MINUTES
EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
CLARK FORK, IDAHO
Monday, September 11, 2023

WELCOME/ROLL CALL

The meeting was called to order by Chairperson Amy Flint at 4:00 pm and was held in the Clark Fork Branch library, in Clark Fork, Idaho. Other trustees present were Jeanine Asche, Susan Shea, Judy Meyers & Joan Terrell.

Also present were Vanessa Velez, Principal Librarian, via zoom, staff members Mary-Claude Margairaz, Brendan Mooney and Melissa Mankongvanichkul.

Members of the public present: Hal Gates.

CONSENT AGENDA

- APPROVAL OF MINUTES
  regular meeting and executive session on 08/14/2023
  public hearing and executive session on 08/23/2023

- COMMUNICATIONS

- REPORTS OF COMMITTEES AND DELEGATES
  - Friends of the Library
  - Personnel Committee

APPROVAL OF CONSENT AGENDA

Joan Terrell moved to accept the consent agenda which includes the approval of the minutes of the regular meeting and executive session held Monday, August 14, 2023, with approved changes in wording from public comments, the public hearing, and executive session held on Wednesday, August 23, 2023, the communications and the reports of the committees and delegates of today’s meeting. The motion passed with a unanimous voice vote.
PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

Hal Gates commented that putting a book request to add to the collection doesn’t guarantee that you will be the first one to check it out. It is nice to know that community members enjoy the same books.

REPORT OF THE LIBRARY DIRECTOR

The board is happy with the hiring of Manny to replace David. Judy asked if the damage to the story walk in Dover is due to wear and tear or was it vandalized. Vanessa stated that it is mostly due to wear and tear. Judy has mixed feelings about the homeschooling relationship efforts Suzanne is making. Vanessa stated that the library can’t buy every curriculum. Suzanne is working with the group on getting the most used curriculum. There might be a need to extend the due date for materials by more than three weeks. Jeanine thinks that going the extra mile is a good thing. Judy is concerned about starting something that may not be sustainable. Vanessa added that the library currently has, and has for a long time, been carrying math books that are good for the “general public”, not just homeschoolers. Joan stated that Suzanne will have to have a strategic plan to know which children’s programs will be offered next summer.

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

TREASURER’S REPORT OF INCOME AND EXPENDITURES

Mary-Claude shared that the L-2 form was submitted last Tuesday. Lots of money is being paid out right now as the fiscal year-end approaches.

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. Multi-Purpose Room Use Policy – eliminate

Susan Shea made a motion to accept the elimination of the multi-purpose room use policy. The motion passed unanimously.
2. Meeting Room Use Policy - updated

Jeanine Asche made a motion to accept the proposed updated meeting room use policy. The motion passed unanimously.

3. Declaration of Surplus Property
   a. Tech Desk
   b. Patron computers in Sandpoint (X18) and Clark Fork (X8).

Susan Shea made a motion to accept both declarations of surplus property. The motion passed unanimously.

4. Wage Classification Pay Scale, effective 10/01/2023 – up 4%

Susan Shea made a motion to accept the new wage classification pay scale to take effect on 10/01/2023. The motion passed unanimously.

5. Types of Employee Status – change
   a. Adding Intern with Substitute employee description, not eligible for PTO or sick accruals

Amy Flint made a motion to accept the proposed type of employee status but also combining Temporary/Substitute/Intern all in the same paragraph with the same status. The motion passed unanimously.

6. Health Insurance Eligibility
   a. Only employees that work 32 plus hours a week are eligible for health, dental, vision and life insurance.

Amy Flint made a motion to accept the proposed health insurance eligibility after fixing the spelled out number of hours (32) in the Personnel Policy. The motion passed unanimously.

7. Bank Account Signatures
   a. Remove Viktor from Mtn West Bank account, add Vanessa V.
   b. Remove Viktor from State Insurance Fund, add Vanessa V.
Jeanine Asche made a motion to accept the proposed changes to the bank account and State Investment Pool accounts. The motion passed unanimously.

EXECUTIVE SESSION

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 5:12 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 5:40 pm.

Action taken after return to open meeting: Board granted Amy the authority to communicate with the library’s attorney and staff.

ADJOURNMENT

Susan Shea moved to adjourn the meeting at 5:41 pm.

The next scheduled meeting will be:

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

Respectfully submitted,

Mary-Claude Margairaz
Bookkeeper

Date Approved 10/10/2023

Vanessa Velez, Principal Librarian          Amy Flint, Board Chairperson