



LIBRARY BOARD MEETING AGENDA
WEDNESDAY, February 11, 2026
1 P.M.
CITY HALL
HELD REMOTELY & IN-PERSON AT CITY HALL

To participate, members of the public can:

- [Provide Public Comment in person at the Council Chambers](#)
- [Provide Public Comment remotely via ZOOM](#)
- [Submit Written Public Comment Prior to 11 am the day of the meeting](#)
- [Join the Zoom Meeting](#)

Questions or need assistance? Please contact Library Director Jandy Humble
jhumble@libertylakewa.gov

1. Call to Order
2. Approval of the Meeting Minutes & Agenda
3. Citizen Comments
4. **REPORTS:**
 - City Administrator: Mark McAvoy
 - Friends Group: Barb Richardson
 - Library Director: Jandy Humble
5. **BUSINESS:**
 - March Quarterly Report
 - [Meeting Room Policy](#)
6. **Action Items**

Approve the edits to the Meeting Room Policy and recommend that they be sent to council for approval.
7. Citizen Comments

Next Meeting: March 11, 2026 in person at city hall and virtually via Zoom

JOIN ZOOM MEETING

Jandy Humble is inviting you to a scheduled Zoom meeting.

Topic: Board of Trustees 2026

Time: Jan 14, 2026 01:00 PM Pacific Time (US and Canada)
Every month on the Second Wed, until Dec 9, 2026, 12 occurrence(s)

Join Zoom Meeting

<https://us02web.zoom.us/j/86104268058?pwd=z6cqXcVZfaateADd6uBqHxkWbxDheG.1>

Library Meeting Room Use Policy

Purpose: The Liberty Lake Library provides one meeting room to the community as a public service and shared community resource. In addition, a smaller study room is available during library hours. Groups using the library meeting room(s) must not use advertising and publicity which implies that their programs are sponsored, co-sponsored or approved by the Library, unless written permission to do so has been previously given by the Library Director. Use of these meeting rooms does not constitute an endorsement by the City of a program or point of view expressed. The Library's meeting room is available without charge.

Criteria for Use:

- All meetings must be free of charge
- The meeting room is available for non-profit and community serving organizations, with priority given to those from Liberty Lake.
- The meeting room can accommodate up to 39 people while the study room can accommodate up to 10 people.

Reservations:

- Requests to use the meeting room will be submitted using the Library's online meeting room application form, in person or by phone at 509-232-2510. Note that the library reserves the right to cancel meetings due to unforeseen conflicts.
- The study room is available during open hours. The study room is available for walk-ins if there are no previous reservations.

Permission to use Library Meeting rooms will be denied to any organization and / or meeting:

- Whose purpose is illegal.
- Who charge a fee to attend the meeting, workshop or training. This includes tuition or registration fees.
- Whose primary purpose is social. Examples include birthday, office & retirement parties, weddings and receptions.
- Who engage in commercial activities (buying or selling) or the direct promotion of commercial services as part of the meeting for monetary gain.
- Informational meetings representing the product or services of a company.
- Whose activity does not have the sponsorship of a legally responsible adult.
- State law prohibits the use of public facilities for the purpose of assisting the campaign for election of any person to any office; or for the promotion or opposition of any ballot issue.

Meeting Room Facilities & Equipment:

- The meeting room can accommodate up to 39 people.
- Equipment includes
 - Tables
 - Chairs
 - Media Projector
 - DVD/VHS player

- Audio System
- White board
- Refrigerator
- A laptop computer can be provided for use with prior arrangement
- The library does not provide storage for any purpose to any group.
- Users are responsible for bringing their own supplies. Light refreshments may be served, but meal preparation is not allowed.
- Furniture and room setup are the responsibility of the group using the room.
- Users are responsible for cleaning up and restoring the room to its original condition before leaving. Food and garbage must be removed unless other arrangements are approved prior to use of the room.
- The library assumes no liability for theft or damage to property brought onto library property or for injury which occurs as a result of actions of sponsors or participants in activities.
- Failure to follow library and city policies and ordinances may result in loss of room privileges. While the library does not require a fee for use of its meeting room, a cleaning/maintenance fee may be charged if the room is left in unsatisfactory condition. ¶
- Users must arrive within 15 minutes of reservation or the reservation may be forfeit.

Study Room Facilities and Equipment:

- The ~~study study~~ room can accommodate up to ~~10-39~~ people.
- Equipment includes
 - Table
 - Chairs
 - Television with HDMI cord
 - Laptop stand
 - Whiteboard
 - A laptop computer can be provided for use with prior arrangement.
- The study room is available for the following
 - Individual study sessions
 - Group study session of up to 8 individuals
 - Small meetings of up to 10 individuals
 - Online interviews
 - If there are no outstanding reservations, the room is available for walk-in use ¶
 - No food is permitted in the study room. ¶
 - Users are responsible for cleaning up and restoring the room to its original condition before leaving. ¶
- Users must arrive within 15 minutes of reservation or the reservation may be forfeit. ¶
 - ~~Must arrive within 15 minutes of scheduled time.... ¶~~

Cancellations: If a scheduled meeting is not to be held, the applicant must inform the Library as soon as possible in advance of the meeting. Failure to cancel, resulting in a no-show, on two consecutive occasions without advance notification may result in the loss of meeting room privileges.