

Latah County Library District
Board of Trustees - Minutes
July 28, 2020
Zoom meeting, 4:30 PM

In attendance:

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

Staff: Mellissa Eichner, Melissa Snyder, Chris Sokol

Guests: Greg Castellaw and Brent Beaudoin from Castellaw Kom Architects

1. *Call to order* – Smith called the meeting to order at 4.35 PM
2. *Changes or additions to the agenda* – Move item #6 “Facilities discussion” to come after approval of minutes and become item #5. The Treasurer’s report will follow and become item #6. “Committee updates” will be added under item #8 “Old business.”
3. *Public comment* – none
4. *Approval of minutes* – Pimentel moved to approve the minutes of both the June 24, 2020 meeting and the July 2, 2020 special meeting, Nelson seconded. Motion carried.
5. *Facilities discussion* – Castellaw and Beaudoin presented an updated plan on the proposed remodel for the Moscow library. They presented five projects for the board to consider. These are: A. creating an office for the Access Services Manager and an enclosed work area for circulation staff; B. creating a conference room for public use; C. installing a cyber counter; D. making the two large restrooms single-use, ADA compliant, and gender-neutral. Additionally, doing a remodel on the two small restrooms in the Carnegie area; and E. improving the lighting in the youth area. Nelson moved to proceed with projects A, D, and E, Pimentel seconded. Motion carried. The board requested additional information on projects B and C from Castellaw Kom for further discussion at the August meeting. Castellaw and Beaudoin also presented information on options to increase the square footage of the building. They will provide the documents with their recommendations to the board for further study and discussion.
[Castella and Beaudoin exited the meeting at 6:12 PM]
6. *Treasurer’s report* – Pimentel reported that current expenditures are lower than the projected budget. The library recently received two funding awards. Eichner secured reimbursement from the Idaho Commission for Libraries for \$5,430 to cover this year’s content filtering and mobile hotspot service. Sokol secured a CARES Act grant through ICfL for \$5,953 to pay for COVID-19 safety measures including Plexiglas shields at circulation desks, cleaning supplies, signage, hotspot data service, and more. Riley moved to approve the June report and to accept the June expenditures, Root seconded. Motion carried.

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7. *Director's report* – Curbside hold pickup continues twice a week in Moscow and patrons have expressed gratitude to the library for providing this service. The curbside crafts offered by Adult and Youth Services are very popular with patrons and are available at all locations. Patrons are wearing masks and observing distancing guidelines while in the library. The Moscow library has a beautiful new vinyl wrap on the book drop created by local artist Julene Ewert. During the month of June, Overdrive usage was up 84% year to date over last year. Sokol also presented Bovill and Deary Branch Manager Brittany Griffin's annual report. Griffin was asked to speak at the 2020 Food Summit sponsored by the Palouse Clearwater Food Coalition about her youth community garden at the Bovill Library.
8. *Old business*
 - a. Committee reports – The Planning Committee met and worked on the strategic plan for the library. They will meet again to create a draft of the strategic plan for review at the August board meeting.
9. *New business*
 - a. Review of Administrative Policy 2.4.1, Wireless Internet Service [Memo appended] – As of July, 2020, Idaho law requires our internet to be filtered. Sokol reported that signs have been posted in the libraries informing patrons of this change. The board discussed removing Administrative Policy 2.4.1 or including an amendment to the policy. Smith and Sokol will continue the discussion and present an update at the August meeting.
 - b. Review proposed 2020-21 budget in preparation for August 25 budget hearing – The Finance committee met to discuss the proposed budget for the 2020-21 fiscal year.
10. *Items for next month's agenda* – The board will further discuss remodel projects for the Moscow library, the Planning committee will have an updated draft of the Strategic Plan for review, the Policy committee will bring an update on Administrative Policy 2.4.1, the Finance committee will have a draft of the 2020-21 budget ready, and the board will discuss creating a statement on diversity and inclusion for the library.
11. *Public comment* – none
12. *Adjourn* – Smith adjourned the meeting at 6:51 PM.

Next meeting - August 25, 2020 at the Moscow Library, 5:30 pm

APPROVED 8/25/20
mjs/cs