Library Board of Trustees Meeting
Wednesday, October 14, 2020
HELD REMOTELY
Liberty Lake Municipal Library
1:00 P.M.

1. Meeting called to Order
   Called to order at 1:02pm
   In attendance Jocelyn, Tom, Tim, Sandi, Katy

2. September Minutes approved
   Tom motioned and seconded by Tim and approved

3. Comments
   - Public
     • Nobody from the public in attendance and nobody wrote in with any comments
   - Mayor
     • No comments from the Mayor

4. Reports
   - City Administrator: Katy Allen
     • Budgets are really beginning to get strapped for public as revenue has been really hit. We are very fortunate in Liberty Lake. Construction, RV sales, Car sales are off the charts.
     • Tuesday, Oct 20th the city budget will come out and will be very conservative
     • Library: headcount will be the same
     • Lots of people want to make RSVP meeting space for HOA, Knitting, ETC.
       • We cannot honor them as we have limited resources. This is frustrating for all people.
       • COVID restrictions and requirements are constantly changing
     • Winter Glow is on, beginning November 21st.
       • People will be encouraged to stay in their cars, no food, no Santa, no congregating
     • Touchless products we are implementing throughout the city (COVID money coming from the Fed through Olympia to the cities)
       • Automated faucets, soap, toilets, paper towels, hand sanitizers
   - Library Director: Jocelyn Redel
     • Doing more holds checkouts, starting to gain popularity
     • Started the ‘take and go’ program, so those are still going well– these are very popular.
     • Still doing online story time
     • Subscription box for teens “Teen Book Loot”; all boxes have been picked up
     • Book bundle service is up and running for the library staff to pick books for the parents. (42 patrons took part in the month of September)
   - FOLLML: Tom Pauley
• Still collecting books
• Foundation~ not currently active
• City Council: Sandi Bishop

5. Ongoing Business
  • Library Director’s plan to connect with school principals
    • Connected with the middle school so far to see how we can support them
    • Connecting with Elementary school principals still in progress
  
  • Update on Orchard Park Story Walk
    • Park and arts is discussing it. They are looking at other possible vendors to make the stand at substantially higher cost. So, still investigating.
    • The goal is quarterly to change out the stories in Rocky Hill story walk, the current story walk was recently changed out.

  • Library garden activity
    • The volunteer, John, is still working on this and the community loves it!
    • Gardening class? Gardening programs? Maybe something after we open back up!

6. New Business
  • Library re-opening information
    • The governor has stated that in Phase 2 libraries can open back up at 25% capacity. Jocelyn is studying the Governor’s guidelines and developing to-do list. The list currently has 37 items. The plan is to move forward cautiously. Initially thinking mid-November to re-open, but date is subject to change.
    • Meeting with other libraries in the area to see what they are doing.
      • More of a Grab and Go concept. No sitting, no hanging out, will require the library to move tables and chairs out of there.
    • Jocelyn is trying to figure out what it will take to meet the governor’s guidelines
    • Considering 20 people in the building max then expanding.
    • Consider substantial patron suspension times for people coming to the library who refuse to follow strict guidelines such as not wearing a mask.

  • Library Card Eligibility policy update
    • Reviewed the language, and a thumbs up approval
  
  • Ballot collection box at the library
    • How often is it collected?
      • The County comes to retrieve the ballots, the library staff has nothing to do with this.
      • Pick up is daily M-F, varies on weekend. Time varies.
    • What is being done to protect this box?
      • Contact County Auditor’s office for information about this topic.

7. Next Meeting Date~ November 18, 2020 at 1 pm.

8. Adjournment
  • Meeting adjourned at 1:46 pm.