

MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
SANDPOINT, IDAHO
Monday, November 9, 2020

WELCOME/ROLL CALL

The meeting was called to order by Chairperson Amy Flint at 4:30 pm and was held in Community Room B, of the Sandpoint Branch Library at 1407 Cedar Street in Sandpoint, Idaho. Other trustees present were Jeanine Asche, Joan Terrell, Susan Shea & 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

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 Tuesday, October 13, 2020, 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 masks are being worn by patrons and most are cooperating willingly. Susan Shea asked if teenagers are still coming after school but Ann reported that the numbers are much lower than before COVID. Amy Flint pointed out that the school release times are staggered, which probably helps.

Joan Terrell inquired about the Library's relationship with Exbabylon. Ann Nichols reported some bumps along the way with the transition. She also informed the Board that the Library will be getting a few new computers. She confirmed that Gina Emory's position will not be filled. Judy Myers asked if outsourcing the IT costs the same as replacing Gina Emory. Ann Nichols stated that it will cost less and Ixander Clerique, the Intern, is also here to help. Exbabylon is training him and that is going well.

Amy Flint inquired about Omnia, the new outsourced HR Company. Ann Nichols reported that the process is going great and they will help the Library stay compliant as well as take over all the benefit renewals. Joan Terrell asked if the Health Insurance will cost more to employees. Mary-Claude Margairaz shared that the renewal premiums went up 3%, adding that employees will probably have to choose a higher deductible coverage if they want to stay around the \$600 a month the Library is willing to pay per employee. Employees do have a choice of 5 plans and can pay for the difference if they chose a higher premium plan.

Joan Terrell inquired on the status of the project of archiving the Daily Bee. Ann Nichols stated that it is still in the process of completion.

Jeanine Asche wondered how the FOL book sale went. Ann Nichols reported that the numbers were down from previous sales but families came together and respected the no cluster rule.

Jeanine Asche would like to open the meeting rooms for art classes as patrons really miss it, especially in the winter months. Amy Flint responded that we are back in stage 3 of the pandemic and opening meeting rooms would require employees to monitor the number of people in the room and take away from their other duties. Ann Nichols added that it would be difficult to allow one responsible group in and not another. She suggested that the meeting rooms stay closed until after winter. Judy Myers agreed to wait.

Joan Terrell inquired about the Clark Fork remodel. Ann Nichols reported that only shelving is being replaced.

Judy Myers asked if the Library is accepting material donations; Ann Nichols affirmed. Judy Myers also stated that it is nice to see the Bookmobile in the streets.

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

Board Members reviewed the new report format and requested that the detail transaction report be emailed prior to the meetings. The consensus was that the reports are easier to read.

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.

NEW BUSINESS

1. Officers & Committees List – updated

Jeanine Asche presented a motion to accept the list of new members with the understanding that the new list will be updated by removing Marcy Timblin. The motion carried with a unanimous voice vote.

2. WiFi in the Library

Amy Flint referred to Mary Baenen's email and reported viewing the entire information that was sent, which is a presentation on how individuals are using technologies. All of the Library hotspots are in the ceiling so at least 6 feet away from patrons. Amy Flint suggested putting signs up throughout the Library to make people aware of the risk or should the Library have a WiFi free day a week. Susan Shea opposed the idea as a room would have to be lead wrapped to accomplish a free zone. Amy Flint recognized that electronic sensitivity is a real condition and that 5G is a different technology. It was agreed that Amy Flint will be emailing Mary Baenen back, letting her know that her request can't be satisfied.

3. Declaration of Surplus Property

Jeanine Asche presented a motion to accept the surplus property. The motion carried with a unanimous voice vote.

4. Donated Water Feature Plan

Ann Nichols presented the plan donated by Karen Olson for the new water feature which will be placed on the NW corner of the property. The Gilmores offered to cover any additional costs. The Family has already purchased the fountain.

Ann Nichols isn't sure if it will be a mound as shown on the plan or one level, but it will be beautiful. Judy Myers thought that it looks wonderful. Kevin Shields expressed concerns about kids jumping in the fountain but Ann Nichols thinks it should be OK.

Amy Flint presented a motion to accept the Donated Water Feature Plan. The motion carried with a unanimous voice vote.

5. Marketing position discussion

Amy Flint asked if the position is going to be filled or the work load distributed among other employees. Ann Nichols confirmed the latest.

Joan Terrell commented on how good the logo looks and that it is a good representation of the Library.

Judy Myers disagreed with the decision of not replacing Marcie Timblin and believes that the Library needs marketing. She strongly feels that it is important to have a weekly column in the newspaper and a representative in the community. She believes that patrons need the blogs and the communication, even more so during the pandemic. Judy Myers loved Marcy's humor in her communication with the public and she will be greatly missed.

Susan Shea thought that Marcy is a great writer. Jeanine Asche thought that we really needed Marcy during the construction of the Library as a Public Relation but the position could be part-time. One of her concerns is that signage in the Library needs to be consistent and professional.

Amy Flint expressed that there is a need to be clear on which employees are responsible for which part of the job. Her concerns are that things might fall off from

completion. Amy Flint also thought that weekly articles in the Reader would be good but can someone fill in these shoes.

Judy Myers said that the Library needs to have someone with skill sets to deal with the media and the public.

Joan Terrell thought that the Director can make the decision on which staff can take over. It is time to renew and make changes and there are a lot of people in the community that can write.

Judy Myers added that the Library's website needs to continue being updated and educating the public.

Susan Shea thought that the Library needs repetition on advertising what is offered. New people come to town and have no idea what is available.

Ann Nichols shared what came out of the last Services & Marketing meeting for the future:

1. Positive message
2. Connect community
3. Create digital awareness
4. What we offer online

Ann Nichols agreed that the communication needs to be repetitive. Amanda Ruff is re-doing the Web page and she has helped Marcy in the past. Ann Nichols believes that the Library has a lot of good writers on staff. She suggested doing what has been done, internally, and wait to see if a full time person is needed. The Library is currently going through many changes and she would like to wait a few month for things to settle. Ann Nichols also mentioned that the Teen Department is in need of help.

Amy Flint agreed to wait until December and get an update. She also stated that the Board trusts the Director.

ADJOURNMENT

Susan Shea moved to adjourn the meeting at 6:00 pm.

The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday December 14, 2020
Community Meeting Room B, Sandpoint Branch Library, 1407 Cedar Street,
Sandpoint, Idaho.

Respectfully submitted,

Mary-Claude Margairaz
Bookkeeper

Date Approved 12-14-2020


Ann M. Nichols, Director


Amy Flint, Board Chairperson