

MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
SANDPOINT, IDAHO
Monday, April 11, 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 Jeanine Asche, Susan Shea, Judy Meyers & Joan Terrell.

Also present were Director Viktor Sjoeberg, Interim Director Vanessa Velez and staff member Mary-Claude Margairaz.

Members of the public present: Katie Hunt of Omnia HR (via Zoom), Jordan Adams, Eza Gatson, Sif Gatson and Kathryn Barlow

PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

No public comments were received.

CONSENT AGENDA

- APPROVAL OF MINUTES - Regular meeting on March 14, 2022
- Executive meeting on March 22, 2022
- COMMUNICATIONS
- REPORTS OF COMMITTEES AND DELEGATES
 - Policy Review Committee
 - Facilities Committee

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, March 14, 2022 and the executive meeting held on March 22, 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

Jeanine Asche asked if the Lifelong Learning Center position was filled. Vanessa Velez confirmed that Frank Foderaro will be starting on April 18.

Judy Meyers inquired if there is a backlog need for tutors. Vanessa Velez stated that Roberta Rice has been able to keep up with the demands.

Joan Terrell commented on the new information desk arrival.

Jeanine Asche appreciates the standardized format of all the reports in the board package.

Joan Terrell would like to look at the hotspot policy, as they appear to be a hot item. Vanessa Velez let the trustees know that the Library might have to change procedures to limit their use because patrons are violating the policy.

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

Mary-Claude Margairaz has started the budget process. Viktor Sjoeborg, Vanessa Velez and Mary-Claude Margairaz will attend the state levy training in Coeur d'Alene on April 28.

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. Landscaping quote from Ooh La La

Amy Flint stated that the quote doesn't reflect the detailed information they previously sent but she was very impressed. Vanessa Velez thinks the library will be a showcase for them and that they will do a very good job.

Joan Terrell inquired if they worked out the detail with Kevin Shields to haul away debris. Vanessa Velez confirmed and that Kevin Shields is happy with the arrangement as the library doesn't have a good way of disposing of it.

Vanessa Velez stated that no action is needed on this item and the information was presented as an FYI only.

2. Clark Fork pavilion project

Jordan Adams said she was told to get an approval for the Clark Fork project from the Facilities Committee, which she did. She is requesting funding of the 20 X 30 ft pavilion.

Susan Shea is wondering if the library should get one other quote. Jordan Adams said the project was looked at a year ago and would have cost 20K. The cost of materials have gone up. The contractor said the project could be completed within a month.

Jeanine Asche would like to receive another quote. Susan Shea thinks the current quote is very informal and would like to receive a bid. Jordan Adams stated that she will get something in writing from the contractor and also get a couple of other quotes/bids.

Vanessa Velez asked the board if they would be willing to hold a special meeting to talk about the bids and make a decision once the bids are received. Joan Terrell agreed.

The item is tabled until then.

3. Telecommuting Policy

Amy Flint said the Policy Committee started writing this policy before Covid. Joan Terrell stated the policy has been tabled since 2020.

Susan Shea questioned the tax and other legal implication if an employee works from another State. She believes the library is required to withhold state income tax from the residence state.

Jeanine Asche suggests the policy should follow what ICRMP recommends.

Joan Terrell clarified that the legal verbiage was more about income tax than payroll taxes.

Vanessa Velez said the legal statement on the policy is there to put the responsibility on the employee.

Jeanine Asche made a motion to accept the Telecommuting Policy as is. The motion passed unanimously.

4. "Staff" reports

Jeanine Asche explained what staff reports are. The director writes a report that gives basic information on what the project is about. It streamlines the process. It also allows time for the board to review the information and be prepared with questions.

Joan Terrell asked if it is easier or harder on the staff. Jeanine Asche responded that the director would have to put the information together for board recommendation and approval.

Joan Terrell thinks it is very formalized and involves more paperwork. She is not opposed to it but questioned if it is not an overlay of what the various committees do.

Amy Flint thinks that most of the information on the report would be discussed during the committee meetings. Joan Terrell added that the director also sits in all the committee meetings. She would like to see the committees be pro-active and that is the way the Library bylaws work.

Susan Shea questioned if the additional process would diminish the committees' role.

Jeanine Asche would like to try the process for a while. Vanessa Velez stated that it could be helpful for a special project that needs board approval.

Jeanine Asche would like to change the name of the report to "project proposal".

It was agreed by all that no vote was needed.

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 5:24 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 the Director's employment status.

The Trustees returned from executive session at 6:13 pm.

Action taken after return to open meeting: none.

ADJOURNMENT

Susan Shea moved to adjourn the meeting at 6:14 pm.

The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday May 9, 2022, Community Meeting Room A, Sandpoint Branch Library, 1407 Cedar Street, Sandpoint, Idaho.

Respectfully submitted,

Mary-Claude Margairaz
Bookkeeper

Date Approved 5/9/2022

Viktor Sjoberg, Director

Amy Flint
Amy Flint, Board Chairperson