

**Latah County Library District
Board of Trustees - Minutes
May 26, 2020
Zoom meeting, 4:30 PM**

In attendance:

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

Staff: Melissa Snyder, Chris Sokol

1. *Call to order* – Smith called the meeting to order at 4:43 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 April 30, 2020 meeting, Root seconded. Motion carried.
5. *Treasurer's report* – Pimentel reported the library is in the second half of the budget year and financials are on track. The library receives revenue from sales tax and property tax which may be affected by the current economic situation. Root moved to approve the April report and to accept the April expenditures, Pimentel seconded. Motion carried.
6. *Director's report* – The Summer Reading Program team of Stacie Echanove, Bailey Gillreath-Brown, and Mason Neil took on the challenge of creating a completely digital platform for 2020. They will be coordinating all of the SRP activities and programs for the entire district. Many of the scheduled performers have agreed to do their presentations online. Re-opening processes are underway at all LCLD libraries. Curbside pickup of holds began on April 22 and the response from patrons has been very positive. LCLD patrons may currently place holds on materials for pickup that are located in all LCLD libraries. The libraries have begun to accept returns during limited hours. All returned materials are being quarantined for 72 hours before they enter circulation. LCLD staff are keeping busy and working in the building as well as from home. Safety precautions are being taken in the building and preparations for opening to the public are underway.
7. *Old business* – none
8. *New business*
 - a. LCLD Re-opening Plan discussion – The LCLD began working toward re-opening following guidelines in *Idaho Rebounds*. During Stage I (April 22-June 5), the libraries have remained closed to the public. Limited staff are working in the building and providing curbside pickup and returns of materials. Regular online programming continues to be offered and digital materials are available. Staff in the library must distance, wear face masks, regularly wash hands, and sanitize surfaces. The district is

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preparing for limited re-opening by ordering supplies such as Plexiglas shields, floor signs, and cleaning supplies. Additional library services are being considered as the library moves toward Stage II.

9. *Items for next month's agenda* – The June Board meeting will be combined with the Board retreat and include discussion of the Moscow facilities. It will be a Zoom meeting.
10. *Public comment* – none
11. *Adjourn* – Smith adjourned the meeting at 5:48 PM.

Next meeting - June 2020

APPROVED 6/24/20
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