MINUTES
EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
SANDPOINT, IDAHO
Monday, June 12, 2023

WELCOME/ROLL CALL

The meeting was called to order by Chairperson Amy Flint at 4:30 pm and was held in Community Room A & B 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 Sjoberg, staff members Mary-Claude Margairaz, Brendan Mooney and Joyce Jowdy.

Members of the public present: Audrey Gates.

PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

Audrey Gates stated that she really likes the digital library. It gives her access to a lot of pleasure reading, which is a great balance to the academic study she is currently immersed in.

CONSENT AGENDA

- APPROVAL OF MINUTES – regular meeting on May 8, 2023
- COMMUNICATIONS
- REPORTS OF COMMITTEES AND DELEGATES
  - Friends of the Library
  - Finance Committee

APPROVAL OF CONSENT AGENDA

Susan Shea moved to accept the consent agenda and the communications and the reports of the committees and delegates of today’s meeting. The minutes of the regular meeting held Monday, May 8, 2023, need to be updated and will be presented at the next board meeting. The motion passed with a unanimous voice vote.

REPORT OF THE LIBRARY DIRECTOR

Amy is really excited about the director’s report and finds it amazing. Susan said the package needs bigger staples and envelopes. Viktor would like feedback on the length of it and thinks
the content provides historical data of events. Jeanine likes the consistency of all the reports format.
Joyce Jowdy was introduced by Viktor. She said she looks forward to working with everyone in the community.
Jeanine thinks the statistical reports are good. Judy inquired about how many new library cards were issued in May. Viktor said 32 for May and 1,500 fiscal-year-to-date.
Joan complimented Brendan for his report and said she liked to read about Mr. Gray. She also asked if the intern position was filled. Brendan responded that the position is currently advertised and not filled; it will pay $15 an hour. He also reported that the Friends of the Library sale of old technology items brought in about $800.
Joan said she likes the new benches in the garden; it all looks beautiful.

Jeanine Asche made a motion to accept the Report of the Library Director as submitted. The motion passed unanimously.

TREASURER’S REPORT OF INCOME AND EXPENDITURES
APPROVAL OF EXPENDITURES

Mary-Claude said the finance committee will have one more meeting at the end of the month before the budget for FY2024 is presented to the board.

A new tech desk has been ordered for the second floor of the Sandpoint Library. It will be delivered in 9 weeks.

The library is making the final payment for the bookmobile this month. Viktor stated that there will be small popup celebrations throughout our service area once the vehicle is received.

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

UNFINISHED BUSINESS - none

NEW BUSINESS
1. Kelley Connect Contract

Amy Flint made a motion to accept the 63-month Kelley Connect contract. The motion passed unanimously.

2. Nomination of Chair & Vice-Chair

Jeanine Asche made a motion to accept the nomination of Amy Flint as the Chair & the nomination of Joan Terrell as the Vice-Chair. The motion passed unanimously.
3. 2023/2024 Trustees Meeting Calendar

Update needs to be made to the calendar. Item is tabled until the next meeting.

4. Bylaws

Jeanine would like to have 3 board members approve agenda items before creating the agenda. The idea can be entertained at a later time. Amy said the Bylaws were closely reviewed in February and thinks they are good until next year.

Susan Shea made a motion to accept the Bylaws as is. The motion passed unanimously.

5. Services & Marketing Committee – motion to remove committee.

The committee hasn’t met in a year. Viktor explains that marketing falls under operations, rather than governance. The committee was created for fundraising during the library addition. It can be ad hoc going forward.

Amy Flint made a motion to accept the removal of the Services & Marketing Committee. The motion passed unanimously.

6. 2023/2024 Board of Trustees Committee List

Amy would like to be removed from the Facility Committee as her position was only temporary during the search and purchase of the bookmobile. Jeanine would like to be added to the Personnel Committee. Susan would like to be added to the Technology Committee.

Amy Flint made a motion to accept the 2023/2024 Board of Trustees Committee List with modifications as agreed. The motion passed unanimously.

7. Annual Merit Increase

Joan asked if the 4% merit raise is in addition to the COLA increase of 4%. Viktor confirmed.

Susan Shea made a motion to accept the Annual Merit Increase of up to 4% as recommended. The motion passed unanimously.
8. Surplus Inventory

Jeanine Asche made a motion to accept the Surplus Inventory items. The motion passed unanimously.


Jeanine Asche made a motion to accept the Finance Policy Revision of the depreciation years to state for Equipment - 5 to 10 years, Furnishing - 5 to 20 years & Vehicles - 5 to 20 years. Also updated, Department Heads and their staff may purchase goods up to a value of $1,000. The motion passed unanimously.

ADJOURNMENT

Jeanine Asche moved to adjourn the meeting at 5:15 pm.

The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday, July 10, 2023
  Community Meeting Room A & B, Sandpoint Branch Library, 1407 Cedar Street, Sandpoint, Idaho.

Respectfully submitted,

Mary-Claude Margairaz
Bookkeeper

Date Approved 7/10/2023

Viktor Sjoberg, Director

Amy Flint, Board Chairperson