

Latah County Library District
Board of Trustees - Minutes
April 30, 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 via the Zoom meeting platform at 4:33 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 February 25, 2020 meeting, Riley seconded. Motion carried.
5. *Treasurer's report* – Pimentel reported that the library is half-way through the budget year and expenditures are on track. The library receives revenue from sales tax and property tax which may be affected by the current economic situation. Riley moved to approve the January, February, and March reports and to accept the January, February, and March expenditures, Nelson seconded. Motion carried.
6. *Director's report* – Curbside pickup of holds has started up and patrons are pleased. LCLD patrons may currently place holds only on materials for pickup that are located in their home library. The libraries are unable to accept returns right now and due dates on all library materials have been extended to May 30. Tech Services Manager Sheila Guernsey has retired as of today. Sheralyn Bassett has been hired to replace Guernsey and Kim Crimmins has been hired to fill Bassett's former position. LCLD has been keeping staff busy participating in training through webinars. The Summer Reading Program team has taken on the challenge of creating a completely digital platform for 2020. Current LCLD online programming includes BabyTime, StoryTime, Whatcha Reading, and Monday Marvels.
7. *Facilities report* – Next week Sokol and Eichner will meet with Greg Castellaw and Brent Beaudoin from Castellaw Kom Architects regarding the Moscow remodel. The Deary bathroom remodel is complete.
8. *Old business*
 - a. Potlatch building ownership transfer update – The LCLD attorney is working on the document.
 - b. Board retreat date and venue – The Board will look at dates in the second half of June for a Zoom retreat. A doodle poll will be emailed.
9. *New business*

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- a. Discussion of plan to re-open LCLD libraries according to guidelines issued by the Office of the Governor for non-essential businesses – The LCLD will begin working toward re-opening following guidelines in *Idaho Rebounds*, a staged re-opening plan released by Governor Little’s office. Tentatively, during Stage I (May 1-15), the libraries will remain closed with curbside pickup in place. Book drops will remain closed with the possibility of opening toward the end of this stage. Online programming will continue and digital materials are available. Staff in the library will distance, wear face masks, wash hands, and sanitize surfaces. They will provide curbside pickup of holds for patrons. They will catalog and process new materials and work from home when possible. Stage II will be developed in cooperation with Idaho Health & Welfare. It is possible the libraries may open later in May.
10. *Items for next month’s agenda* – Moscow facilities update, agenda for Board retreat.
11. *Public comment* – none
12. *Adjourn* – Smith adjourned the meeting at 5:39 PM.

Next meeting – May 26 at the Juliaetta Library, 4:30 pm

APPROVED 5/26/20
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