



**Liberty Lake Municipal Library
Board of Trustees Meeting Minutes
Wednesday, February 12, 2020**

1. Call to Order – Those in attendance: Mindy Howe (Trustee), Tim Olsen (Trustee), Tom Pauley (Trustee), Jocelyn Redel (Liberty Lake Library Director), Mayor Shane Brickner
2. The minutes of the January 8, 2020 meeting were approved as published.
3. Comments
 - a. Public – none
 - b. Mayor – Shane Brickner:
 - I. The Mayor is very supportive of the Library and will proactively seek ways to anticipate and meet community needs going forward.
 - II. He shared his “bigger picture” philosophy of viewing the needs and project proposals of all City departments, considering the near future and several years ahead.
4. Reports
 - a. City Administrator: Jocelyn Redel for Katy Allen
 - I. Katy did not have anything to report at this time.
 - b. Library Director: Jocelyn Redel
 - I. Though the numbers in her monthly report are lower than those of January last year, this is understandable due to predictable circumstances and is not of concern.
 - II. The staff is maintaining robust programming (e.g. Kitchen Science, STEM) though Jandy’s leave necessitates some temporary changes.
 - III. New art programming will be introduced in March and Staff is looking to target teens with a variety of ideas.
 - IV. Jocelyn is testing a pilot program with Washington State Parks. Patrons can check out a Discover Pass and information pack (should be available in April/May). The Mobius offering of four passes, purchased by Friends, is successful. Tim suggested businesses might want to sponsor these special offerings. Shane said he will reach out to a potential supporter at Bank of America and suggest she contact Jocelyn to discuss.
 - V. A new online reading program is under development to engage the community in a different way.
 - VI. All public computers have been updated with Windows 10 and Envisionware. This will be communicated through various channels.
 - VII. The Library will be closed February 17 for Presidents Day.
 - c. FOLLML: Tom Pauley

- I. A good number of Valentine’s Day auction baskets are on display in the Library and all have received multiple bids. Bidding ends February 12.
 - II. The June Book Sales will take place as usual but there is a shortage of donated books to sell. Various attendees took actions to help publicize the need, through Facebook, the Splash and other outlets.
 - III. Tom was invited to swear in the new Friends Secretary.
 - IV. We need an alternate representative to attend the February Friends meeting.
 - d. Foundation – not currently active
 - e. City Council: Jocelyn Redel for Sandi Bishop
 - I. Council is moving forward with regular business, such as dealing with the implications of transportation legislation for pending projects.
 - II. Required Public Records Training will take place at the City Council meeting on February 18 at 7:00pm. Jocelyn will send a link to online training for those who cannot attend the meeting.
5. Ongoing Business
 - a. Jocelyn distributed copies of the draft 1-year Work Plan, noting that it is driven by, and consistent with, the Strategic Plan. Trustees should review it and bring questions or comments to the March meeting, at which time we hope to finalize this plan. Jocelyn noted however, that this will not be “set in stone” and we will re-visit it if needed.
 - b. Next steps for the Library Service Plan for facilities will be guided by direction from City Council. Options will be discussed at the Council retreat in April.
 - c. City staff analyzed the Library driveway for possible hazards, and concluded that street painting should be added to give better direction to drivers. This will be done in the Spring.
 - d. Mindy will research Board of Trustees bylaws for guidance on member participation in fundraising, as we wish to have further clarity on this topic.
6. New Business
 - a. Jocelyn asked Trustees to think about how money donated by the Friends should be used, especially additional funds they may wish to donate in 2020. FOLLML specifies its donations be used for programming or equipment, but these categories are broad enough to include many of the improvements under consideration.
 - b. The team made final changes and approval to the Community Corner article on Library Trustees that will run in the March issue of the Splash.
7. Next Meeting Date – Wednesday, March 11, 2020 at 1:00 pm at the Library
8. Adjournment at 2:45pm

Respectfully submitted,
Mindy Howe
Acting Secretary