

MINUTES

EAST BONNER COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING SANDPOINT, IDAHO Monday, February 12, 2024

WELCOME/ROLL CALL

The meeting was called to order by Chairperson Amy Flint at 4:30 pm and was held in Community Room 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 Interim Vanessa Velez and staff members Mary-Claude Margairaz, Brendan Mooney and Lisa Rosa.

PUBLIC COMMENTS AND ACKNOWLEDGEMENTS

Judy Meyers, as a public member, urged the public to look at the two new pieces of proposed Idaho legislation concerning schools and public libraries and trustee terms.

CONSENT AGENDA

- **APPROVAL OF MINUTES**
 - Regular meeting & Executive Session on 01/08/2024
 - Executive session on 01/13/2024
 - Executive session on 01/23/2024
- **COMMUNICATIONS**
- **REPORTS OF COMMITTEES AND DELEGATES**
 - Friends of the Library on 01/23/2024
 - Policy Review Committee on 01/10/2024

APPROVAL OF CONSENT AGENDA

Joan Terrell moved to accept the consent agenda which includes the approval of the minutes of the regular meeting & executive session held Monday, January 8, 2023, Executive Sessions held 01/13/2024 & 01/23/2024, the communications and the reports of the committees and delegates of today's meeting. A change to the order of the meeting was requested to let Tony Matson, new business, be first on the agenda. The motion passed with a unanimous voice vote.

NEW BUSINESS

1. FY2023 Audit presentation by Tony Matson from Hayden & Ross, PLLC.

Tony Matson stated that this annual presentation is his third one with the Library District. The auditing process was smooth and he thanked everyone involved that helped with the process. The auditors reviewed the internal processes, and no recommendation was made. The District is in a good financial position.

Amy Flint presented a motion to accept the FY2023 Audit Report as submitted.
The motion passed unanimously.

REPORT OF THE LIBRARY DIRECTOR

Jeanine Asche finds the new shelf dividers to be very nice. Susan Shea added that our library is really great.

Joan Terrell loves that the children's programs are so well attended.

Judy Meyers thanks Amanda for working with Keokee for the website hosting and upgrades.

Amy Flint thinks the Volunteer window upstairs is a nice addition.

Judy Meyers asked if Anna would come back to train the new garden person. Vanessa Velez stated that Anna is willing to help and even host some programs as an independent contractor. Vanessa added that the interviews for the position will start this week.

Amy Flint asked how the RFID process is going. Vanessa Velez said that the shipment confirmation was received today. Amy Flint wondered if the library will have enough volunteers to help with the conversion. Vanessa Velez responded yes, and that the staff first needs to be comfortable with the process before having volunteers come in.

Judy Meyers would like to follow up with George Rickert's public comment from the last board meeting. Vanessa Velez stated that the library needs to either add space or do a remodel. Judy Meyers wondered if there is enough space for either one. Vanessa Velez said the library needs to plan it and that there isn't enough room without building an addition.

Joan Terrell inquired about the IT Department. Brendan Mooney answered that he will do a presentation at the next board meeting. Amy Flint thinks it is great that we are offering a game updating station.

Joan Terrell thinks things are really booming and is very impressed with the programs. Suzanne and Bethany are doing very well. Vanessa Velez added how grateful she is for their help.

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 Margairaz had nothing to report. Suzanne Shea questioned the small expenses that are recorded in account # 6110- Capital Improvement/Replacement and doesn't think they belong there. She stated they should be expensed under account # 7300 – Technology.

Mary-Claude Margairaz responded that she would look into it and have a response and explanation to the Board at the next meeting.

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

2. Move the Surplus Equipment Policy to the Finance Policy

Susan Shea stated that the change was moving two policies into one.

Susan Shea made a motion to accept moving the Surplus Equipment Policy to the Finance Policy. The motion passed unanimously.

3. Rescind the Facilities Policy

Joan Terrell stated that the Facilities Policy is a redundant policy that repeats Idaho Code. Vanessa Velez added that all library policies must follow Idaho Code anyway.

Susan Shea made a motion to accept rescinding the Facilities Policy. The motion passed unanimously.

4. Increase the fixed asset value threshold limit from \$1,000 to \$5,000

Amy Flint stated that the threshold should be increased per Tony Matson's recommendation.

Amy Flint made a motion to accept increasing the fixed asset threshold limit from \$1,000 to \$5,000. The motion passed unanimously.

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

Also present were Vanessa Velez, Director Interim and Lisa Rosa, HR Manager.

The Trustees voted individually and entered into executive session at 5:27 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 5:45 pm.

Action taken after return to open meeting: none.

ADJOURNMENT

Joan Terrell moved to adjourn the meeting at 5:45 pm.

The next scheduled meeting will be:

- Regular meeting of the Board of Trustees, 4:30 pm, Monday, March 11, 2024, Community Meeting Room B, Sandpoint Branch Library, 1407 Cedar Street, Sandpoint, Idaho.

Respectfully submitted,

Mary-Claude Margairaz
Bookkeeper

Date Approved

03/11/2024

Vanessa Velez, Principal Librarian

Amy Flint

Amy Flint, Board Chairperson