



Board of Trustees - Minutes
December 19, 2023
Moscow Library, 4:30 PM

In attendance:

Board: Saba Baig, Annette Pimentel, Wayne Schmidt. Excused: Marci Miller. Absent: Rochelle Smith.

Staff: Nick Brunsfeld, Melissa Snyder, Chris Sokol

Treasurer: Donna Beggs

1. *Call to order* – Baig called the meeting to order at 4:35 PM.
2. *Changes or additions to the agenda* – None.
3. *Public comment* – None.
4. *Approval of minutes* – Schmidt moved to approve the minutes of the November 28, 2023 meeting, Pimentel seconded. Motion carried.
5. *Treasurer's report – Accept November 2023 financial report and expenditures* – Beggs reported on November revenue and expenditures. This month the LCLD purchased a new furnace for Potlatch. Pimentel moved to approve the November 2023 financial report and expenditures, Schmidt seconded. Motion carried.
6. *Director's report* – Sokol provided the trustees with her report on LCLD updates and activities for November 2023. The LCLD partnered with the Moscow Contemporary art gallery to create a satellite library of non-circulating children's books. The library purchased and cataloged about 20 books which are located in the gallery on a bookshelf donated by BookPeople. These books are intended to be read onsite. Due to budget cuts, the City of Moscow Arts department has discontinued the Entertainment in the Park program. Sokol's application to the Idaho Department of Health and Welfare for telehealth fixtures and equipment was approved. The LCLD will receive a privacy pod and laptop for the Juliaetta library. Bovill and Deary will receive mobile folding privacy screens. These items can also be used for career and legal counseling for patrons needing privacy.
7. *Staff report – Technical Services Manager* – Brunsfeld's department continues to participate in continuing education opportunities for all staff. Jackie Carter and Kim Crimmins enrolled in cataloging courses. This year has been a slow year for exam proctoring, but those who use it appreciate it. Brunsfeld will reach out to the Moscow High School to increase awareness of this service. In addition to the traditional library materials, several nontraditional items were added to the LCLD catalog this year. These include video games for various consoles, portable DVD players, an ultrasonic jewelry



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cleaner, a variety of games and puzzles, a blood pressure monitoring kit and a podcast recording kit. Tech Services re-cataloged the Young Adult section in order to unify the paperback and hardback books. The DVDs and Blu-rays were also re-cataloged and are now shelved by genre. Over the last year, Tech Services began cleaning up the OCLC holdings to accurately reflect the LCLD catalog.

[Brunsfield exited 5:12 PM]

8. *Committee reports –*

- a. Planning committee, Juliaetta – The Planning committee continues to investigate options for the Juliaetta library. They provided an update to the Board.

9. *Unfinished business –*

- a. Report on HR consultant contract – Casberg, Smith, and Sokol met with OmniaHR for further discussion. They will sign a contract for the Bronze level with the addition of the discounted recruitment fee for an upcoming job search. The contract will begin in early January 2024.

10. *New business –*

- a. Annual review of trustee roles, responsibilities, laws – The trustees discussed conducting a self-evaluation, holding a trustee training meeting separate from the scheduled board meetings, and being an active part of the training process.
- b. Juliaetta City Council visit – Sokol and Schmidt plan to attend the next Juliaetta City Council meeting to discuss the telehealth privacy pod and the potential use of the funds raised by the Community Library Project before it dissolved.

11. *Motion to enter into executive session pursuant to Idaho Code §74-206(1)(c), To acquire an interest in real property not owned by a public agency –* The board postponed this item.

12. *Items for next month's agenda –* Trustee orientation, Planning Committee update, OmniaHR contract, Juliaetta City Council and privacy pod update.

13. *Public comment –* None.

14. *Adjourn –* Baig adjourned the meeting at 6:03 PM.

APPROVED 1/23/2024
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