



**Library Board of Trustees Meeting Agenda
Wednesday November 9, 2022
Held HYBRID at City Hall Council Chambers & via Zoom
1:00 PM**

The Library Board will participate in person at Council Chambers. The public can participate via the following:

In person at the Council Chambers

Submit written Public Comment prior to 11 a.m. on November 9, 2022

Join the Zoom meeting

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

- Call to Order
- Approval of Minutes from August
- Comments
 - Public
 - Mayor
- Reports
 - City Administrator: Mark McAvoy
 - FOLLML : Kim Girard
 - City Council : None
 - Library Director : Jandy Humble

New Business

Letter to the council – Teresa Tapao

Ongoing Business

Update on the Board of Trustees Bylaws –Shawna Deane

Action Item

Vote to approve the updated Meeting Room Policy (draft attached below)

Vote to allow the library to waive library fines that have reached their statute of limitations with the collection agency.

Next Meeting Date – December 14, 2022 in person at city hall and virtually via Zoom

Adjournment

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the upcoming Library Board meeting, please email your comments to jhumble@libertylakewa.gov by 11:00 a.m. the day of the meeting and include all of the following information with your comments:

The meeting date

Your first and last name

If you are a Liberty Lake resident

The agenda item(s) which you are speaking about

JOIN ZOOM MEETING

Jandy Humble is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/86295317545?pwd=OGk5bTRpZnV4b2h2dkdJZjg5V01WQT09>

Meeting ID: 862 9531 7545

Passcode: 468477

Dial by your location

+1 253 215 8782 US (Tacoma)

DRAFT Library Meeting Room Use Policy

Approved on this date

Purpose

The purpose of the Meeting Room Use Policy is to ensure that the Liberty Lake Municipal Library provides access to its public meeting room(s) in an equitable manner to not-for-profit, community serving organizations.

Implementation

The Liberty Lake Municipal Library meeting room is available for use by not-for-profit, community serving organizations, free of charge. All meetings held in the room must be free.

Meeting room use will be prioritized in the following order:

Library and City-sponsored activities

Library Board of Trustees and Friends of the Liberty Lake Library activities

Liberty Lake community-serving organizations (i.e. homeowners associations, organizations presenting a community workshop)

Study room is available to reserve for the following:

Individual study sessions

Group study session of up to 8 individuals

Small meetings up to 10 individuals

Online interviews

If there are no reservations, the room is available for use without a reservation

Reserving the Meeting Room

Submit an online application or contact the library by phone, 509-232-2510, or in person to request the room. Note that the library reserves the right to cancel your meeting due to unforeseen conflicts.

Reservations are required to use the meeting room. The study room is available for walk ins if it has not been reserved.

Meeting Room Accommodations

The meeting room is available during open hours and after-hours with prior approval. The meeting room can accommodate up to 39 people and is equipped with tables, chairs, media projector, DVD/VHS player, audio system including CD player and PA, Wi-Fi access, white board, microwave, refrigerator, and sink. A laptop computer can be provided for use with prior arrangement.

The study room is available during open hours. The study room can accommodate up to 10 people and is equipped with table, chairs, television with HDMI cord, laptop stand, Wi-Fi access, and whiteboard. A laptop computer can be provided for use with prior arrangement.

Use of the Meeting Room

Reservations do not indicate a city-sponsored event.

Meeting room users must adhere to any posted room capacities and follow all library and city policies and ordinances. Permission to use the rooms includes ordinary use of the furniture and fixtures, including tables and chairs.

Meeting room users cannot store personal items and equipment in the room. 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.