

Liberty Lake Municipal Library  
Board of Trustees Meeting Minutes  
Thursday, January 7, 2016

1. The meeting was called to order at 10:03 a.m. In attendance: Pat Lutzenberger, Pamela Mogen, Linda Dockery, Carol Johns, Katy Allen and Tricia Morgan.
2. Public Comments: none
3. The minutes from the December 3, 2015 meeting were approved.
4. Mayor's Comments: none
5. Library Director's Report – Pamela Mogen
  - a. December Library Report – high attendance numbers for December programming; Santa event was a great success.
  - b. Re-Engaging Library Users: categorizes card-holders and suggests outreach methods.
  - c. Painting library: getting bids to repaint some interior areas of the library.
  - d. Director's Evaluation: board needs to discuss Pamela's performance with Katy Allen. Board will meet January 19<sup>th</sup> to discuss further.
  - e. Library Goals and Objectives 2013-2015: discussed edits; Pamela will prepare clean copies for our next meeting.
  - f. Vision Statement – 3 year plan: we need to create a new plan for 2016-2019  
Revisions of 2013-2-15 Vision Statement
    1. Vision Two, Goal 4: portion about “the library provides specialized information in the business community...” and the strategy about surveying businesses will be deleted.
    2. Vision 8, Goal 2: will be deleted.Carol Johns made a motion to delete stated portions of Vision Two, Goal 4 and all of Vision 8, Goal 2 from the Liberty Lake Library 2013-2015 Vision Statement. Seconded by Linda Dockery. Motion passed.
  - g. New collections have been added to the Gale Reference Library and new Gale courses have been purchased.
  - h. Board of Trustees now has a link on the library main webpage.
  - i. New library brochure is being reviewed and will be tweaked and edited.
  - j. Pamela is taking an online course on Library Design.
6. City Report: Katy Allen, City Administrator
  - 2015 was a great year for the city of Liberty Lake overall.
  - Liberty Creek Elementary ground-breaking was on January 6, 2016.
  - Town Square Project
    - Design Build Contract – final bids in by February 15; design team will select contractor

- February 15: bond language, cost and vote will be brought forward; great effort will be needed to get information out. Campaign will last a few months and the first vote will occur in August.
- Discussion followed regarding efficiency of the facility and the rate structure of use of the building.

7. Friends of the Library Report: Carol Johns

- Tea to be held on April 30<sup>th</sup>; auction baskets needed/board will donate one.
- Installation of new officers on January 26<sup>th</sup> at 5:00 at The Corkhouse.

8. Foundation – no report

9. City Council Meeting Report

- New council members installed.
- The city bought two new police cars.
- 2016 budget passed
  - Funds not spent in 2015 will be moved to the library's capital account.
- New owner of the Splash newspaper: Ben Wick

10. Other business

- a. Library Brochure – review; will be printed soon
- b. 2016 Library Budget
- c. Strategic Planning Document – placed in binders
- d. Library Card Registration – being worked on
- e. Library Logo – being worked on
- f. Guardian Angel – their library is set up and being used; Sharde is working on programs with their Director.

11. Next meeting: February 4, 2016 at 10:00 a.m.

12. Meeting was adjourned at 11:34 a.m.

Submitted by Tricia Morgan