

MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
SANDPOINT, IDAHO
Monday, June 13, 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. Trustees present were Jeanine Asche, Susan Shea, Judy Meyers & Joan Terrell. Amy Flint was present via Zoom.

Also present via Zoom was Katie Hunt from Omnia. Director Viktor Sjoberg and staff member Mary-Claude Margairaz were in attendance.

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

PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

Kathryn Barlow read a prepared statement questioning the appropriateness of a selection of books currently displayed at the library.

CONSENT AGENDA

- APPROVAL OF MINUTES – 05-09-2022
- COMMUNICATIONS
- REPORTS OF COMMITTEES AND DELEGATES
 - Facilities Committee
 - Policy Review Committee

APPROVAL OF CONSENT AGENDA

Joan Terrell moved to accept the consent agenda, which includes the approval of the minutes of the regular meeting held Monday, May 9, 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

Joan Terrell asked about the search for a new bookmobile. Viktor Sjoberg shared that the facility committee is looking at the largest Sprinter van. It would be easier to drive and patrons could still come inside the van. He is writing a request for proposal that will be posted for vendors to bid. Amy Flint stated that there are multiple issues with an all-electric vehicle. Jeanine Asche asked where the RFP would be posted. Viktor Sjoberg reported that he is

looking at using BidNet. Susan Shea commented that there might be a requirement to bid locally per state statute.

Jeanine Asche likes all the shifts of personnel positions and she thinks that it makes sense.

Judy Meyers is very impressed with all that Erin Tonnemacher is doing. She asked if the lunch program this summer would be in addition to what the schools are offering. Viktor Sjoberg stated that it is part of a partnership with the school district, but that Erin also has teen volunteers helping hand out the lunches. Amy Flint added that the library is a pick up location only.

Jeanine Asche would like to see the Life Long Learning's report separate the numbers between tech tutors and other tutors. Joan Terrell questioned the assessment program purchased by the LLL department and wants to make sure that per the mission of the library, tutoring is to assist, not educate. Jeanine Asche thinks that the assessment is to augment the level of tutoring. Viktor Sjoberg confirmed that the assessment is to facilitate the relationship between the tutor and learner, making the process more organized and systematic.

Judy Meyers inquired about how many vacancies still need to be filled. Viktor Sjoberg answered that the library is looking for one more full-time desk attendant.

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 reported working on the FY2023 budget. She also reported that last month's Levy training was very informational. She stated that the L2 form needed for budgeting income would not be available until the end of June.

Joan Terrell asked why the advertising expense is so high. Viktor Sjoberg stated that the library posted job openings to various paying sites to be able to attract a better pool of applicants.

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. Trustee Election for Chair, Vice-Chair and Secretary/Treasurer of the Board

Judy Meyers asked to step down from the Vice-Chair position. Joan Terrell is willing to accept the position. Viktor Sjoberg is the new Secretary/Treasurer.

Jeanine Asche made a motion to accept the election of Amy Flint as Chair, Joan Terrell as Vice-Chair and Viktor Sjoberg as Secretary/Treasurer of the Board. The motion passed unanimously.

2. Oath of Office – N/A

No Trustees were elected this year.

3. 2022/2023 Trustees Meeting Calendar

Jeanine Asche requested cancelling the December meeting. Joan Terrell opposed the proposal, as it is not good for various committees and the staff. Viktor Sjoberg recommended leaving the meeting on the calendar and maybe cancelling it later.

Susan Shea made a motion to accept the Trustee Meeting Calendar as is. The motion passed unanimously.

4. 2022/2023 Appointment of Committees

Jeanine Asche would like to be added to the Long-Term Goal Committee.

Amy Flint made a motion to accept the Appointment of Committees as is with the addition of Jeanine Asche to the Long-Term Goal Committee. The motion passed unanimously.

5. Authorization of Signatures on District bank accounts

Remove Judy Meyer as a signer. Add Joan Terrell as a signer.

Susan Shea made a motion to accept the authorization of signatures on the District bank accounts with the change of removing Judy Meyers as a signer and adding Joan Terrell as a signer. The motion passed unanimously.

6. Bylaws

Amy Flint would like to combine the Meridian and EBCL bylaws. EBCL has not revised its bylaws in seven (7) years, so the Board needs to review it and create a composite document.

Jeanine Asche would like Amy Flint to do the work and send it to all Board members. Joan Terrell will work with Amy Flint to do the revision. Jeanine Asche would like to see the original and the changes so it can be easily compared.

Joan Terrell asked if it is necessary to have two (2) Board members on each committee. Viktor Sjoberg said that it is not the case currently, so the bylaws need to reflect that. He also stated that as Director he maintains a neutral view on the bylaws but he recommends that a review take place.

Jeanine Asche made a motion to table the Bylaws until the July 11, 2022 meeting.

7. Presentation by Katie Hunt from Omnia HR – discussion

Katie Hunt presented the 2022 salary trends from three main sources:

- Salary.com – inflation rates are eroding compensation
- Indeed – employees will leave their current employment for a 10% salary increase
- Robert Half – the issues of attracting and retaining employees

Katie Hunt stated that the current national inflation is the worst seen in the last forty (40) years.

Jeanine Asche stated that the annual merit base increase is currently inclusive of COLA (Cost Of Living Adjustment).

Susan Shea stated that COLA is currently given through the wage scale. Viktor Sjoberg explained the importance of differentiating between merit based increases (based on individual employee performance) and COLA (applied evenly across the board and driven by the economic conditions on a local and national level).

8. Review and approve the updated Code of Conduct

Jeanine Asche asked if the document could be shortened. Viktor Sjoberg stated that it needs to be more specific for enforcement ease. Joan Terrell praised the staff that are on the Policy Review as they were very helpful with examples of what needs to be stated on the new document.

Jeanine Asche made a motion to accept the updated Code of Conduct. The motion passed unanimously.

9. Budget FY2022/2023 – discussion

a. Merit based increased proposal

Susan Shea thinks that all three (3) items should be discussed as a whole.

Jeanine Asche made a motion to accept the annual merit based increase proposal of up to 4%. The motion passed unanimously.

b. Cost of living adjustment proposal

Viktor Sjoberg stated that a lot is going on with the economy right now and he is looking at projections for next year. He would prefer being pro-active rather than reactive.

Katie Hunt stated that the projection for 2023 is 8%. The employers' trend is to increase COLA now so not to fall behind.

Susan Shea objected that the employees would get a 10% raise next year, what happens if there is a deflation? Amy Flint said that employees need to understand that a COLA raise is not guaranteed each year. Jeanine Asche wonders if it is sustainable. Susan Shea said it is, as the library is in such a good financial state.

Jeanine Asche made a motion to accept the cost of living adjustment proposal of 5.9%, effective with the current pay period ending 06/25/2022 and to be reviewed each year, during budgeting, for next fiscal year. The adjustment is to be applied to the current wage scale. The motion passed unanimously.

c. Increase health insurance cost proposal and addition of vision coverage

Susan Shea would like more information on the vision coverage to be presented at the July 11, 2022 meeting.

Amy Flint made a motion to accept the increase of health insurance paid by the District to \$650 a month for each full-time employee, starting at renewal in January 2023. The motion passed unanimously.

ADJOURNMENT

Susan Shea moved to adjourn the meeting at 6:25 pm.

The next scheduled meeting will be:

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

Respectfully submitted,
Mary-Claude Margairaz
Bookkeeper

Date Approved 7/11/2022



Viktor Sjoberg, Director



Amy Flint, Board Chairperson