

**Latah County Library District
Board of Trustees - Minutes
June 24, 2020
Zoom meeting, 1:00 PM**

In attendance:

Board: Ivar Nelson, Annette Pimentel, Michael Riley, Jen Root, Rochelle Smith.

Staff: Melissa Snyder, Chris Sokol

1. *Call to order* – Smith called the meeting to order at 1:06 PM
2. *Changes or additions to the agenda* – none
3. *Public comment* – none
4. *Approval of minutes* – Root moved to approve the minutes of the May 26, 2020 meeting, Pimentel seconded. Motion carried.
5. *Treasurer's report* – The library received a CARES Act grant from ICfL to help cover the cost of the plexiglass shields, floor stands, and touchless soap and paper towel dispensers for each LCLD location. Pimentel reported that expenditures are currently lower than the projected budget. Nelson moved to approve the May report and to accept the May expenditures, Riley seconded. Motion carried.
6. *Director's report* – Sheralyn Bassett is now the Tech Services manager. Kim Crimmins moved into Bassett's former position and Nick Brunfield moved from Circulation to Tech Services, filling Crimmins' former position. Curbside hold pickup is going smoothly. Circulation began offering the option of an online scheduling form for patrons' convenience. Computer access is available to patrons by appointment. Circulation continues to quarantine all returned materials for 72 hours. Youth and Adult Services have been offering curbside pickup of crafts and activities at all LCLD locations. These have been very popular with patrons.
7. *Old business* – none
8. *New business*
 - a. Approval of holiday schedule for 2020-21 – Pimentel moved to approve the holiday schedule for 2020-21, Riley seconded. Motion carried.
 - b. Approval of board of trustees meeting schedule for 2020-21 – Root moved to approve the board of trustees meeting schedule for 2020-21, Pimentel seconded. Motion carried.
 - c. Election of officers – Smith will continue to serve as chair, Root will continue to serve as vice-chair, Pimentel will continue to serve as treasurer, and Sokol will continue to serve as secretary. Nelson moved that the current officers continue in their positions, Pimentel seconded. Motion carried.

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- d. Committee appointments – Committee appointments will remain unchanged for 2020-21.
- e. Reopening date for LCLD libraries – The Board discussed the reopening of the LCLD libraries and the safety measure that will be in place. If determined necessary, the Board will close the library for the safety of the community and the staff. Pimentel moved to reopen the libraries beginning on June 29, Root seconded. The motion passed, Nelson abstained from voting.
- 9. *Facilities discussion* – LCLD will schedule a meeting with the architects from Castellaw Kom. LCLD has been discussing with the accountant and the LCLD lawyer to determine the best way to designate funds specifically for expanding.
- 10. *Items for next month's agenda* – The Planning committee will have an updated draft of the Strategic Plan for review. Brittany Griffin, Branch Manager of Bovill and Deary will present a combined annual report. The Finance committee will have a draft of the 2020-21 budget ready. Castellaw Kom architects will be invited to join the meeting.
- 11. *Public comment* – none
- 12. *Adjourn* – Smith adjourned the meeting at 2:37 PM.

Next meeting - July 28, 2020 at the Deary Library, 4:30 pm

APPROVED 7/28/20
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