



**Liberty Lake Municipal Library
Board of Trustees Meeting Minutes
Thursday, June 6, 2019**

1. Call to Order by President Mindy Howe at 10:00 am. Those in attendance: Katy Allen (City Administrator), Sandi Bishop (Trustee), Sharon Carvo (Trustee), Mindy Howe (Trustee), Tom Pauley (Trustee), and Jocelyn Redel (Liberty Lake Library Director).
2. The minutes of the May 2, 2019 meeting were approved as revised.
3. Comments – no comments
 - a. Public
 - b. Mayor
4. Reports
 - a. City Administrator: Katy Allen
 - I. There are various Facebook community groups covering Liberty Lake. The City does review the pages and community members’ concerns. The City will address concerns on the City’s FB page and provide links to this page on the other pages.
 - II. Discussion about Trustee involvement in Friends of the Library. Trustees are able to participate in Friend’s fundraising efforts as community members but not in our capacities as Trustees.
 - b. Library Director: Jocelyn Redel
 - I. Report is still in progress and waiting for stats from staff.
 - II. Last month – 7500 check outs, 1600 downloads (eBooks), CIN created new spaces for kids and teens ebooks on the CIN Overdrive website, 80 new cards entered, 900 people attend programs. Inventory last month and regular collection maintenance work will continue. Library received new computer chairs (previous chairs damaged desks).
 - III. Overview of summer reading program “Universe of the Stories” – registration began on 6/3 – program starts 6/17 – this program is for youth and adults. Those who register will read a certain number of books and receive prizes. This program is to help prevent summer slide for students and promote lifelong learning and reading for adults.
 - IV. Will begin reviewing the budget for Council review in the fall.
 - V. Change made by CIN – due to going fine free, CIN voted to block library cards with overdue materials from checking out additional materials. LL Library will allow a 7-day buffer and if items are not returned within 7 days, then patron’s library card will be blocked until the overdue materials are returned.

- c. FOLLML: Sandi Bishop – Quilt fundraiser has raised close to \$5000. Soiree tickets are currently on sale for \$25.
 - d. Foundation – not currently active
 - e. City Council: Tom Pauley and/or Jocelyn Redel
 - I. Recognized Lu Embrey’s Trustee service at the last City Council meeting.
5. Ongoing Business
- a. Needs assessment update: Jocelyn/discussion
 - I. Initial meeting with Rob and Kim was completed. Next will be setting up a timeline and community engagement sessions (possibly week of 9/23).
 - b. Policies
 - I. Status of updated Collection Policy, including Reconsideration of Library Material: Discussion regarding language used in policy. Sandi Bishop requested a postponement of voting on adopting this policy for further review, to July 11 meeting.
 - II. MNG-5 Exhibits and Displays (postponed due to related City activity)
 - III. INF-2 Internet Use/Copyright Law – Jocelyn Redel – there is a lot of repetition in this policy, hoping to make this more concise.
 - IV. INF-3 3D Printer Policy and Procedure – Jocelyn Redel – this policy needs revision to remove the form and discuss cost.
6. New Business
- a. Recruiting of new Board member: Katy Allen will be the point person on this.
 - b. Review and be prepared to discuss policies at July 11 meeting: CIR-6 and MING-9.
7. Next Meeting Date – July 11, 2019 at 10:00 at LLML
REMINDER: This is one week later than usual
8. Adjournment – 11:29 am

Respectfully submitted,
Sharon Carvo
Secretary