



**Liberty Lake Municipal Library
Board of Trustees Meeting Minutes
Thursday, August 1, 2019**

1. Call to Order – 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), and Tim Olsen (prospective Trustee).
2. The minutes of the July 11, 2019, meeting approved as published.
3. Comments – none
 - a. Public
 - b. Mayor
4. Reports
 - a. City Administrator: Katy Allen
 - I. Tom Pauley will make a report at the next Liberty Lake City Council Meeting.
 - II. Barefoot in the Park begins Friday, August 2 – at night there will be a car show, a band, beer garden, and golf cart parade. Saturday, August 3, during the day there will be inflatables, games, and rescue animals, and in the evening a band and beer garden.
 - b. Library Director: Jocelyn Redel
 - I. 10,000 check outs and 6,100 patrons for month of July.
 - II. Summer Reading Program – children are continuing to sign up (with more finishers this year than there were sign-ups for last year), and over 200 adults have signed up. Beanie Babies are prizes for the program (we receive them through community donations both for the Beanie Babies themselves and funds to purchase them.
 - III. Touch a Truck – 800 participants, FOLLML provided 600 otter pops and STCU donated over 1000 water bottles.
 - IV. Attended the WA State Library Directors meeting in Leavenworth:
 - i. Updates for WA State Library.
 - ii. Publishers are changing their terms of purchasing eBooks.
 - c. FOLLML: Sandi Bishop
 - I. Soiree was a big success – netted \$4870. 109 tickets were sold. The silent auction brought in \$2700.
 - II. Quilt project netted \$5620.
 - III. Cupcake Wars (teen event at the Library) – August 8 at 5:30 pm – teens (11-17) work in teams to decorate cupcakes using a theme, within an hour time limit. The cupcakes will be judged on appearance and taste.
 - IV. Story Walk at Rocky Hill Park – Joint project between LL Parks and Arts Commission, Library and FOLLML. Projected installation August 8 and 9.

- d. Foundation – not currently active
- e. City Council: Tom Pauley gave a report and updated City Council regarding the Needs Assessment.

5. Ongoing Business

- a. Needs Assessment update: Jocelyn Redel
 - I. Phase 1 – data gathering – complete.
 - II. Phase 2 – community engagement
 - i. Community Survey – will open September 23 and be available for 3 weeks. Responses will be reviewed and data updated.
 - ii. In person sessions – stakeholders (City council, Mayor, Library Trustees, library staff, FOLLML, parents/caregivers, PTSA/PTO, homeschool, business community, educators, seniors 55+) and general sessions.
 - iii. Strategic Retreat scheduled for Tuesday, October 29 (10-4) – data will be collated, series of questions to ask a small group of about 16-20 people, incl. Library Director, staff, 2 Library Trustees, and FOLLML.
- b. Service boundaries: Jocelyn Redel – Review and discussion of Ordinance No. 119-B Discussion of extending library service boundary to include Liberty Lake, south of Sprague residents in zip code 99019. Jocelyn will draft an eligibility policy.
- c. 2020 Budget: Jocelyn Redel
 - I. Review and discussion of budget.
- d. Times/dates for Board meetings, confirm binder expectations: Mindy Howe/discussion
 - I. September Board Meeting – scheduled for September 11 at 4:30 pm at City Hall, small group meeting room.
 - II. Binder expectation – we do not need to keep our binders updated with paper copies of policies, minute minutes and agendas as these are available online.
- e. Policies
 - I. Follow-up:
 - a. CIR-6 eReader Policy – Policy eliminated.
 - b. MNG-9 Statistics –Sandi Bishop moved to approve, second by Sharon Carvo, motion approved.
 - II. New reviews
 - a. Updates on MNG-5 Exhibits and Displays/City Art Exhibit and Display Terms and Conditions – Library to follow City’s loan and donation policy –Sharon Carvo moved to remove MNG-5, second by Tom Pauley, motion approved.
 - b. CUS-3 Responsibility for Children – Jocelyn Redel will update language to include vulnerable persons.
 - c. GSV-1 Programs in the Library - Jocelyn Redel will combine this policy with GSV-2 Co-sponsored Library Programs and GSV-3.

6. New Business
 - a. Recruiting of new Board member: Katy Allen – Tim Olsen is schedule to be confirmed as new Trustee at next City Council meeting.
7. Next Meeting Date – September 11, 2019 at 4:30 pm at City Hall, small group meeting room.

8. Adjournment – 11:30 am Mindy Howe.

Respectfully submitted,
Sharon Carvo
Secretary