

**Latah County Library District
Board of Trustees - Minutes
November 17, 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

1. *Call to order* – Smith called the meeting to order at 4:35 PM
2. *Changes or additions to the agenda* – None
3. *Public comment* – None
4. *Approval of minutes* – Pimentel moved to approve the minutes of the October 27, 2020 meeting. Riley seconded, motion carried.
5. *Treasurer's report* – Pimentel reported expenditures are slightly higher for October due to a one-time insurance payment. Root moved to approve the October report and to accept the October expenditures, Riley seconded. Motion carried.
6. *Director's report* – The Potlatch School District is participating in the ICfL IDEA (Idaho Digital E-Book Alliance) database which provides access to digital materials such as e-books and e-audio content via OverDrive. The Potlatch Mayor received a grant to lay fiber to government buildings, schools, and the library. Sokol is applying for a \$500 marketing grant from ICfL for website revision.
7. *Committee reports* – None
8. *Facilities reports* – Castellaw Kom architects met with Circulation staff regarding the circulation area remodel. CKA is working on adjusting the plans with plans to tentatively begin construction in February, 2021. The Juliaetta Community Library Project is meeting via Zoom later this evening and Sokol, Eichner, and Pimentel will attend.
9. *Unfinished business*
 - a. LCLD Statement on diversity and inclusion – Riley moved to accept the statement provided by Smith with approved additions; Pimentel seconded. Motion carried.
 - b. Proposed Memorandum of Understanding between the LCLD and the Latah County Library Foundation – Postponed until the December 2020 board meeting.
10. *New business*
 - a. COVID-19 update and review of safety protocol – For the protection of all LCLD employees, the Board of Trustees is supportive of extending the current mask rules to the branches. Sokol will discuss this with the Branch Managers.

[Riley exited at 5:32 PM]

**Latah County Library District
Board of Trustees - Minutes
November 17, 2020
Zoom meeting, 4:30 PM**

- b. Moscow Library historic building interpretive sign – The Moscow Historic Preservation Commission is creating an interpretive sign for the Moscow Library. Sokol shared a draft of the sign along with proposed revisions with the Board for input. She will forward a revised version to the Commission.
- 11. *Items for next month's agenda* – MOU between the LCLD and Latah County Library Foundation; Board self-evaluation, Board retreat, Youth Services Manager report, Tech Services Manager report.
- 12. *Public comment* – none
- 13. *Adjourn* – Smith adjourned the meeting at 6:12 PM.

Next meeting - December 15, 2020 via Zoom at the Moscow Library, 4:30 pm

APPROVED 12-15-2020
mjs/cs