

**Latah County Library District  
Board of Trustees - Minutes  
October 27, 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 4:31 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 September 22, 2020 meeting. Root seconded, motion carried.
5. *Treasurer's report* – Pimentel reported that revenues are lower than expected due to the elimination of late fees. The LCLD was able to purchase a new courier van in September. Nelson moved to approve the August report and to accept the August expenditures, Riley seconded. Motion carried. Root moved to approve the September report and to accept the September expenditures, Nelson seconded. Motion carried.
6. *Old business*
  - a. Revised Administrative Policy 2.3, Internet Use, regarding LCLD's position on Internet filtering requirement in I.C. 33-2741 – Sokol presented the proposed revisions to the Internet Use policy. Staff can temporarily unblock the filter upon request. Riley moved to approve the updated Administrative Policy 2.3, Root seconded. Motion carried.
  - b. Resolution to create a Capital Assets Replacement and Repair Fund and a Plant Facilities Fund – Pimentel moved to approve the resolution to create a Capital Assets Replacement and Repair Fund and a Plant Facilities Fund, Riley seconded. The motion passed unanimously.
  - c. LCLD Statement on diversity and inclusion – Riley, Root, and Smith presented two examples for the Board to discuss. Smith will continue to work on the statement and share a draft with the Board of Trustees before the November 2020 meeting.
7. *Director's report* – The LCLD logo was used on the latah.life website without permission. Sokol will check with the LCLD attorney regarding trademark protection. The Idaho Community Foundation donated the remaining funds from the grant awarded to the Latah County Census 2020 Complete Count Committee to the LCLD to help with programming. They requested the funds be used to target underserved patrons and community members. Valnet received a \$10,000 grant from the Nez Perce Tribe. \$8,000 will be used for OverDrive youth materials. The remaining \$2,000 will pay for a Koha test server for one year. Echanove received a \$9,000

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Kindergarten readiness grant from ICfL. Sokol will invite the Latah County Sheriff to a future board meeting to discuss safety at the Branches.

8. *Committee reports* – none
9. *Facilities reports* – Sokol and Eichner met with Castellaw Kom architects regarding the circulation area remodel. A meeting will be held with circulation staff for discussion and input. Construction will tentatively begin in February, 2021.
10. *New business*
  - a. Proposed Memorandum of Understanding between the LCLD and the Latah County Library Foundation – Pimentel is working on the statement to define the roles of each, especially regarding donations. She will send it to Sokol and Nelson for review and then contact the Foundation co-presidents before the November Board meeting.
  - b. COVID-19 update and review of safety protocol – Sokol proposed further restricting services to unmasked patrons while providing out-of-building accommodations. Patrons claiming a medical exemption from the mask mandate will be allowed inside the library for computer use by appointment during limited hours. Pimentel moved to approve the updated safety protocol, Nelson seconded. Motion passed unanimously.
  - c. Idaho Library Association annual conference report (Pimentel, Sokol) – There is a proposed bill now in committee in the Idaho Legislature looking to change the law regarding use of public funding for library construction. Boards are encouraged to do a regular self-evaluation to improve the way they function. Ryan Dowd presented a seminar dealing with homelessness, trauma, and empathy. Libraries can participate in Kindergarten preparedness focusing on an early literacy framework.
11. *Items for next month's agenda* – LCLD statement on diversity and inclusion; MOU between the LCLD and Latah County Library Foundation; update from Castellaw Kom Architects; use of LCLD logo; interpretive historic sign for the Moscow Library.
12. *Public comment* – none
13. *Adjourn* – Smith adjourned the meeting at 6:08 PM.

**Next meeting - November 17, 2020 at the Moscow Library, 4:30 pm**

APPROVED 11/17/20  
mjs/cs