

**Latah County Library District
Board of Trustees - Minutes
December 15, 2020
Zoom meeting, 4:30 PM**

In attendance:

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

Staff: Sheralyn Bassett, Stacie Echanove, Melissa Snyder, Chris Sokol

1. *Call to order* – Smith called the meeting to order at 4:36 PM
2. *Changes or additions to the agenda* – none
3. *Public comment* – none
4. *Approval of minutes* – Riley moved to approve the minutes of the November 17, 2020 meeting. Nelson seconded, motion carried.
5. *Treasurer's report* – Pimentel reported the LCLD annual audit has begun. Eichner found a less expensive dental insurance plan for LCLD employees. Riley moved to approve the November report and to accept the November expenditures, Nelson seconded. Motion carried.
6. *Director's report* – LCLD is hosting a virtual event with author Jess Walter on January 14 at 3:00 PM. Bailey Gillreath-Brown will interview him about his new book, *The Cold Millions*. Brittany Griffin has been appointed to fill a vacancy on the White Pine School District Board. Sokol and Eichner met with Fred Cole, the artist who designed the Moscow Library sign. Cole submitted a sketch and estimate to make a similar one for the Potlatch Library. LCLD will begin interviewing applicants for the Potlatch Branch Manager position later this week.
7. *Youth Services Manager annual report* – Echanove reported on the programs and events she has put together during the past year, most of which occurred during the current pandemic. With her team she reworked the entire Summer Reading Program after the pandemic hit to focus more on community and exploring close to home. The Summer Reading Program focused more on community and exploring close to home. Echanove was awarded a Kindergarten Readiness grant for \$9,000. She and Mason Neil are partnering with local preschools and Kindergartens to provide literacy kits, monthly lessons, crafts, and enhanced storytimes.
[Root arrived 5:07 PM]
[Echanove excused 5:17 PM]
8. *Technical Services Manager annual report* – Bassett has been working for LCLD for five years and was hired as the Technical Services Manager in May, 2020. She has streamlined many Tech Services processes, allowing her department to complete more work with fewer hours. Even during the pandemic, materials acquisition numbers remain similar to past years..

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Bassett has successfully learned how to train her department using Zoom. They continue to provide test proctoring services to the community. Bassett also serves on the Valnet Cataloging Standards Committee.

[Bassett excused 5:29 PM]

9. *Committee reports* – none
10. *Facilities reports* – Sokol and Pimentel attended the recent Juliaetta Community Library Project Zoom meeting. The Juliaetta City Council is interested in acquiring land adjacent to the library and has contacted the current property owner.
11. *Unfinished business*
 - a. Memorandum of Understanding between the LCLD and the Latah County Library Foundation – Pimentel moved to convey the proposed MOU to the Foundation for viewing and comments, Nelson seconded. Motion carried. After the Foundation approves it, Sokol will send it to the LCLD attorney for review.
12. *New business*
 - a. COVID-19 update – Sokol created a work from home schedule for employees working in the library basement so that most are gone one day a week to reduce potential COVID-19 exposure. Sokol and Egan worked to reduce Circulation staff schedules at the front desk by 10%. The number of mask confrontations has decreased. To maintain air circulation in the Moscow library, the outside air intake fans are constantly turned on.
 - b. LCLD Board of Trustees self-evaluation process – Smith and Pimentel will work on the evaluation documents. Board members will complete an individual assessment to bring to the Board retreat. The Board will also evaluate the board as a whole.
 - c. LCLD Board of Trustees retreat – The retreat is planned for February, 2021. Sokol will send out a doodle poll to select the date.
13. *Items for next month's agenda* – LCLD annual audit, Board retreat.
14. *Public comment* – none
15. *Adjourn* – Smith adjourned the meeting at 6:08 PM.

Next meeting - January 26, 2021 at the Moscow Library, 4:30 pm

APPROVED 1/26/21
mjs/cs