

## MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
SANDPOINT, IDAHO  
Monday, October 15, 2019

### WELCOME/ROLL CALL

The meeting was called to order by Chairperson Amy Flint at 5:35 pm and was held in Meeting Room of the Clark Fork Branch Library at 601 Main Street in Clark Fork, Idaho. Other trustees present were Judy Meyers, Susan Shea and Joan Terrell. Jeanine Asche was not in attendance.

Also present were Director Ann Nichols and staff members Denise Mills. Clark Fork staff, Amayllis Hood, Melissa Dooley and Alexa Garrison, joined the meeting after the Clark Fork Library closed at 6:00 pm.

There were no members of the public present.

### PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

No comments were made.

### CONSENT AGENDA

- APPROVAL OF MINUTES – regular meeting 08/12/2019, public hearing 08/28/2019
- COMMUNICATIONS
- REPORTS OF COMMITTEES AND DELEGATES

### APPROVAL OF CONSENT AGENDA

*Judy Meyers moved to accept the consent agenda which includes the approval of the minutes of the regular meeting held Monday, August 12, 2019, the minutes of the public hearing held on Wednesday, August 28, 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 wage and salary survey will not be ready by December due to other pressing projects. It should be ready after the new year before the FY2021 budget process begins.

The trustees asked if there would be a "Plan A" and a "Plan B" with regard to salary adjustments. Their concern was the request could be submitted as an "all or nothing" plan and, if rejected by the trustees, would leave no plan in place for wage increases other than the budgeted annual increases.

The trustees recognized the impact of technology in the library. The management of the technology is immense and time consuming. There are four interns helping the IT Manager, three are part time paid high school students and the fourth is a high school volunteer.

The new webpage for the library is being developed in-house. Amy Flint volunteered to be one who could preview the new webpage.

The Inspire Idaho program in association with the University of Idaho is progressing. It is an educational program to learn coding. Laptops are available for participants in the program. A few staff are engaged and learning how to develop apps for phones.

The trustees discussed the crowding in the teen lounge and the need for more space to run the young adult programs. The new room built during the remodel is not big enough for the current student load. The meeting rooms are busy with other community meetings making expansion into those rooms not entirely feasible. The glassed-in room in the children's area is a possible place to expand for the tweens (4<sup>th</sup>-6<sup>th</sup> grade). The room would need to be arranged so it is attractive for the teens as well as continue to be appealing for the young children.

Staffing is an issue as well for supervising the increasing numbers of teens coming to the library to participate in programs. A job announcement was recently sent out in-house to current staff for a part time young adult assistant. Filling this position will allow the teen lounge room to remain open five days a week.

A question was asked as to how the monthly statistics are being evaluated in terms of library service. The statistics provide vital information to continue, change or add services for the public. Various staff whose departments record statistics are the ones who help form suggestions for any changes.

A recent workshop on homelessness and libraries attended by some staff and trustees brought to light the need in our community for a homeless shelter; however, the library is not suited for being a shelter or a warming center.

***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 as of October 1, 2019, \$500,000 was transferred from Maintenance & Operations funds to the Capital Assets Fund. This was approved in the FY 2020 budget.

The close of the FY 2019 fiscal year is under way. The District is in the final year of a three-year contract with the current auditor. The auditor will send us the engagement letter to begin the process of the FY 2019 audit.

The library had to revise their FY 2020 budget after it was certified with the county to adjust for changes in property tax replacement funds and the use of cash reserves to balance the budget.

There was a brief discussion with the Clark Fork Library staff present at the meeting about space needs at their facility.

## **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**

- Sandpoint Garden Design

Karen Oleson submitted a basic design for the garden that fits within the library district's current budget and leaves room for future growth.

The building permit from the City of Sandpoint has been issued for the construction of the garden greenhouse. The structure will be erected soon to comply with the current grant specifications.

***Susan Shea made a motion to approve the garden design plan as submitted. The motion passed with a unanimous voice vote.***

## **NEW BUSINESS**

- Collection Development Policy\*

A revised Collection Development Policy was submitted for approval. This revision includes a section for e-devices and virtual reality materials. Eliminated from the policy was the reference to "CD-ROMs".

The trustees asked how many people are involved in the selection of materials for the library's collection. Five people currently select items for specific genres of library materials.

***Susan Shea made a motion to approve the policy as submitted. The motion passed with a unanimous voice vote.***

- Virtual Reality In-House Equipment Use Policy\*

The Virtual Reality Policy was renamed to reflect in-house virtual reality equipment as there would be a development of a policy for virtual reality equipment that will be used outside the library facility. This draft was revised to fit actual use of the equipment after having a short learning period of how the previous policy would work.

***Susan Shea made a motion to accept the policy as presented. The motion passed with a unanimous voice vote.***

- Meeting Room Policy\*

The Meeting Room policy was updated to specify who can/cannot use the meeting rooms. There was also discussion about the number of hours/days/weeks that a group could use/reserve a meeting room. The current policy is specific about how groups can schedule meeting rooms. The Library District needs to be able to enforce the policy in place. With this revision it will be easier to identify groups who cannot use the meeting rooms

***Susan Shea made a motion to approve the policy as submitted. The motion passed with a unanimous voice vote.***

## ADJOURNMENT

***Susan Shea moved to adjourn the meeting at 7:40 pm.***

The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday December 9, 2019, Meeting Room 102, Sandpoint Branch Library, 1407 Cedar Street, Sandpoint, Idaho.

Respectfully submitted,

Denise L. Mills  
Bookkeeper

Date Approved 12-9-2019

  
Ann M. Nichols, Director

  
Amy Flint, Board Chairperson