



**Liberty Lake Municipal Library
Board of Trustees Meeting Minutes
Thursday, May 28, 2020
(on ZOOM)**

1. Call to Order

- 10:10 am
- In attendance; Jocelyn, Tom, Tim, Mindy, Sharon, Sandi

2. Comments

- a. **Public**~ no public comments
- b. **Mayor**~ not present

3. Reports

City Report:

- The City has access to \$330k from the department of commerce for expenses related to COVID-19.
 - City buys items then submits for reimbursement
 - When does this end?
- Spending for the City and each department is on essential items only
 - Library i.e. cut \$70,000
 - No books purchased until AT LEAST mid-July
 - A hiring freeze is in place

Library Report:

- The library staff has been open and working. Using all measures to social distance and disinfect
- "Holds" pickup is going well
- **Only Library in the region doing this at this time.**
- Books returned are put aside for 72 hours, with staff using masks and gloves to retrieve the items, instead of disinfecting.~ this is a CDC recommended approach
- Still having programs, using social media, and being creative.
 - Gardening class via ZOOM with 25 participants
 - Using YouTube for some and can track the numbers
 - The staff is doing a good job keeping up and getting creative (please share with staff)

- No in-person programming until at least September
- Partnering with schools for the kid's programs to get the word out
- Adult programs are still continuing
- City Council approved the gift from the 'Friends' for the shelving of \$16,000
 - This is in motion at the cost of \$15,410 in shelves that are being constructed and will be here in a number of weeks.
- April Library Report
 - E-books and E-audio usage are up 50%. It is a nice resource to have
- Questions
 - Library reopening
 - Will have limited hours when we reopen during Phase 3 begins
 - 10 am – 11 am will be for seniors and high-risk time
 - Some limitations on services i.e., no public computers at first, but will add back in if service is being requested
 - Limited to 50 people in the building

4. New Business

- Items for the June meeting?
 - Follow up on two policies sent out for revisions
 - Will be reviewed and approved at our next in-person meeting
- Discussion about what is needed in case of a round-two
 - Jocelyn will interview staff and find out what is needed.
- Recognize the Library and Staff officially with the City Council for their efforts and creativity in keeping things going

5. Next Meeting Date

- Tentatively - Wednesday, June 17 at 1 pm, in person at City Council Chambers
 - Assuming we move into Phase 3
 - OR we will continue on ZOOM calls
 - Discussing moving the meeting out to Wednesday, June 24 (Will email an update)
 - Discussed the potential of using WebEx instead of Zoom
 - Mindy will discuss with her husband about getting that setup

6. Adjournment

- Meeting Adjourned at 10:49 am