



**Liberty Lake Municipal Library  
Board of Trustees Meeting Minutes  
Wednesday, January 20, 2021  
HELD REMOTELY**

The Library Board will participate via ZOOM. The public can participate via the following:

- Submit written Public Comment prior to 10 a.m. on January 13, 2021.
- Join the Zoom meeting

Questions or need assistance? Please contact Library Director at [jredel@libertylakewa.gov](mailto:jredel@libertylakewa.gov).

1. Call to Order at 6:00 pm - Those in attendance: Katy Allen (City Administrator), Sandi Bishop (Trustee), Sharon Carvo (Trustee), Mindy Howe (Trustee), Tim Olson (Trustee), Danielle Palm (Trustee), and Jocelyn Redel (Liberty Lake Library Director).
  - a. Welcome new Trustee Danielle Palm.
2. Approval of Minutes from December as published.
3. Comments
  - a. Public - none
  - b. Mayor – not in attendance
4. Reports
  - a. City Administrator: Katy Allen
    - I. Mayor Brickner has stepped down and Cris Kaminskas will be the city's new Interim Mayor. Jocelyn Redel did an outstanding job at the workshop with city council last night regarding the library's strategic plan/assessment. Tim Olsen did an outstanding summary of the visionary goal of our library and the growth of our community and how that should come together. It will take extra work to keep progressive and forward motion of the effort for the library. The Board's voices are valuable, and we need to keep a clear message of our plan to move forward.
    - II. Windstorm - library, city hall, and the police department lost power. Our community is so adaptive. We are appreciative of city staff and their hard work.
    - III. Council vacancy – There is a City Council vacancy, and it has posted today. The application deadline is February 10, 2021.
    - IV. It would be a great idea to get city council involved with the library – guest reader, judge a contest, coffee.
  - b. Library Director: Jocelyn Redel
    - I. Council asked to have a workshop regarding library's strategic plan/assessment and future library facility. On capital facilities plan, the library did not have a monetary attachment to it, but it is a priority. Came up with overview of the completed community needs assessment and master plan. I mentioned learning center, individual spaces, children's area, and we are getting more flexible furniture. A couple of options for the future facility are co-locating with another city department, being a stand-alone library, or renovating the current space. Although, renovating is probably not a good ROI and would not meet our current space and parking needs.

Some council members on board with new space and co-locating. Some would like to know more about what the police department needs at build-out. One idea that was floated at the Council workshop was to have the library take over the whole building. The police department has 18,000 square feet. Co-location of city facilities is valuable. Should we build a task force involving City Council and Trustees? This would be a potential for 2022. Is there a potential for private fund raising? Possibly. Will ask council to commit 100k to put towards a future library.

- II. Patronage decreased as expected due to the holidays.
  - III. Completed a couple of big collection projects - relabeled picture books. Recategorizing - make sure beginning readers books for appropriately labeled. New doors installed.
  - IV. Shifted library open hours for holds pickup. Monday through Friday 12-6 pm and Sat from 1-4 pm.
- c. FOLLML: Sandi Bishop - online basket auction. Sharon Carvo and Sandi Bishop will put together a basket.
  - d. Foundation – not currently active
  - e. City Council: Sandi Bishop – Katy Allen covered it with her update.
5. Ongoing Business
- a. Library re-opening plans—any changes? In January, Governor Inslee shifted to new guidelines, all counties back to Phase 1. Phase 2, once we get there, we will be able to be open at 25% capacity. We are working towards this, but do not have a re-opening date. We have a lot of people in the community that would like the library to be open.
  - b. Addressing needs of the River District – will push to next agenda.
6. New Business
- a. Board positions for 2021 – Trustees will change positions and review in six months. President – Sandi Bishop, Secretary – Mindy, City Council Liaison – Tim Olsen, Friends of the Liberty Lake Municipal Library Liaison – Sharon Carvo.
  - b. Results of Staff discussion of program metrics – Reviewed attendance metrics and got feedback and we moved to doing a Zoom story time to once a week instead of a recorded story time twice a week. Staff really missed interaction with the kids because we were doing a recorded version, now with Zoom, staff can interact with kids. The kids have something to share after the story. Also, programs fill up quickly, within minutes of being posted online. A solution is creating more spots within programs rather than doing more programs.
7. Next Meeting Date – February 10, 2021 at 1:00 pm.
8. Adjournment at 7:15 pm.

Respectfully submitted,  
Sharon Carvo  
Secretary