

Liberty Lake Municipal Library  
Board of Trustee Meeting Minutes

January 3, 2019

- Meeting was called to order by Lu Embrey at 9:30 am. In attendance were –  
Lu Embrey, Mindy Howe, Sandi Bishop, Sharon Carvo, Tom Pauley, Jocelyn Redel, Katy Allen and Mike Kennedy. New board members Sharon and Tom were welcomed coupled with a quick bio from each of them.
- The minutes of the December 6, 2018 meeting were approved as published.

- **Reports:**

- City Administrator – Katy Allen –

- At the last city workshop meeting it was discussed what to do with Trail Head Golf Course; city council decided to keep it as a golf course funded \$100k for updates.
    - Also discussion of widening Harvard Rd bridge with Henry Rd overpass next on road project list.
    - Budget approved by city council \$20k for library facility needs and \$40k for needs assessment. A request for Proposal to select a firm to do Needs Assessment.

- Library Director – Jocelyn Redel

- Defined Needs Assessment = the assessment reflects the needs of the community around the library and activities coupled with the space available. Once the Request for Proposal has been identified, The Needs Assessment process is approximately 90 days, Library goals aligned with Needs Assessment results with completion of plan by end of 2019.
    - Library Report – Saturday with Santa well attended with 175 children.
    - Jocelyn distributed a draft for a 2019 work plan.

- Friends of Liberty Lake Municipal Library – FOLLML – Jocelyn Redel – no report at this time; more thorough report in February

- City Council – Mindy Howe

- Dr. Mark Lutz, Spokane Public Health, spoke on creating community awareness on public health issues. How can LLML integrate educational awareness seminars?
    - Recognized retiring Library Board of Trustee member, Pat Lutzenberger.
    - Thanked the council for approval of new trustees, Sharon Carvo and Tom Pauley.

## Library Foundation – Sandi Bishop

- Upon meeting with Jocelyn and Katy, it was decided to take results from Needs Assessment to determine next steps with Library Foundation.

## • **Ongoing business – Policy Reviews**

### New board member orientation - Jocelyn

- Suggested that new members shadow council rep, President, and rotate Shadowing
- Library Board training on line from State Library re: Open Meeting and Record Keeping and Retention.
- Jocelyn ordering name tags for new board members

### Library Meeting Room Use Policy - Jocelyn

- Add policy number
- Email current and revised policy to Tom and Sharon
- Discuss at next meeting

### MNG-3 Fundraising and Donations policy – Jocelyn

- Policy was approved as revised.

Other policies – CUS -2, CUS-4, MNG -5, AND MNG – 8 will be discussed at  
February meeting

### CIN fines – Jocelyn

- Some CIN libraries are no longer charging overdue fines on children's library cards, meaning fines for Liberty Lake materials are being waived.
- City of Liberty Lake/Library Board policy does not allow for fines to be waived by other governmental entities.
- Liberty Lake policy (CIR-5: Fines and Fees) - fines of \$.10/day accrued until item is returned. When \$3 in fines are accrued, patron can no longer check out an item. \$.10 daily fine is CIN policy.
- \$6,000 in revenue in fines last year
- Further discussion on reasons to charge or not charge fines is needed. Jocelyn to gather research and present to Board at next meeting.
- Need labor cost and money received ratio on library fines

- Jocelyn to gather resident and non-resident data on those sent to collections.
- Jocelyn to gather info on which libraries do and don't charge fines.

Copy machine options – Jocelyn

- Consider offering certain number of pages that can be printed from desktop computer – further discussion in February.
  - Other options are coin operated or debit/credit card to cover printing charges. Jocelyn is doing research on this topic.
- Meeting was adjourned at 11:30 am. Next meeting will be Thursday, February 7, 2019 at

10:00 am.

Respectfully Submitted by Sandi Bishop, Secretary