



**Liberty Lake Municipal Library  
Board of Trustees Meeting Minutes  
Wednesday, July 8, 2020**

1. Call to Order at 12:56 pm – Those in attendance: Katy Allen (City Administrator), Sharon Carvo (Trustee), Mindy Howe (Trustee), Tim Olson (Trustee), Tom Pauley (Trustee), and Jocelyn Redel (Liberty Lake Library Director).
2. Approval of Minutes from May meeting from June 24, 2020 as published.
3. Comments
  - a. Public - none
  - b. Mayor – not in attendance
4. Reports
  - a. City Administrator: Katy Allen
    - I. Thank you for the proclamations, certificates of appreciation and cupcakes for the staff at Liberty Lake Municipal Library.
    - II. COVID-19 update: There has been a spike in cases in Spokane County and the city is being mindful of that. In the 99019 area code, cases have doubled from 7 to 14. We are working on continuing providing our community with resources. The City has been ahead of the curve by holding back on discretionary spending, so financially, we are doing well. The City has had no layoffs or cutbacks. Our sales tax numbers are picking up and our economy is recuperating. The City has benefitted greatly because of the new high school and residential market. AWC (Association of Washington Cities) recognized Liberty Lake for being on the front end of addressing employee needs, budget challenges, and allocating CARES Act funding. The City has served 71 businesses and 1700 employees with PPE. Our goal is to keep the community safe.
    - III. In regards to the budget, at this time, we need to put together a status quo budget that can be flexible.
    - IV. The City Council retreat is scheduled for Sunday, August 2, from 12-6 pm. Two professional development volunteers from Avista will facilitate this.
    - V. Mask mandate: businesses are responsible for ensuring everyone in their business is wearing a mask. They will have masks available if a community member forgets theirs. If a community member refuses to put one on, they will be asked to leave the business. If this situation escalates, police may be called. There is a hotline for Spokane County for complaints. Liberty Lake is not taking in and screening complaint calls.
  - b. Library Director: Jocelyn Redel

- I. Holds/pick-ups – 1800, about 3300 items checked out. Online downloads were 2168. Summer reading is ongoing for youth, teen, and adult. The Library took 50 outreach craft totes with youth summer reading logs to Talon Hills.
  - II. Our Check Out Washington program started in June. This is a partnership with Washington State Library, the Parks and Recreation Commission, and Washington State Parks Foundation. We have one backpack, with a Discover Pass, and it can be checked out for 7 days.
  - III. Phase 3 preparations: The Library has signed up for SafeSpace. This program tracks the number of community members coming in and going out of the library and can also provide a number of how many are in the Library at any given time. This is a month-to-month cost. Kickstand doorstops have been added to the front doors to help with efficiency. The Library may use CARES Act funding for MEEScan app. This is an app for checking out books using your own phone and will help with efficiency and safety as well. The cost of this program is \$1500/year. The Library is installing appropriate signage to remind community members of social distancing.
  - IV. Missing books: The Library runs a report once a month to identify if there are any books missing from the collection. This includes checked out and books taken without being checked out.
  - V. Garden competition: There were 11 entrants. The winner will receive a certificate.
- c. FOLLML: Tom Pauley – FOLLML is not meeting at this time.
  - d. Foundation – not currently active
  - e. City Council: Sandi Bishop – currently holding Zoom meetings.
5. Ongoing Business
- a. Preparations for re-opening in Phase 3: the most important thing is continually monitoring the current situation. At this time, we have received no guidance from the Governor’s office on what libraries should look like. We will continue to offer holds/pick-ups in Phase 3. We will try and accommodate those who are unable to wear masks by having them call in item requests and we will bring it out to their car.
  - b. City and Trustees sharing library news: Library news has been put up on the City reader boards. Board members on social media will share updates. We were able to publish some updates in the Splash.
  - c. Quick touch-base on assessment—is all on hold due to shutdown? Library staff is working on the assessment plan. Since closing due to COVID-19, library staff has been working on the one-year work plan. They have gone through and reviewed collection and completed genre reorganization. One of the goals is having a collection of resources in programming that benefits the community. Library Director Redel has received rough drafts of overarching programming plans from staff that she will need to review and put together. Some of these plans include kindergarten readiness, education and life long learning, social opportunities, diversity and inclusion.
6. New Business
- a. First pass at 2021 budget: discussion of Washington anytime library and will need to gather usage numbers. If we maintain this level of service, cost will increase 20-40%.
  - b. Talking points for Trustees: reviewed and agreed.

- c. Agenda items for August meeting: will ask RJ to come to next meeting to discuss budget, and begin communication with schools.
- 7. Next Meeting Date – August 12, 2020 at 1 pm at City Hall.
- 8. Adjournment: 2:17 pm.

Respectfully submitted,  
Sharon Carvo  
Secretary