

MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING SANDPOINT, IDAHO Monday, August 8, 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 & Joan Terrell. Judy Meyers joined the meeting via zoom at 4:40 PM. Jeanine Asche was absent.

Also present were Director Viktor Sjöberg and staff member Mary-Claude Margairaz.

Members of the public present: Faith Brenneman, Kathryn Barlow & Gil Beyer.

PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

Faith Brenneman tried to join the Facilities' meeting on July 28, 2022, waited for 20 minutes but was not able to connect. Viktor apologized, stated having technical issues in the Community Room B that day.

Kathryn Barlow thanked the Library for posting the Board packages online.

Gil Beyer inquired about wage increases for employees. Susan Shea responded that three wage adjustments took place in the past year. Viktor clarified that COLA (cost of living adjustment) and merit base increases are distinctly different and will from now on be treated as such. The COLA percentage will be reviewed each year during the budget planning process.

CONSENT AGENDA

- Approval of Minutes –
 - Regular meeting on 07/11/2022
 - Special meeting on 07/21/2022
- Communications
- Reports of Committees and Delegates
 - Long Range Goals Committee
 - Personnel Committee
 - Facilities Committee
 - Policy Review Committee

APPROVAL OF CONSENT AGENDA

Susan Shea moved to accept the consent agenda, which includes the approval of the minutes of the regular meeting held Monday, July 11, 2022, the minutes of the special meeting held Thursday July 21, 2022 and the communication and the reports of the delegates of today's meeting. The motion passed with a unanimous voice vote.

REPORT OF THE LIBRARY DIRECTOR

Joan Terrell received great feedbacks from the community on the teens' room. Volunteers really enjoy working with Frank.

Susan Shea thinks that having a Little Free Library at the Food Bank is a great location. Viktor said the Friends of the Library will pull books from the regular donations received to stock the Little Free Libraries.

Joan Terrell thinks the children's programs are really doing well and that the Clark Fork pavilion is coming along.

Susan Shea suggested contacting the Careywood and Oden Bay fire stations to host community conversation events.

Joan Terrell commented that circulation is up and that it is so nice to have a real presence at the Farmer's Market.

Amy Flint loves the recently purchased large print keyboard. Viktor stated that it was a patron's suggestion that made it happen. She also wonders why the library's social media is less visited, maybe the time of year. Viktor would like to review the way that some of the statistics are being shared in the reports.

Joan Terrell inquired about the new signage. Viktor said that Kodiak will actually be able to repurpose the current signage by painting it and giving it a fresh look.

Joan Terrell thinks that STEM is a success in Clark Fork. Amy Flint thinks that changing the time of STEM at Pine Street Woods is a good idea.

Susan Shea 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 shared that the book grant from prior years has been spent in full. There is a month and half left for the current year's budget to be spent. Department Heads are looking at what they still need for this year.

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

UNFINISHED BUSINESS

Review and approve revised Bylaws

Susan Shea thinks it looks great. Viktor asked if the separate policy "Response to Legal Questions at Meetings" could now be eliminated and Amy Flint confirmed.

Amy Flint made a motion to accept the reviewed and revised Bylaws. The motion passed unanimously.

Budget FY2023

Susan Shea made a motion to accept the budget as proposed for Fiscal Year 2023 and to transfer the excess funds of FY2022 into the Operating Reserve Fund. The motion passed unanimously.

NEW BUSINESS

ILL Postage Machine Lease

Mary-Claude stated that APS Mailing Solutions offers a variety of shipping options and is less expensive than the current provider is. It is a five-year lease and it includes the equipment.

Amy Flint made a motion to accept the 60 months lease with APS Mailing Solutions. The motion passed unanimously.

Review & approve the updated Unattended Children Policy

Viktor clarified the fact that the Library will not regulate at what age it is appropriate for a child to be alone at the Library. This is not regulated by Idaho State Law so the Library does not view it as its responsibility to define that age.

Judy Meyers asked if the Library has an issue with children being left at closing time. Viktor responded that it occasionally does, maybe more in wintertime. If caretakers or parents don't show to pick up the child 15 minutes after closing, the authority is called.

Joan Terrell made a motion to accept the updated Unattended Children Policy. The motion passed unanimously.

Award Contract to Design and Build a Bookmobile

Susan Shea stated that the search for a new bookmobile started 5 years ago. She thinks the Sprinter van was found to be top heavy. Viktor said he found notes about the search stating that it was too expensive at the time. The van is all wheel drive and the manufacturer has made improvements in the past few years.

Amy Flint said the goals were met; no need for a commercial DL to drive the van; it is easier to navigate than the current bookmobile so the driver will be more comfortable with it. Viktor added that it is a large vehicle so community members can come inside the van. Amy stated that the company has a very specific time line and we should take possession at the end of calendar year 2023. She also feels that the company will be easy to deal with.

Susan Shea inquired on how many proposals the Library received. Amy said four, two of them did not fully complete the process so were eliminated. Viktor checked on the references and they were very positive.

Joan Terrell asked how long the lithium battery will last. Viktor answered that it will power three different three hours stops on one charge. The battery can be recharged overnight. The van also comes with solar panels that will work great in the summer months.

The quote includes a sliding door that can be opened from inside or outside. If the Library chooses the other door option, the cost will be an additional 20K.

Techops Specialty Vehicles

Susan Shea made a motion to award the contract to build the new bookmobile to ~~Design and Build a Bookmobile~~. The Board also approved the additional expense for the door if needed. The motion passed unanimously.

ADJOURNMENT

Joan Terrell moved to adjourn the meeting at 5:20 pm.

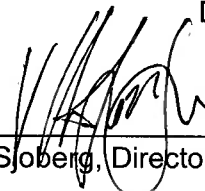
The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday September 12, 2022, Clark Fork Branch Library, 601 Main Street, Clark Fork, Idaho.

Respectfully submitted,

Mary-Claude Margairaz
Bookkeeper

Date Approved 9-12-22


Viktor Sjoberg, Director


Amy Flint, Board Chairperson