

**Latah County Library District
Board of Trustees - Minutes
May 25, 2021
Juliaetta Library, 4:30 PM**

In attendance:

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

Staff: Erin Davis, Melissa Snyder, Chris Sokol

1. *Call to order* – Root called the meeting to order at 4:34 PM
2. *Changes or additions to the agenda* – Nelson moved to add the May 19, 2021 special meeting minutes to the agenda for approval, Riley seconded. Motion carried. Sokol had previously made this amendment to the agenda as posted.
3. *Public comment* – none
4. *Approval of minutes* – Pimentel moved to approve the minutes of both the April 27, 2021 meeting and the May 19, 2021 special meeting, Nelson seconded. Motion carried.
5. *Administer oath of office to Jennifer Henrichs, replacing Ivar Nelson* – Henrichs was sworn in as a Trustee.
6. *Treasurer's report – Accept April 2021 financial reports and expenditures* – Pimentel reported that LCLD financials are on track. Riley moved to approve the April treasurer's report and to accept the March expenditures, Root seconded. Motion carried.
7. *Facilities report* – Castellaw Kom should have the Circulation remodel project out for bid by the end of the week. The new Potlatch library sign is ready to be installed. The Facilities Committee will meet before the June meeting.
8. *Director's report and COVID-19 update* – With the rise in vaccinations of staff members, LCLD has discontinued scheduling employees to work from home as a means to reduce close working conditions. Staff members, substitutes, and volunteers continue to wear face masks. The board will re-evaluate this at the June meeting. Julene Ewert will be the featured Artwalk artist at the library. The opening reception will be on Thursday, June 27 from 4-6 PM. Repair Café will be held on June 27 in the 1912 Center. There will be a Trustee Connections virtual workshop on June 18 with a focus on strategic planning. The new LCLD website launch is planned for July. Sokol will send a link to the draft website to trustees for review, when it is closer to completion. Sokol asked Outreach Specialist Mason Neil to look into a homebound delivery program and outreach opportunities for adults. Sokol wrote and submitted a \$99,000 grant to the Laura Moore Cunningham Foundation for Moscow Library remodel costs.
9. *Juliaetta Branch Manager's report* – During the past year, Davis has offered a variety of walk-in events for patrons to participate in. Patrons made tissue paper flowers to decorate the

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walls of the library in July 2020 and participated in a “Snow Flake Make” that began in December 2020. Davis will continue to offer walk-in events this summer. The Friends of the Juliaetta Library applied for a grant that was used to purchase a smart TV which has been installed. Davis was asked to be part of a state sponsored Early Learning Advisory Committee and represent the Juliaetta/Kendrick area. She was also asked to co-facilitate an early learning STEM workshop with the Idaho STEM Action Center. The city of Juliaetta purchased and installed a new toilet and vanity for the library restroom. They will be painting the exterior of the building in the near future.

10. *Committee reports*

- a. Policy Committee: Personnel policy revisions – Eichner, Smith, and Sokol are in the process of updating and revising the LCLD Personnel policy. The proposed changes will be sent to the board and the LCLD attorney for review.

11. *New business*

- a. Begin review of bylaws – Sokol will send suggested changes to the bylaws to the trustees for review and approval at the June meeting.

12. *Items for next month’s agenda* – Bovill Branch Manager’s annual report, Facilities Committee update, LCLD mask policy for staff, Personnel Policy revisions, Trustee Bylaws revisions.

13. *Public comment* – none

14. *Adjourn* – Smith adjourned the meeting at 5:24 PM.

Next meeting - June 22, 2021 at the Bovill Library, 4:30 pm

APPROVED 6-22-21
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