



Liberty Lake Municipal Library Board of Trustees
Meeting Minutes
Wednesday August 12, 2020
Via Zoom

1. Call to Order at 1:00pm – Those in attendance: Sandi Bishop (Trustee) Mindy Howe (Trustee), Tim Olsen (Trustee), Tom Pauley (Trustee), Jocelyn Redel (Liberty Lake Library Director), Katy Allen (City Administrator), RJ Stevenson (City Finance Director)
2. The minutes of the July 8, 2020 meeting were approved as published.
3. Comments – none from Public or Mayor
4. Reports
 - a. City Administrator: Katy Allen
 - Police Chief Brian Asmus is leaving to take a position with the Central Valley School District.
 - The City continues to respond to the COVID-19 pandemic by disinfecting facilities and supporting Liberty Lake businesses with CARES Act funds.
 - b. Library Director: Jocelyn Redel
 - Curbside pickup of holds continues to do well and is valued by the community.
 - There will be a short programming hiatus until after Labor Day.
 - There will be a Chalk Walk on September 5. Library is helping to plan and taking part in event.
 - An analysis of average patron visits by day shows a fairly consistent level with Tuesday visits slightly higher and Saturday numbers considerably lower. Tim asked for a report on the busiest times of day in case the data is needed for decision support.
 - To assist patrons who miss the browsing experience, the team is developing a form for patrons to communicate their interests and staff members will browse for them.
 - The focus on supporting home schooling continues, utilizing Facebook.
 - There are currently 20 online programs being offered. Jocelyn is researching how to track hits and will report.
 - Jocelyn distributed a comprehensive Programming Focus Areas document showing targeted activities for all age groups. Dedication to high quality programming continues during the COVID-19 library closure. Sandi suggested a Zoom scavenger hunt.

- The City has a dedicated technical expert who views the Library as part of a holistic system. He has helped the Library update its server, and is working on a drive for staff documents.
- c. FOLLML: Tom Pauley
- There was no report since the Friends are not meeting at this time.
- d. Foundation – not currently active
- e. City Council: Sandi Bishop
- The Council is not asking for Board reports at this time. Jocelyn will advise when a Trustee should attend a particular Council meeting.
5. Ongoing Business
- a. Jocelyn presented revisions to the Circulation Policy, which were approved.
- b. Jocelyn and RJ presented the proposed 2021 Library budget. RJ will next present it to Katy, who then presents it to the Mayor. If it meets his approval, he will take it to City Council as part of the City budget. There will be a budget workshop before it comes to a vote.
- As happens every year, the funds for the Library are allocated from property taxes based on an established formula.
 - The proposed budget includes funds for newly-required benefits for part-time employees. If this causes a shortfall in the operating budget, the Library Director can request additional funds
- c. Board talking points were accepted with no further discussion.
6. New Business
- With schools still closed, Jocelyn plans to reach out to local principals to explore what additional home schooling/virtual learning support the Library might be able to provide.
 - When asked how the Staff is doing in these times, Jocelyn said they feel proud and appreciated, that they feel the strain but also feel supported. She noted that team members are using the time to learn new skills.
 - Tim noted that “We love bragging about our library.”
7. Next Meeting Date – Wednesday, September 9, 2020 at 1:00 pm. This will be conducted via Zoom.
8. Adjournment at 2:10 pm

Respectfully submitted,
Mindy Howe, Acting Secretary