MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
SANDPOINT, IDAHO
Tuesday, October 10, 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 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 Vanessa Velez, Principal Librarian, staff members Mary-Claude Margairaz and Brendan Mooney.

Members of the public present: Kathryn Barlow, Pam Webb & Audrey Gates.

## PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

**Kathryn Barlow**: talked about the multiple states that are leaving their association with the American Library Association. Stated that East Bonner County Library shouldn't be associated with the ALA.

**Pam Webb:** she is the vice-president of the Friends of the Library and is curious of the whereabouts of the director. She would like an update by October 24, 2023, for the next FOL meeting. Stated that the library rocks and when she requests a book, it is usually purchased. The inter library loan process is excellent.

**Audrey Gates:** her favorite thing to do is read with others. She loves that patrons can be part of the procurement process when asking for books.

## CONSENT AGENDA

- **APPROVAL OF MINUTES**
  regular meeting on 09/11/2023
- **COMMUNICATIONS**
- **REPORTS OF COMMITTEES AND DELEGATES**
  - Friends of the Library – report was missing
  - Personnel Committee

## APPROVAL OF CONSENT AGENDA

FOL report is missing. Pam Webb, vice-president of FOL, gave a quick recap. The book sale was last Saturday, and it was a great success with high attendance and lots of pop up sales. They received $100 in donations. New monthly outreach: the jail and local schools are being given books. There will be no community events until December. Help is needed to sort books.

***Joan Terrell moved to accept the consent agenda which includes the approval of the minutes of the regular meeting held Monday, September 11, 2023, 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

Judy Meyers would like to clarify last month's comments regarding the coordination with homeschooling groups, including the Homeschool Academy. She wants to make sure it is coordination and not a duplication of efforts.
Jeanine Asche thinks the outdoor theater and movie night in Clark Fork is great. She also liked the before and after pictures of the server room.
Susan Shea asked if the IT upgrade took longer than planned. Brendan responded that he expected an overnight process.
Judy Meyers asked about the candidates for the Volunteer Coordinator position and if the pool of candidates is better than the prior search. Vanessa thinks so. Joan Terrell asked if that means that Frank will no longer be the Volunteer Coordinator. Vanessa answered that Frank has a lot of big projects with Lifelong Learning and can't do both.
Judy Meyers commented on the statistics showing circulation and patrons served. Susan Shea said those can look misleading. Jeanine Asche stated that they are mostly going upwards.
Joan Terrell experienced the new bookmobile at the Pack River Store and thought it was fun. She is impressed with the amount of room inside. Michelle is top notch with the setup and how the book levels are situated for children and elders.

***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 said that September was a very expensive month, using up the last of the budget for FY2023.
The library received 1K from ICRMP for its deductible on the book drop damage. It was a reimbursement from the patron's insurance.
A lot of expenses for the year will be moved into capital improvement / replacement with journal entries when preparing for the audit. Mary-Claude waited for the projects to be completed so they can be capitalized (fixed assets).
The market value adjustment of the reserves is a positive 50K at the end of the year compared to 500K loss last year.

The budget for FY2024 has some new accounts and some accounts have been moved, where it makes more sense.

**APPROVAL OF EXPENDITURES**

***Amy Flint 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. IT Update – Brendan Mooney

Brendan talked about the changes and upgrades that were made to the website and network system. It will be far more resilient and reliable and should keep the library protected for 5-7 years. The Clark Fork branch went from 30 to 200 mb in speed. Patrons and staff have been amazing during the process and the library circulation was only down for 3.5 hours overnight. The phone system is from 2011 and is next to be upgraded.

2. Health Insurance Eligibility – add dependents

"Reflect that eligible employees' dependents are eligible for enrollment."

***Amy Flint made a motion to accept the addition of the health insurance eligibility to include dependents.*** *The motion passed unanimously.*

3. Sick leave Bank - updates

"Employees have depleted all of their accrued sick and personal leave."
"Temporary employees and interns are not eligible."
"Remove references of General Fund & Designated Employee Fund."
"Update limitation use of the sick bank hours from two months to three months."
"Replace representative from the personnel committee with employee supervisor & HR manager."

***Jeanine Asche made a motion to accept the sick leave bank updates.*** *The motion passed unanimously.*

4. Travel Expenses for Staff/Board Members - updates

"Non-exempt employees, up to 8 hours daily, including travel, will be considered paid time, not to exceed 40 hours in a week."

Susan Shea recommended checking with the Idaho Department of Labor and asked that the matter be tabled until the next board meeting.

5. Surplus Inventory – Old Bookmobile

Vanessa Velez stated that the sale of the bookmobile must be put out to bid by advertising at least two weeks prior in the Daily Bee and that the highest bid must be accepted. The bid will start at 7K.

***Amy Flint made a motion to accept the surplus of the old bookmobile.*** *The motion passed unanimously.*

6. ICRMP – Renewal – signature required on contract

Amy Flint stated that the signature is just a formality for our annual contract with ICRMP.

***Amy Flint made a motion to accept and sign the joint powers subscriber agreement.*** *The motion passed unanimously.*

7. Board of Trustees Committee List – update

***Jeanine Asche made a motion to accept the updated board of trustees committee list.*** *The motion passed unanimously.*

8. Veteran's Day – closure

Susan Shea recommended that the library follows the Federal Holiday closures.

***Joan Terrell made a motion to accept the closure of the library on Friday, November 10, 2023.*** *The motion passed unanimously.*

9. Christmas Holiday – closure

Susan Shea recommended that the library follows the Federal Holiday closures.

***Susan Shea made a motion to accept the closure of the library on Monday, December 26, 2023.*** *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 6:00 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 6:25 pm.**

Action taken after return to open meeting: Unanimously voted to appoint Vanessa Velez as Interim Director.

## ADJOURNMENT

***Joan Terrell moved to adjourn the meeting at 6:28 pm.***

The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday November 13, 2023, Community Meeting Room A & B, Sandpoint Branch Library, 1407 Cedar Street, Sandpoint, Idaho.

Respectfully submitted,

Mary-Claude Margairaz
Bookkeeper

Date Approved 11/13/23

Vanessa Velez, Principal Librarian

A Flint
Amy Flint, Board Chairperson