiced that the phone answering from Staff is not up to par. Ann Nichols responded that one Staff member has to answer the phone while another delivers at the curb, making it difficult to answer multiple lines.

Jeanine Asche 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

Mary-Claude Margairaz asked about the wage adjustments that need to take place on October 1, 2020 and Amy Flint produced the adopted & approved Excel document that needs to be used.

Mary-Claude Margairaz reported that she was having a telephone appointment with the Auditor to go over the transfer of the accounting system from BMS to QuickBooks.

Mary-Claude Margairaz informed the Board of Trustees that an additional expense came through for the Garden in the amount of \$1,500 after the reports were printed for the meeting.

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 – Face Covering Policy

Amy Flint made a motion to accept the proposed updated face covering policy. The motion passed unanimously.

NEW BUSINESS - Telecommuting Policy

Packet was missing from reports and it is carried over to the next meeting. Board of Trustees requested the document be sent to them for review as soon as possible as it is lengthy.

NEW BUSINESS - Art Acquisition

Ann Nichols reported that Diana Schuppel, who painted the mural in the children' section, was coming back to update the columns with trees and animals. The project is funded by the Gilmore endowment. Jeanine Asche asked if the artist submitted a proposal and Ann Nichols confirmed, affirming that the additional work matches the current theme.

Joan Terrell made a motion to accept the proposed additional column painting by Diana Schuppel. *The motion passed unanimously.*

ADJOURNMENT

Susan Shea moved to adjourn the meeting at 5:05 pm.

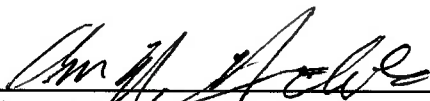
The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Tuesday October 13, 2020, via Zoom.

Respectfully submitted,

Mary-Claude Margairaz
Bookkeeper

Date Approved 10-13-2020


Ann M. Nichols, Director


Amy Flint, Board Chairperson