

**Liberty Lake Municipal Library
Board of Trustees Meeting Minutes
March 3, 2011**

The meeting was called to order at 6:34 p.m. In attendance were Jon Seubert, Mary Ellen Steen, Bob Gamble, Linda Dockrey, John Loucks and Library Director Pamela Mogen. There was no public attendance; therefore there were no public comments.

Approval of Agenda: Mary Ellen requested that "Other Business" be added to the list of agenda items. Bob moved, and Linda seconded that the agenda be passed as modified. Motion passed.

Approval of February Minutes: The February minutes were approved as written on a motion by Linda and a second by Bob.

There were no **Mayor's Comments** nor **City Report** since neither the Mayor nor Doug Smith was able to attend.

Library Report:

A. There has been a drop in circulation and patron visits, possibly due to the fact that the Library is open 6 hours fewer than in past years. However, programming of all kinds is still very well attended. Adult book clubs have started up. The art exhibit has been well received, and the Spokane Water Color Society has helped us by buying more hanging systems.

B. We had a long discussion about everything budget. Pamela's biggest challenge is to keep track of the budget while not being connected to the City's BIAS software system. Bob made a motion, seconded by John, that we contact the Mayor for permission to sit down with Jessica Platt for a brainstorming session to help us better understand the City's budget process. Motion passed. Bob will contact the Mayor.

C. Two new programs were initiated this week:

1. The "Good Neighbor Program", a program whereby patrons can donate books, etc, to offset budget shortfalls. There is a form on the website for the potential donor to fill out, as well as a listing of desired books, etc. The donor waits for the Library to approve a suggested donation, then commits to buy the item for the Library. Pamela will send a news release to the "Splash" to explain the program in the near future.

2. The "No Fine, No Limit Collection" program, whereby good quality donated used paperbacks are not catalogued, but minimally processed with a yellow band attached to the book to indicate its inclusion in the program. Patrons may take as many of these books as they wish and keep them as long as they wish. This program saves cataloguing time, while giving the public access to some of the better donated used books.

D. A request has been made by an individual wishing to present a seminar for profit in the Library. This particular seminar would be "Parenting Teenagers with Love and Logic" and, if approved, would be scheduled for sometime in April. Pamela checked with other local libraries to see how they handle this. The Spokane Municipal Library does not allow for profit presentations; the Spokane County Library District does, with the following charges attached: when the attendee is charged \$5 or less, the District charges the presenter nothing; if the charge is above \$5, the District charges \$50/4 hours; if the affair is purely private or social, the District charges \$25/4 hours. We are uncertain as to the legality of such presentations in our own municipal library; Mary Ellen will check with the City attorney for further information.

E. One of the librarians asked about offering free LLML cards to individuals who work, but do not reside, in Liberty Lake. The Board consensus was that this would not be fair to those who live close by, but not within city limits, who are required to pay for Library privileges.

FOLLML Report: The Friends held their yearly members meeting, and gave an overview of all that had been accomplished in 2010. They then discussed upcoming fundraisers: the "tea", two book sales, book sales through Amazon and a new putt putt golf tournament in September. They are considering the

Library's 2011 wish list, which includes Friends' donations to Tutor.com, the summer reading program, the Halloween party and purchases of children's books.

Foundation Report: The Foundation is moving ahead with the tile fundraising project and is narrowing down possible pictures to use for the tile mosaic. They have not yet firmed up plans for a meet and greet gathering because they have not yet decided exactly what they wish to accomplish with this first introduction. The next Foundation meeting will be ½ hour early (6:00) on March 10 at the Coeur d'Alene library; guests are welcome.

Board Retreat Planning: The retreat will be March 12th at 9:00 a.m. at Mary Ellen's. Pamela will write the agenda, which will include, but not be restricted to: writing By-Laws, updating goals and compiling a list of questions for the City attorney regarding Board duties and responsibilities. Mary Ellen will send out a reminder email to the invitees. As for sustenance, Linda will bring fruit, John will bring bread, Jon will provide soup and Bob will bring cookies.

Other Business: It is time to rotate Board positions. Starting in April, Mary Ellen will act as President, Bob will be Secretary, Linda will be liaison to the Friends, John will be liaison to the Foundation, and Jon will attend City Council meetings.

The next meeting will be April 7th at 6:30 p.m.

Meeting was adjourned at 8:15 p.m.