

MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
SANDPOINT, IDAHO
Tuesday, October 13, 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 Judy Myers, Susan Shea, Joan Terrell and Jeanine Asche.

Also present were Director Ann Nichols and staff member 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
- 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, September 14, 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

Amy Flint congratulated Dawn Riggins for accepting the HR Assistant position. Ann Nichols informed the Board that the Library is interviewing a company based out of Coeur d'Alene, Omnia, to take over most of the HR responsibilities with assistance from Dawn Riggins. Ann Nichols reported that she checked references of current clients and that they only have praises.

Joan Terrell gave a kudo on the Outbound's program work as well as the Garden being finished. Amy Flint commented that the Lifelong Learning via Zoom is nicely happening. Jeanine Asche was pleased with the Author Connector and the website user numbers.

Amy Flint reported that she has a letter ready to go to "Vincent" in response to the multiple emails she has been receiving regarding the mask requirement while using the Library. His emails have been menacing but not threatening. It was decided that there would be no further response should he continue harassment.

Joan Terrell 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 reported that the transfer of information to the new accounting system is going well and time consuming. She has the help of a former Board Member and Accountant, Lou Macafee who has been volunteering her time so far. It has been agreed that the Library will pay her for her time starting in October and she will be retained as a consultant on a quarterly basis after the new system is up and running.

Joan Terrell inquired about the large sum in Capital Improvement and it was confirmed that it was a payment for the irrigation and sprinkler system in the Garden.

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

There was no unfinished prior business.

NEW BUSINESS

- Telecommuting Policy

Judy Myers questioned if there were controversial issues that needed to be addressed. Amy Flint said no, the Library just needs to have a Policy in place.

Joan Terrell commented that if an employee works from home, that person needs to be available during Library hours; the Policy is to prevent issues and to be pro-active. She also voiced that the decision to approve telecommuting is up to the Director.

Ann Nichols expressed that details needed to be addressed as a prevention but the Policy is not needed at this time.

Susan Shea questioned the need of such Policy and if it is even an option for employees to telecommute. Her thought is that employees are not as focused and productive when working from home and the Library loses control on what they are doing.

Ann Nichols expressed that employees are part of a team and hopes no one would not want to telecommute. Amy Flint confirmed that anyone who can manage their work from home would not be automatically granted the option to telecommute.

Jeanine Asche thought that Managers could be part of the decision to help the Director if too many requests are received and that the final decision is at the Director's discretion.

Judy Myers wondered if an employee gets hurt, could that person then ask to telecommute rather than use sick time. It was confirmed that it is currently the case with a couple of employees.

Ann Nichols agreed that it is a case to case decision and that the Policy doesn't need to be in place right now. Amy Flint confirmed that if the Policy is approved, it becomes official. She offered to table the Policy until there is a need for it.

Amy Flint made a motion to table to Telecommuting Policy. The motion passed with a unanimous vote.

ADJOURNMENT

Jeanine Asche moved to adjourn the meeting at 5:10 pm.

The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday November 9, 2020, Community Meeting Room B, Sandpoint Branch Library, 1407 Cedar Street, Sandpoint, Idaho.

Respectfully submitted,

Mary-Claude Margairaz
Bookkeeper

Date Approved 11-09-2020


Ann M. Nichols, Director


Amy Flint, Board Chairperson