



**Liberty Lake Municipal Library  
Board of Trustee Meeting Minutes  
March 7, 2019**

Meeting was called to order by Lu Embrey at 10:00 am. In attendance were – Lu Embrey, Mindy Howe, Sandi Bishop, Sharon Carvo, Tom Pauley, Jocelyn Redel, and Katy Allen.

The minutes of the February 7, 2019, meeting were approved as published.

**Comments:**

- a. Public – Katy Allen reported on CVSD tour of the new middle school and August ground breaking for new Ridgewood High School in Liberty Lake. The new schools provide opportunities for partnering with LLML.
- b. Mayor - Katy reminded LLML board rep to city council only need to attend one meeting a month, generally first one.

**Reports:**

- a. City Administrator – Katy Allen – see notes in comments
- b. Library Director – Jocelyn Redel
  - Jocelyn reviewed the February 2019 Monthly Report and 2018 Library Annual Report.

**Ongoing Business:**

1. Request for Proposals – Needs Assessment
  - Closes 3/15/19; 12 inquiries but no proposals yet.
  - Jocelyn, Sharon, and Holly from FOLLML will review the proposals and create the short-list.
  - Jocelyn and Board members to conduct interviews via Skype or phone.
  - Contract for Consultant anticipated to go to Council in April for approval.
  - Jocelyn will create a calendar of the process.
2. Resident vs Non-resident collections
  - LLML serves both city residents and non-residents. This is a factor staff keep in mind when programming. Often if a program is full, staff will add a second session to serve more patrons.
3. Discussion on policy CUS-2 – Patron Behavior/Right Response
  - Expected library patron behaviors to be posted at front bulletin board and on library web site. Information guiding patrons to policies on website will be included in Welcome Brochure. Further defined service animal.
  - Sharon moved that policy CUS-2: Patron Behavior be adopted, Tom seconded, and motion passed.
4. Discussion on CIR-2: Circulation Policy
  - Jocelyn spoke with RJ regarding outstanding overdue fines. Little impact on library budget if eliminate overdue fines.
  - Fine forgiveness could begin as early as 4/1/19 with notification on library web site once City Council is updated.
  - Sandi moved that CIR-2: Circulation policy be approved. Mindy seconded and motion passed.

5. Discussion on Waive fees over \$100.00
  - Board approved waiving fees.
6. Update on access button on Amazon Smile – Sharon Carvo & Jocelyn.
  - Jocelyn will add information about Amazon Smile to FOLLML page on the library website.

**New Business:**

1. Proposed board position rotation – discussed and approved to begin 4/1/19
  - a. President – Mindy Howe  
Secretary – Sharon Carvo  
City Council – Tom Pauley (attend 3<sup>rd</sup> Tues of month)  
Friends – Sandi Bishop (last Wed. of the month)  
Foundation – Lu Embrey
  - b. Discuss and vote on the following at April meeting
    - CUS – 4 – duties and Privileges of Citizens and MNG – 5 – Exhibits and Displays

Next meeting date: Thursday, April 4 at 10:00 am, Library Meeting Room. Lu Embrey will be absent.

Respectfully submitted,  
Sandi Bishop  
Secretary