

## MINUTES

### EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING SANDPOINT, IDAHO Monday, August 14, 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 via zoom, Susan Shea, Judy Meyers & Joan Terrell.

Also present were Principal Librarian Vanessa Velez, staff member Mary-Claude Margairaz & Brendan Mooney.

Members of the public present: Kathryn Barlow, Faith Brenneman, and Daniel Ford of Winter Shield.

#### CONSENT AGENDA

- **APPROVAL OF MINUTES**  
regular meeting on 07/10/2023  
special meeting/executive session on 07/25/2023
- **COMMUNICATIONS**
- **REPORTS OF COMMITTEES AND DELEGATES**
  - Friends of the Library
  - Policy Review Committee
  - Finance 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 10, 2023, the minutes of the special meeting/executive session on 07/25/2023, the communications and the reports of the committees and delegates of today's meeting. The presentation by Daniel Ford was agreed to be moved as the first item on the agenda. The motion passed with a unanimous voice vote.*

## **PUBLIC COMMENTS AND ACKNOWLEDGEMENTS**

Kathryn Barlow asked the board to reconsider supporting homeschoolers with choices of curriculum books. Joan Terrell stated that the children's librarian is adding materials and programs for homeschoolers, informed by the results of a survey distributed by Beth Hoerth who runs the Monday Homeschool group.

Faith Brenneman would like to keep the conversation going about material selection with the group that was present at the board meetings prior to the May 2023 trustee election. She would like to see a library committee for book procurement. Joan Terrell stated that the Principal Librarian did a presentation on the process of book procurement in April.

### **New Business – Approval of roof repairs by Winter Shield**

Daniel Ford presented the plan to install new heat tape and gutters for better drainage of melting snow and ice. The board members had many questions that were answered.

It was agreed that Winter Shield is the only qualified contractor in the area to perform the highly specialized repairs but that a legal notice as sole source procurement would be posted as soon as possible to give other vendors the opportunity to challenge this sole source procurement.

***Jeanine Asche made a motion to accept the quote from Winter Shield to complete the roof repairs 14 days after the legal publication. The motion passed unanimously.***

## **REPORTS OF THE DEPARTMENT HEADS**

Judy Meyers likes that the Clark Fork library had a float in the 4<sup>th</sup> of July parade. She also thanked Brendan for all the pictures in his report.

Amy Flint asked when the new bookmobile will go out. She also thinks it should be parked inside the garage. Vanessa responded that the bookmobile needs an adjustment to the sidestep for safety and that the maintenance manager is working on getting it done.

Judy Meyers wondered about the transition of the outreach program now that Andrea has left the library. Vanessa stated that a staff member is covering until the position is filled.

Joan Terrell likes the upgrade of the patrons' computers in Clark Fork.

Jeanine Asche likes the outdoor movie setup in Clark Fork.

***Jeanine Asche presented a motion to accept the Report of the Department Heads as submitted. The motion was carried with a unanimous voice vote.***

## **TREASURER'S REPORT OF INCOME AND EXPENDITURES**

Mary-Claude reported that an updated final new construction report was received from the County. The L-2 form was updated. It did not change the budget in any way as the District is not levying the maximum allowed.

## **APPROVAL OF EXPENDITURES**

*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. Posting of Community Information Policy**

*Jeanine Asche made a motion to accept the posting of communication information policy. The motion passed unanimously.*

### **2. Guidelines for Committees**

*Amy Flint made a motion to accept the guidelines for committees. The motion passed unanimously.*

### **3. Engagement Letter for the fiscal year 2023 audit**

*Amy Flint made a motion to accept the engagement letter for FY2023 audit. The motion passed unanimously.*

Executive Session Idaho Code 74-206 (1) (a): To consider hiring a public officer, employee, staff member or individual agent.

**The Trustees voted individually and entered into executive session at 5:36 pm.**

Voice votes results:

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

**The Trustees returned from executive session at 6:05 pm.**

Action taken after return to open meeting: Board approved Amy contacting the library attorney for advice on the next step.

## ADJOURNMENT

***Susan Shea moved to adjourn the meeting at 6:06 pm.***

The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday, September 11, 2023, Community Meeting Room A & B, Sandpoint Branch Library, 1407 Cedar Street, Sandpoint, Idaho. *Clark Fork* *Clark Fork* *601 Main St.*

Respectfully submitted,

Mary-Claude Margairaz  
Bookkeeper

Date Approved 9/12/2023

  
Vanessa Velez, Principal Librarian

  
Amy Flint, Board Chairperson