



**LIBRARY BOARD MEETING MINUTES  
WEDNESDAY, FEBRUARY 8, 2023  
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](mailto:jhumble@libertylakewa.gov)

- Call to Order- Brad Hamblet at 1:00PM, Attendees- Brad Hamblet , Shawna Deene, Robert Skattum(Board Trustees), Jandy Humble(Library Director),

1. Approval of the Meeting Minutes & Agenda

2. Citizen Comments-None

3. **REPORTS:**

- City Administrator: Mark McAvoy- Absent
- FOLLML : Robert Skattum- Reviewed the latest FOLLML Meeting, discussed Valentine Basket Auction advertisement, discussion about the city ordinance change. Discussion of June booksale, and Summer Soiree.
- City Council : Shawna Deane- Discussed the city council meeting from 2/7/2023, number of public comments regarding support of the Library Board Members. The proposal to add "As Approved by City Council" to any changes made by the Library Board.
- Library Director : Jandy Humble- Ordered 6 new hot spots from ARCA fund. Received a community member donation of 2 brand new laptops. Jandy will bring them to next City Council meeting to accept them. Last night city council approved donation of \$5k from the estate of a community member. Will discuss what to do with the funds at future board meeting. Working on securing a point of sale software through Envision. Once finalized Library staff will be given a full training.

4. **BUSINESS:**

- Library Ordinance
  - Overview by Shawna Deane- Brad gave a brief recap of Ordinance conversations with Phil Folyer, Brad asked for opportunities for open dialogue with Trustees and Council but have not heard back about setting that up. Brad was also approached by the Spokesman Review to provide comment regarding the suggested Ordinance change. Awaiting returned calls from Council for a conversation prior to Ordinance change. Shawna clarified that conversation is not required to make the changes. Robert requested clarification if reading of the

ordinance must occur twice so two meetings minimum and the reading of the ordinance requires public comment. Jandy recommended adding our quarterly library report to the onto the next council meeting and then use that opportunity to recommend our input or suggest a joint meeting. Prior attempts to meet with council and library board for discussion of ordinance were not fulfilled.

- Shawna read the current Ordinance Section 6 subsection G and change proposal
- Board discussed the Ordinance change proposal and possible issues and clarifications that need be addressed by the change. Board will continue to express interest in a joint meeting with council prior to approval of Ordinance change. Board discussed the KREM 2 report. Shawna recommended drafting and sending an email requesting a joint workshop to allow open discussion with the Library Board and City Council to discuss Ordinance. Brad will draft an email and send to other board members for review and approval to be sent to the Mayor.
- Potential Meeting with Council- Jandy reviewed the update to add that Users must arrive 15 minutes of their reservation to avoid forfeit of the reservation. Shawna moved to approve the amendment to the meeting room policy- Approved.
- Library Policy Review-Jandy shared additions and edits to Circulation Policy.
  - Changes: Add that holds will be held for 5 business days. Add that policy applies to physical items and not electronic resources. Updates to table in policy that lists item type and amounts, change to remove checkout limit column and just state that limit is 100. Adding hotspots and laptops to the list. Board agreed to continue to review of Circulation Policy at next meeting.

**5. Adjournment 2:30PM**

**Next Meeting:** March 8, 2023 in person at city hall and virtually via Zoom

## WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the upcoming council meeting, please email your comments to [jhumble@libertylakewa.gov](mailto:jhumble@libertylakewa.gov) by **11:00 a.m.** the day of the meeting and include all of the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. If you are a Liberty Lake resident
4. The Agenda Item(s) which you are speaking about

## JOIN ZOOM MEETING

To view the meeting live via Zoom Meeting, join the Zoom web meeting:

### **Meeting Instructions:**

To join the Zoom web meeting:

<https://us02web.zoom.us/j/86048748533?pwd=bjZ5S04yMElwVnZBWGt2RUIGVIVudz09>

Meeting ID: 860 4874 8533

Passcode: 666362

One tap mobile

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