



**Liberty Lake Municipal Library
Board of Trustees Meeting Minutes
Wednesday, March 11, 2020**

1. Call to Order at 1:00 pm~ Those in attendance: Katy Allen (City Administrator), Mindy Howe (Trustee), Tim Olsen (Trustee), Sandi Bishop (Trustee), and Jocelyn Redel (Liberty Lake Library Director)
2. Approval of Minutes from February 11, 2020 meeting; General Consent
3. Comments
 - a. Public~ Katy Allen
 - b. Mayor~ not present
4. Reports
 - a. Public ~ Katy Allen
 - I. Coronavirus
 1. Following CDC guidelines
 2. No changes in city services
 - a. The city is not overreacting but being prudent
 3. Plans are in place
 - a. Employees that need to stay home will be protected
 4. The biggest focus is on services and public safety
 - a. Extra cleaning efforts at city hall
 - II. Busy season is coming up for the city
 1. Will see how this will work with the pandemic
 2. What is important and necessary?
 - b. Library Director~ Jocelyn Redel
 - I. February was a good month, for circulation and programs
 1. Finished up the Cubelets program, Started the Kitchen Science program and had a successful Family Craft night along with the Anti-Valentines day and Teen Yoga, all were very well attended.
 - II. Staff completed the large-scale adult nonfiction weeding project, and are beginning to add some back in.
 - III. The library added new online resources; World Book Online, Learning Express Library, Gale in Context: Biography and Gale in Context: Opposing Viewpoints
 - IV. Purchased new chairs for the meeting room

- c. FOLLML: Holly Woodruff
 - I. Successful Valentine's auction raised approximately \$784 (21 baskets total); all baskets had bids, and all were picked up.
 - II. Friends are looking to purchase book bags so the library can sell them at the library and maybe the farmer's market?
 - III. Friends of the Library currently have too much money per their mandate, looking to donate \$16,000 to the library to fund a project.
 - 1. Discussed many ideas including facility upgrades, furniture upgrades, computers, and new circulation items
 - a. It was decided that improvements to the children's room, shelving and/or furniture, made sense as long as it was something we could move in the event we were relocated someday.
 - IV. July 18 is the Soiree! \$25/pp
 - 1. The plan is to greatly expand this in coming years.
 - V. 2019 goes down as a banner year in fundraising
 - VI. Friends of the Library members volunteered at the Kitchen Science Lab in February
 - VII. June book Sale will be Friday, June 19, from 12-6 pm and Saturday, June 20, from 9 am – 3 pm.
 - d. Foundation~ not currently active
 - e. City Council~ Sandy Bishop
 - I. Public Records training is ongoing
 - II. She learned a lot about texting and other messaging, no privacy, and the need to be mindful when dealing with city business in this manner.
5. Ongoing Business
 - a. One-Year Work Plan
 - I. Presented this to the Trustees
 - II. Noted that there is a lot of crossover between groups
 - III. Lots of discussion about individual goals, the overall feeling was positive
 - IV. Jocelyn will break this down further with staff, assign roles and have more complete deadlines
 - b. Friends Funds~ Ideas for allocation of the \$16,000 coming in (See Reports above)
 - c. Bylaws review re fundraising~ copies of the Bylaws were distributed
 - I. Nothing in the bylaws to where Trustees cannot be part of fundraising, but not as an action as a board member, but another group is ok
 - d. Open Meeting Training reminder/open resources
 - I. Make sure to sign sheet when attending training
 - II. Can be done online also
6. New Business
 - a. Library Card Eligibility~ Patrons with temporary addresses (RV parks, motel/hotel) eligibility for cards
 - I. The current policy will be revised to include those in temporary housing but can show proof of a future residence in Liberty Lake.

1. Otherwise, temporary people passing through may visit the library to use our resources, but will not be eligible to receive a library card.
 - b. Laptop checkout
 - I. A new venture to offer in-house use of laptops.
 - a. Will modify procedure to include a form for patrons to sign.
 - b. This is an initial test to see how well it is adopted in Liberty Lake.
 - c. Circulation Policy~ Replacement for damaged/lost items
 - I. We will revise our circulation policy to be similar to others in CIN
 1. We will allow replacement of items versus payment provided they are the same edition, are brand new and not damaged.
 2. This will be evaluated on a case by case basis by library staff.
7. Next Meeting date ~ April 8, 2020, 12 pm – 1 pm at the library
 8. Adjournment at 1:45 pm