

MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
SANDPOINT, IDAHO
Monday, February 14, 2022

WELCOME/ROLL CALL

The meeting was called to order by Chairperson Amy Flint at 4:39 pm and was held in Community Room A of the Sandpoint Branch Library at 1407 Cedar Street in Sandpoint, Idaho. Other trustees present were Susan Shea & Joan Terrell.

Judy Meyers joined via Zoom at 5:00 pm. Jeanine Asche joined via Zoom at 5:15 PM.

Present were Director Interim, Vanessa Velez and staff member Mary-Claude Margairaz. Also present were Tony Matson & Bailee Olmstead of Hayden Ross, PLLC.

Members of the public present were Kathryn Barlow & Faith Brenneman.

PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

Kathryn Barlow stated that she was pleased with the Library. She was looking for a book that is not in the collection and the book was ordered for her in a very timely manner. She is present to stay informed.

Faith Brenneman agreed with Kathryn Barlow.

CONSENT AGENDA

- APPROVAL OF MINUTES – January Meeting cancelled
Special Meeting 01-20-2022
Special Meeting 01-27-2022
- COMMUNICATIONS
- REPORTS OF COMMITTEES AND DELEGATES
Finance Committee
Policy Review Committee
Facilities Committee

APPROVAL OF CONSENT AGENDA

January income and expenditures approval is tabled for next Board meeting.

Susan Shea moved to accept the consent agenda, which includes the approval of the minutes of the special meetings held January 20 and 27, 2022, the communications and the reports of the committees and delegates of today's meeting. She also moved to

accept moving the Auditor's presentation first on the agenda. *The motion passed with a unanimous voice vote.*

Auditor's Presentation

Tony Matson issued a clean review of the financial statements. All the internal key controls were attained. He stated that the Library District is in a good financial position.

The ending governance communication letter was handed to Mary-Claude Margairaz and is intended to be shared with the Trustees and the Director.

The Trustees requested to add accepting the final audit as presented to the March board meeting so it can be voted upon and the audit can be posted on the Library's website.

REPORT OF THE LIBRARY DIRECTOR

Joan Terrell asked if the STEM trailer has been taken out. Vanessa Velez responded that it is currently in Clark Fork, under snow. She reported that Brenden Bobby did a fun presentation in December. Joan Terrell would love to see a partnership with 4H or have the trailer go in rural areas where the Bookmobile services patrons that do not come to the Library.

Joan Terrell commented on how well attended the story times have been. Vanessa Velez stated that some mothers have offered to lead the program as well.

Joan Terrell inquired about the current hiring. Vanessa Velez said the Library has two new circulation employees. Dawn Riggins contacted a previous applicant to fill the Clark Fork part-time position. The Library has very good applicants for the Lifelong Learning position.

Joan Terrell asked about the Adult Services Program librarian suggestion. Vanessa Velez stated that it makes sense to have one person in charge even with a collaborative model.

Joan Terrell asked for an update on the search for the new bookmobile. Vanessa Velez responded that she was only involved in one of the meetings concerning the bookmobile. Jeanine Asche suggested Viktor Sjoberg could be involved in the search. Amy Flint said that the Facilities Committee was looking last August and was hoping to get an electric bookmobile. The Committee is now thinking about an electric van instead as there aren't many options for an electric bus. The search was tabled in August.

Susan Shea presented a motion to accept the Report of the Library Director as submitted. *The motion carried with a unanimous voice vote.*

**Jeanine Asche requested that the discussion of art donations be moved up on the agenda so she can leave the meeting after it. The Board agreed. **

Art donations from Sandra Deutchman (New Business)

Jeanine Asche thinks the Library should take all five pieces. Places to display them have been chosen. She is requesting a budget expense up to \$500 to finish framing some of the pieces. She also would like the Library to make it a priority to accept art from local artist.

The Trustees all agreed to move forward with accepting the donation and make it an action item for the March board meeting so it can be voted upon.

TREASURER'S REPORT OF INCOME AND EXPENDITURES

Joan Terrell commented that the Exbabylon expense was very high. Mary-Claude Margairaz explained the three different invoices received in January. Susan Shea stated that the Library stuck with the contract for another two years.

Vanessa Velez said that she is mostly satisfied with their service as an employee. She would recommend getting an in-house technician for all the extra service tickets. It would make sense to start onboarding soon and would make for a smoother transition when the Library is done with the contract.

Susan Shea feels that the Library is held hostage and helpless. Exbabylon owner Alex Stratton said that if he does not know about the issues, he could not fix them. Vanessa Velez has just started getting caught up on all the open service tickets to follow up with Alex Stratton and prioritize the most important ones.

Susan Shea made a motion to accept the Treasurer's Report of Income and Expenditures and to pay the expenditures. The motion passed unanimously.

December Board minutes approval is tabled until next Board meeting.

NEW BUSINESS

Elect new Secretary/Clerk

Item is tabled for next Board meeting.

Authorization of credit card holder

Viktor Sjoberg's credit card has been cancelled. Vanessa Velez has received a credit card in her name.

Authorization of signatures on EBCL bank account

Item is tabled for next Board meeting.

SIP – add/remove authorized user

Viktor Sjoberg's access has been cancelled. Vanessa Velez has been added.

Review draft audit

Final audit approval is tabled for next Board meeting.

Surplus property

Susan Shea presented a motion to accept the surplus property. The motion carried with a unanimous voice vote.

Finance Policy

Amy Flint presented a motion to accept the Finance Policy. The motion carried with a unanimous voice vote.

HVAC quote

Judy Meyers wonders if the Library would qualify for federal money, like the schools, for a better HVAC system. What would it take to apply for it? Susan Shea said that a lot of the opportunities expired in August last year.

Joan Terrell would like to table this for now.

Amy Flint will put a package together for presentation. Item is tabled until next Board meeting.

Policy Committee recommends removal of Materials checked out to Staff, iPad Circulation Policy, Teen Card Policy

Susan Shea presented a motion to accept the removal of Materials checked out to Staff, iPad Circulation Policy, Teen Card Policy . The motion carried with a unanimous voice vote.

ADJOURNMENT

Susan Shea moved to adjourn the meeting at 6:05 pm.


The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday March 14, 2022, Community Meeting Room A, Sandpoint Branch Library, 1407 Cedar Street, Sandpoint, Idaho.

Respectfully submitted,

Mary-Claude Margairaz
Bookkeeper

Date Approved 3/14/22



Vanessa Velez, Director Interim



Amy Flint, Board Chairperson