

MINUTES

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

WELCOME/ROLL CALL

The meeting was called to order by Chairperson Amy Flint at 4:30 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, Judy Meyers & Joan Terrell. Trustee Jeanine Asche was present via Zoom.

Also present were Director Interim Vanessa Velez and staff member Mary-Claude Margairaz. Director Viktor Sjoeborg was present via Zoom.

Members of the public present: Faith Brenneman, Kathryn Barlow; Helen Newton via Zoom.

PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

No public comments were received.

CONSENT AGENDA

- APPROVAL OF MINUTES – February 14, 2022 & December 13, 2021
- COMMUNICATIONS
- REPORTS OF COMMITTEES AND DELEGATES
 - Policy Review Committee
 - Facilities Committee

APPROVAL OF CONSENT AGENDA

Susan Shea moved to accept the consent agenda, which includes the approval of the minutes of the regular meetings held Monday, December 13, 2021 & February 14, 2022, 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 INTERIM.

Jeanine Asche appreciates the reports from Erin Stanley and thinks she is doing a great job. Judy Meyers also gave Erin Stanley kudos for all the new connections she made.

Joan Terrell asked if the Library has any takers on the posted jobs. Vanessa Velez replied that there are three applicants for the LLC. Judy Meyers asked if the Library is looking for an in-house IT employee. Vanessa Velez replied that it is too soon as the Library's contract with Exbabylon does not end until September 2023. Amy Flint asked if the Library will look for someone part-time prior to the end of the contract and Vanessa Velez confirmed.

Joan Terrell likes Tala Wood's safety maps.

Susan Shea asked if the teen room is reopened and Vanessa Velez said that it is open for events.

Judy Meyers asked if the Library will have a part-time employee for weeding the garden and yard. Vanessa Velez reported that Kevin Shields met with a potential subcontractor. The company would do the tree trimming and the landscape maintenance. Kevin Shields will get a proposal and he will continue on doing the mowing. Mary-Claude Margairaz and Vanessa Velez compared having a part-time, temporary employee versus hiring a subcontractor and a decision will be made once the Library receives the estimate from the subcontractor.

Judy Meyers gives Brenden Bobby kudos for all his great articles, week after week.

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 stated that the percentage of the budget used should be around 41.7% at the end of February. The Library received 49% of the projected income and spent 31% of its estimated expenses.

The Library needs to pay attention to the Idaho Legislature bill that was introduced and is designed to reduce property taxes and increase the state's sales tax. If passed, it could negatively affect the income of the Library.

Many of the monthly invoices have been moved to paperless, and auto-pay for the utilities has been setup.

APPROVAL OF EXPENDITURES

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

UNFINISHED BUSINESS

1. Approval of final audit

Susan Shea made a motion to accept the final audit as presented. The motion passed unanimously.

2. HVAC filtration quote

Amy Flint stated that the filters will protect against E.coli, sars-cov 2, MRSA & staph virus and they have great reviews.

Susan Shea asked if the filters are electronic. Amy Flint responded that it is a unit attached to the HVAC system. Judy Meyers asked if it will create a resistance to air flow and Amy Flint responded that it would not. The total cost of \$24,000 includes the Clark Fork Branch.

Susan Shea suggested that capital improvement be used to pay for them.

Susan Shea made a motion to accept the HVAC filtration quote as presented. The motion passed unanimously.

3. Art Donation from Sandra Deutchman

Susan Shea made a motion to accept the art donation from Sandra Deutchman. The motion passed unanimously.

NEW BUSINESS

1. Authorization for check signing – addition of Interim Director

Susan Shea made a motion to accept the addition of the Interim Director, Vanessa Velez as a signer on Mtn West Bank. The motion passed unanimously.

2. Adding Juneteenth as a Library-recognized Holiday

Susan Shea made a motion to accept Juneteenth as a Library-recognized Holiday. The motion passed unanimously.

3. Staff addition to Committee's list – Tala Wood to the Personnel & Facilities Committees & Policy Committee

This is a courtesy information only to the Board of Trustees.

EXECUTIVE SESSION

"Executive Session Idaho Code 74-206 1b: To consider the evaluation, dismissal or disciplining of a public officer, staff member or individual agent."

The Trustees voted individually and entered into executive session at 5:08 pm.

Voice votes results:

Amy Flint	yes
Jeanine Asche	yes
Judy Meyers	yes
Susan Shea	yes
Joan Terrell	yes

The reason for the executive session was to discuss Viktor Sjoeberg's employment.

The Trustees returned from executive session at 6:09 pm.

Action taken after return to open meeting: none.

ADJOURNMENT

Susan Shea moved to adjourn the meeting at 6:10 pm.

The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday April 11, 2022
Community Meeting Room A, Sandpoint Branch Library, 1407 Cedar Street,
Sandpoint, Idaho.

Respectfully submitted,

Mary-Claude Margairaz
Bookkeeper

Date Approved 04/11/2022



Vanessa Velez, Director Interim



Amy Flint, Board Chairperson

MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES
EXECUTIVE MEETING
SANDPOINT, IDAHO
Tuesday, March 22, 2022

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, Judy Meyers & Susan Shea. Also present was Director Interim, Vanessa Velez.

EXECUTIVE SESSION

Executive Session, in accordance with the provisions of Idaho Code 74-206 (1b) which states:

"To consider the evaluation, dismissal or disciplining of a public officer, employee, staff member or individual agent."

The Trustees voted individually and entered into executive session at 4:31 PM.

Voice votes results:

Amy Flint	Yes
Jeanine Asche	Yes
Judy Meyers	Yes
Joan Terrell	Yes
Susan Shea	Yes

The reason for the executive session was to discuss the Director's employment status.

The Trustees returned from executive session at 5:50 PM.

ADJOURNMENT

Susan Shea moved to adjourn the meeting at 5:50 PM.

Respectfully submitted,

Mary-Claude Margairaz
Bookkeeper

Date Approved

04/11/2022



Amy Flint, Board Chairperson