MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
SANDPOINT, IDAHO
Monday, November 13, 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 Director Interim Vanessa Velez, staff members Mary-Claude Margairaz, Brendan Mooney and Lisa Rosa.

PUBLIC COMMENTS AND ACKNOWLEDGEMENTS – none.

CONSENT AGENDA

- APPROVAL OF MINUTES
  Regular meeting on 10/10/2023
  Special meeting on 10/26/2023
  Special meeting on 11/03/2023

- REPORTS OF COMMITTEES AND DELEGATES
  o Friends of the Library

APPROVAL OF CONSENT AGENDA

Jeanine Asche moved to accept the consent agenda which includes the approval of the minutes of the regular meeting held Tuesday, October 10, 2023, the special meetings held on October 26, 2023, and November 3, 2023, 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 INTERIM

Susan Shea doesn’t think that the statistical reports are formatted correctly, they seem off. Vanessa stated that the library lost connectivity during a couple of days in October and that it could be part of the issue.
Joan inquired about the teen lounge. Vanessa answered that there have been no complaints, and the library has had a good engagement with the activities. Joan reported that the teen center is opening and that it should take some of the strain off the library.
Jeanine said Kat looks like a very interesting person. She is happy with the homeschool interaction and the collaboration with the high school.

Judy asked if the library has received offers for the old bookmobile. Vanessa answered that no, not yet. The bidding process ends on December 1st.

Judy thinks that Kat is doing a wonderful job helping with the indoor plants. Judy commented on employees having Covid. Vanessa stated that it isn’t so bad. Judy asked that Melissa includes the number of participants in the Clark Fork programs and that it was requested previously.

Joan asked how the new phone system is coming along. Brendan stated that he is trying to get the phone numbers transferred and is hoping for no down time. Joan also inquired about the RFID project; Brendan reported that Billy will be taking the bolts and nuts of the project.

Amy asked for an explanation of what RFID is for the public. Vanessa explained that it is a more efficient way to check books in and out. A stack of books can be processed in one step, by placing them on a pad that scans up to one foot of books and puts them back into the system. It also helps with inventory; it increases security and makes finding misplaced books easier with the use of a wand. It will save hundreds of man hours, making employees available for more creative, less repetitive work. Brendan offered for health and safety’s sake that the power out is very low, similar to a chip on a credit card.

Judy wondered how the library is going to tag thousands of books. Vanessa said each book will have to be physically tagged and that a team of two can move quickly. Joan asked if the RFID would need to be upgraded. Brendan said annual maintenance fees include the upgrades and that the tags are universal, so the library is not locked in with any vendor.

Joan commented on Joyce’s report and likes that patrons are getting the classes and programs that they asked for.

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

TREASURER’S REPORT OF INCOME AND EXPENDITURES

Mary-Claude informed the board that the auditors will be in house on December 4 & 5. A good spending was done in October and some of the expenses were renewal of annual memberships and contracts.

APPROVAL OF EXPENDITURES

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 - none

NEW BUSINESS

1. Resolution to Reserve Forgone

A small amount of the forgone was changed by the County when it approved the budget.

Amy Flint made a motion to accept the resolution to reserve the forgone for FY2024 in the amount of $158,751. The motion passed unanimously.
ADJOURNMENT

Susan Shea moved to adjourn the meeting at 5:07 pm.

The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday December 11, 2023, Community Meeting Room A, Sandpoint Branch Library, 1407 Cedar Street, Sandpoint, Idaho.

Respectfully submitted,

Mary-Claude Margairaz
Bookkeeper

Date Approved 12/11/23

Vanessa Velez, Director Interim

Amy Flint, Board Chairperson