



**Liberty Lake Municipal Library
Board of Trustees Meeting Minutes
Wednesday, September 11, 2019**

1. Call to Order – Those in attendance: Katy Allen (City Administrator), Sandi Bishop (Trustee), Sharon Carvo (Trustee), Mindy Howe (Trustee), Tim Olsen (Trustee), and Jocelyn Redel (Liberty Lake Library Director).
2. The minutes of the August 1, 2019, meeting approved as published.
3. Comments
 - a. Public – Holly W. glad to see Trustee Tim Olsen appointed to the Board.
 - b. Mayor – Steve Peterson:
 - a. Storybook Walk – we would like to replicate this in our other parks as it is a great concept. Commented on how Liberty Lake Municipal Library is very engaging.
 - b. Commented on potential additional funds available to Board depending on City Council approval.
 - c. Discussion with CVSD Superintendent Ben Small, would like to share some library services within the library.
4. Reports
 - a. City Administrator: Katy Allen
 - I. The additional funds the Mayor discussed will be recommended as a grant to the library by the Mayor and the Council will need to approve by the end of the year.
 - II. Library Needs Assessment – the value of this to our community is huge. We have the opportunity to get a sense of what our community is thinking. Social media can only provide so much information. Our focus groups provide a huge benefit to the community by offering a more objective, personal and professional survey.
 - b. Library Director: Jocelyn Redel
 - I. August – 21 teens attend cupcake wars, FOLLML volunteers helped run the program. We will make this an annual event.
 - II. Summer reading numbers are still being calculated.
 - III. Outreach lunchtime craft activity for kids at Talon Hills Apartments will be moved to Tuesday evenings from 5-6 pm.
 - IV. We received a donation from a very generous community member who donated 60 very popular movies.
 - V. Travis Montgomery, library tech specialist resigned. The library has posted a new position to help with circulation and programming.
 - VI. Jandy Humble and Jocelyn met with new librarian at Selkirk MS. Discussed outreach and how we can partner together.

- VII. Storywalk at Rocky Hill park looks really great.
- VIII. Needs Assessment – spoke with Rotary, Kiwanis, and Lions Club.
- c. FOLLML: Sandi Bishop
 - I. Nominating committee met – FOLLML need Treasurer and Secretary; VP and President have been decided.
 - II. Library Quilt dedication will be in December, date TBD (hoping early December). Hoping to have quilt completed in October 2019.
 - III. Quilt project netted \$5800, received additional funds after last meeting.
 - IV. 2020 Soiree scheduled for July 15, 2020 and will be at the Liberty Lake Winery.
 - V. Upcoming programming needs and will need some more volunteers.
 - VI. \$1000 grant received from TierPoint and the library purchased STEAM Student sets.
- d. Foundation – not currently active
- e. City Council: Katy Allen reported for Tom Pauley.
 - I. September 17 meeting there were workshops on pedestrian and capital.
 - II. Mayor’s budget comes out October 15 and council will review.
- 5. Ongoing Business
 - a. Needs assessment update: Jocelyn Redel
 - I. Consultants provided draft of PowerPoint and survey. Asking them to include more community focused questions that is not through the lens of the library.
 - II. Big focus is on outreach.
 - III. Getting this survey information out to both Liberty Lake elementary schools.
 - b. Service boundaries and draft CIR-1 Library Eligibility Policy: Jocelyn Redel
 - I. Sharon Carvo Motion to Approve revision, second by Mindy Howe, motion approved.
 - c. 2020 Budget: Jocelyn Redel
 - I. Library budget entered. As there is a potential for additional funds, Jocelyn will discuss allocation with RJ at the City.
 - d. Policies
 - I. GSV-1 Library Programs (incorporating the former GSV-2 and GSV-3) - Mindy Howe moved to approve, second by Sandi Bishop, motion approved.
 - II. CUS-3 Vulnerable Persons – Sharon Carvo moved to approve, second by Sandi Bishop, motion approved.
- 6. New Business
 - a. On-boarding Tim Olsen – will schedule a time to meet with library staff.
 - b. Trustee to attend City Council Meetings – Tom Pauley is unable to attend the City Council Meetings as he is a member of VFW, Sandi Bishop is willing to trade positions.
 - c. Library stained glass art – artist of piece would like to know if library would like to purchase this piece of art for \$350. Holly Woodruff will discuss possible purchase of piece for library with FOLLML.
 - d. No policy review in October —time will be dedicated to the budget.
- 7. Next Meeting Date – Wednesday, October 9, 2019 at 4:30 pm (City Hall).

8. Adjournment - 6 pm by Mindy Howe.

Respectfully submitted,
Sharon Carvo
Secretary