



**Library Lake Municipal Library
Board of Trustees Meeting Minutes
Wednesday September 8, 2020
(on ZOOM)**

1. Call to Order

1:00 pm

In attendance; Jocelyn, Tom, Tim, Mindy, Sandi, Sharon (briefly), Katy

2. Approval of Minutes from August Meeting

1. Approved

3. Comments

1. Public~ nobody present
2. Mayor~ not present

4. Reports

a. City Administrator: Katy Allen

- COVID related
 - City is continuing to try to use COVID \$ for more
 - City received another \$165k last week
 - May buy canopies and tents for the local restaurants
 - Finding legitimate ways to get more COVID/CARES dollars
- Harvard Road Project: Bid came in, expecting construction to start the last week of September
 - Project will likely go into next spring because of weather.

b. Library Director: Jocelyn Redel

- Got the shelving at the library and is being installed. Should be installed by mid-October
 - The space is much better too!
- New service: Book bundles
 - For those who like to browse, patrons can get a bag of books based on the info they provide
 - Already have seen approximately 20 individuals use it
 - A continued innovation project

c. FOLLML: Tom Pauley

- Not currently planning anymore activities for the year
- Board met recently

d. Foundation~ not currently active

- Discussed what would be needed to start this up again. Will likely wait until we have outlined larger or facility project needs.

e. **City Council: Sandi Bishop**

- Nothing to report at this time.

5. **Ongoing Business**

a. 2021 Budget

- Jocelyn working on budget that includes increased staffing expenses due to the need to offer medical benefits to part-time staff.
 - i. Should the budget not be increased past the formula allocated by ordinance, the library may need to look at reducing services, hours collections, programming and online resources. It depends on the budget allocated by City Council.
 - ii. The budget naturally increases \$5k to \$15k per year with the current formula
 1. Estimated budge for 2021 is \$566,324 versus the COVID budget this year of \$536,324
 2. Additional analysis on how long to get back to our current service levels
 3. Jocelyn also provided an analysis of when the library is busy so we can figure out when/if we could reduce the hours to balance the budget
 4. It was recognized that when the formula was created in 2012 there wasn't anything called the Affordable Care Act, a law which we now need to abide by. This change is not caused by the library, but is a result of the City of Liberty Lake meeting the threshold where they are required to pay the necessary benefits for the city employees.

b. Fall Programming update

c. Library Director's plan to connect with school principals

- Jocelyn sent out email at the end of August to support the school's efforts during this time
 - i. Is currently setting meetings up and brainstorming with them
- Idea: Allow anybody who is a student in a Liberty Lake school be allowed to get a Liberty Lake library card until they graduate.
 - i. A motion was voted on and approved.
- New idea: should students from Spokane Valley, Otis Orchards and Greenacres be included?

6. **New Business**

a. Kiwanis interest in funding Orchard Park Story Walk

- a. This project is managed by the Park and Arts Commission. The library participates by selecting and purchasing the books.
 - i. Per Jennifer Camp at City Hall, the budget freeze and COVID impacted this project. The students are not building to manufacture the necessary

equipment but will be likely going forward in the Spring all things considered.

- b. Tim will follow up with Jocelyn and the Kiwanis to give Jocelyn an opportunity to come in and present about the library.

7. Next Meeting Date~ October 14, 2020

8. Adjournment