



**Liberty Lake Municipal Library
Board of Trustees Meeting Minutes
Wednesday, June 24, 2020**

1. Call to Order at 1:00 pm - Those in attendance: Katy Allen (City Administrator), Sharon Carvo attending via phone (Trustee), Mindy Howe (Trustee), Tim Olson (Trustee), Tom Pauley (Trustee), and Jocelyn Redel (Liberty Lake Library Director).
2. Approval of Minutes from May 28, 2020 meeting as published.
3. Comments
 - a. Public - none
 - b. Mayor – not in attendance
4. Reports
 - a. City Administrator: Katy Allen
 - I. City Council has been conducting their meetings via Zoom.
 - II. Governor Inslee mandate 6/23/2020 – beginning 6/26/2020 every Washingtonian will be legally required to wear a mask covering in an indoor business/facility or outside that does not have social distancing. There are exceptions to this mandate. The City is providing an assortment of masks. Community member concerns brought up to city employees are to be directed to the Mayor.
 - III. Department of Revenue provided COVID-19 CARE Act funding in the amount of \$330k to the City. These funds are being used for Personal Protection Equipment (PPE) and hiring professional cleaners to disinfect public spaces. Additionally, seating and barricades have been purchased to help support restaurants reopening. This will allow restaurants to expand their seating square footage.
 - IV. Governor Inslee will address the public tomorrow, the subject matter is unknown but likely to address test results. The City and County are being denied moving forward a phase. Museums and libraries might be able to open under 2.5 but the City and County are not at this phase yet.
 - V. The City is planning on holding employee appreciation on 8/20/2020.
 - VI. The fireworks show for 7/4 will still happen but community members should either watch the show from home or in their parked car to maintain social distancing. It will start at about five minutes to 10:00 pm and last about 15 minutes.
 - VII.
 - b. Library Director: Jocelyn Redel
 - I. Pick up service provided to community members – started 5/20/2020 and did about 488 pick-ups. We should continue letting community members know

we are providing this service. We are also providing pick-up service for community members that call in and say “I need picture books,” or a number of books regarding a topic and library staff will compile books and provide them to the community member for pick-up.

- II. Summer reading program started last week. We created 200 packets and have 23 left.
 - III. Kids summer reading: just started and have had 50 sign-ups.
 - IV. One of our audiobook (on disc) vendors is going out of business. We will need to look for another vendor.
 - V. The library has “Check out Washington backpacks” available for check out. They have a Discover Pass and can be checked out for the week.
 - VI. The Library will be holding a gardening contest on Facebook. Community members have the opportunity to show off their gardens by taking pictures and posting them. Winner gets bragging rights.
 - VII. All employees are back at the library and work is ongoing.
 - VIII. Working on budget numbers but do not have exact numbers yet.
- c. FOLLML: Tom Pauley
 - I. No meeting due to social distancing. Only fundraiser at this time will be the November book sale, but no date set, we will know more as we get closer.
 - d. Foundation – not currently active
 - e. City Council: Sandi Bishop.
5. Ongoing Business
- a. Draft Circulation Policy: Tim Olson moved to approve, second by Tom Pauley, motion approved.
 - b. Draft Library Card Eligibility Policy: Tom Olson moved to approve, second by Tim Olson, motion approved.
 - c. Recognition of Library team for their innovation during shutdown.
 - d. Library re-opening update – no date set at this time for reopening. Will likely be in phase 3 but do not know when we will move into phase 3.
 - e. Round-two planning in the event a second shutdown is needed; the library is ready for this.
6. New Business
- a. Are we anticipating any Board requirements/support related to the re-opening? It is important to share that the library is providing pick-ups for community members who are not online/have social media to see library updates. Katy Allen advised maybe put this update on the reader board. Also, put this information in The Splash on the City page.
 - b. Any new topics from the floor? None
 - c. Agenda items for July meeting:
 - I. Budget
 - II. Large city gatherings – will be phase 4.
7. Next Meeting Date – July 8, 2020 at 1:00 pm at City Hall.

8. Certificates of recognition for library staff discussion: it is important to address the innovation, perseverance, and dedication of library staff during the shutdown to support the community with their library needs. The Board will provide certificates to all library employees and will present them at the library staff meeting on 7/2/2020.

9. Adjournment 2:06 pm.

Respectfully submitted,
Sharon Carvo
Secretary