



**Liberty Lake Municipal Library
Board of Trustees Meeting Minutes
Wednesday, January 8, 2020**

1. Call to Order at 1:00 pm - 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).
2. Approval of Minutes from December 11, 2019 meeting as published.
3. Comments
 - a. Public – no comments
 - b. Mayor – not in attendance
4. Reports
 - a. City Administrator: Katy Allen
 - I. Will put LLBOT's meeting on Mayor Brickner's calendar.
 - II. Donations – quilt and 6k was accepted by the City.
 - III. Suggestion to take a look at width of library driveway entrance to determine if it should be widened for patron safety.
 - b. Library Director: Jocelyn Redel.
 - I. December was a slow month due to the holiday season. Roominate Village kit (on loan from the Washington State Library) went well, it is a three-week session.
 - II. Most wanted collection – we are purchasing more titles instead of leasing.
 - III. Marketing or FOLLML - letting patrons donate (books or money) on behalf of others.
 - IV. Envisionware - software bought and the library will be it rolling out in mid-February for patron use.
 - V. Library will be closed on January 20, 2020 in observance of Martin Luther King Jr./Civil Rights Day.
 - VI. Public use of computers regarding blocks for patrons that owe money under books – The Board has agreed that patrons can use computers even if they have a balance owed for books.
 - c. FOLLML: Tom Pauley
 - I. Global Credit Union will be donating a basket for FOLLML Valentine's Day silent auction.
 - II. Silent auction dates are probably February 1, 2020 through February 14, 2020.
 - III. Book sale is scheduled for June, same weekend as garage sales.
 - IV. FOLLML approved proposed 6k budget and quilt.
 - d. Foundation – not currently active

- I. Discussion regarding timing of putting foundation together. At this time, the Board has agreed the library should develop its work plan, which should provide a solid purpose for the Foundation to function.
 - e. City Council: Sandi Bishop
 - I. Rob Cullin presented in mid-December and his presentation was well received by the City Council. One topic of discussion was that the library's parking lot is tight and its physical building space limited. Deciding how to expand library needs to be grassroots effort instead of Council down.
 - II. Change making account was approved.
 - III. Quilt donation and budget of 6k approved.
 - IV. Mayor Brickner has a Community Corner column in The Splash instead of, what used to be, Mayor's Corner.
 - V. There will not be a polar plunge in support of Special Olympics in Liberty Lake this year.
 - VI. Public Records Training will take place on February 18, 2020. This can also be completed online. All Board and Commission members are required to have this training completed each term.
 - VII. Budget for 2020 approved.
5. Ongoing Business
 - a. Update on Needs Assessment and resulting action items: Jocelyn Redel/discussion – reviewing final report.
 - b. Policy Reviews – Jocelyn sent revised texts on January 3, 2020.
 - I. Revised MNG-4: Public Bulletin Board and Distribution of Non-Library Materials Policy – Sandi Bishop moved to approve, second by Tom Pauley, motion approved.
 - II. Donation and Fundraising Policy - Sharon Carvo moved to approve, second by Sandi Bishop, motion approved.
6. New Business
 - a. Policy Review Calendar – the Board will not have an official policy review calendar for this calendar year. The Board will review issues regarding policies as needed.
 - b. Removal of Headings from policies – the Board agreed to remove headings.
 - c. Other business – none.
7. Next Meeting Date – Wednesday, February 12 – 1 pm at the library.
8. Adjournment at 2:15 pm

Respectfully submitted,
Sharon Carvo
Secretary