

Liberty Lake Municipal Library  
Board of Trustee Meeting Minutes

February 7, 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, and Katy Allen. The minutes of the January 3, 2019 meeting were approved as published.

**Comments:**

- Holly Woodruff, President of Friends of the Library, was introduced.
- Holly thanked the Board of Trustees for the policy work.
- Lu thanked Holly for reaching out to build positive relationship between the Board of Trustees and Friends of the Library.

**Reports:**

City Administrator – Katy Allen –

- At the last city workshop meeting food trucks were discussed. Current ordinance states that food trucks are allowed at special events, e.g., along Knox and by Liberty Lake Winery.
- Henry Rd has been renamed Kramer Rd in honor of Mr. Kramer, the youngest Attorney General for the state of Washington.
- On 2/19/19 City Council meeting there will be a celebration with CVSD regarding the new Ridgewood High School to be built off west Country Vista in Liberty Lake.

Library Director – Jocelyn Redel

- Library Report full report to be emailed to board. Jocelyn stated that there was 13k total circulation and 1,600 ebook/eaudiobook checkouts the month of January.
- Jocelyn that books on various countries are being updated given the requests by schools/students.

Friends of Liberty Lake Municipal Library – FOLLML – Jocelyn Redel –

- Currently a Gift Basket silent auction fund raiser is taking place at the library with bids being taken until the 9<sup>th</sup> of February.
- Friends of the Library Book Sale is scheduled for June 21<sup>st</sup> and 22<sup>nd</sup>, same time as the Liberty Lake Garage Sale.
- Sharon Carvo suggested that Liberty Lake Municipal Library have an access button on Amazon Smile to raise additional funds for the library. Sharon and Jocelyn will further discuss with Katy as how to develop this vehicle.

### City Council – Mindy Howe

- Nothing to report
- Sharon and Sandi were unable to attend the last City Council meeting.

### Library Foundation – Sandi Bishop

- No further updates until Needs Assessment is completed.
- Katy stated that Pat Dockery is aware of the new interest in getting Library Foundation active once again. Once needs assessment is complete, we will meet with Pat and Brett to take next steps and so that an annual report can be written and filed with the Secretary of State.

## **Ongoing business – Policy Reviews - Jocelyn**

### CUS – 2 Patron Behavior/Right Response

- Jocelyn wants the Welcome Brochure to have more welcoming language. She recommends the brochure refer patrons to website to review all policies. Additional discussion led to agreement that client disruptive behavior be dealt with on a case by case basis, e.g., the philosophy of moving toward developing stronger relationship with library patrons.
- Further discussion was held on CUS -2 with suggested changes stating:
  1. #6 – the wording be changed to professional/commercial photography not allowed.
  2. #8 allow quiet cell conversations
  3. “Animal Policy” will be revised but still include information about service animals.

### CIN fines – Jocelyn

- Some CIN libraries are no longer charging overdue fines on children’s or adult library card book use, meaning fines for Liberty Lake materials are being waived.
- Jocelyn’s data on library fines resulted with the following info:
  1. \$6200 in fines collected with the money going to the city fund (1.3% of the library budget)
  2. Cost to process a \$.10 fine is at minimum \$.76, not including any credit card processing fees.
  3. Research shows that 88% of patrons return checked out items within one week after they’re overdue.
  4. There is a lack of data to support that fines bring books back on time.

## Library Fines continued

5. Spokane Public Library does not charge late book fines to students up through college, Spokane County Library District does not charge fines for home school card use
  6. Library fines are a negative for the community library image
  7. Senior citizens and lower socioeconomic population are financially impacted more so than other groups.
  8. Courtesy notices, e.g., a reminder that the book is due in a few days, are just as effective and provide a more positive image to the community
- Tom moved that Jocelyn discuss the steps required to change policy to a “no fines” policy with Katy and RJ. She will share that information with the Board.
  - Sharon seconded the motion
  - Motion approved

### MND-8: Meeting Room Policy – Jocelyn

- Jocelyn worked with City Administrator, Katy Allen, and Operations and Maintenance Director, Jennifer Camp, to revise the Meeting Room Use Policy.
- Jocelyn mentioned that open meetings were no longer a requirement and that the library’s activities calendar would no longer show room reservations.
- Mindy moved that the policy be approved.
- Tom seconded the motion
- Motion approved.

### MNG -3, Fund Raising and Donations - Jocelyn

- RJ Stevenson, City of Liberty Lake Finance Director, recommended some small changes to the Fundraising and Donations policy.
- Sharon made a motion to approve the changes.
- Mindy seconded the motion.
- Motion approved.

## **New Business**

July board meeting changed from July 4<sup>th</sup> to July 11<sup>th</sup> given the holiday.

### Mission statement Jocelyn

- Take out the word “fast” from Mission Statement.

### Saving children’s Library Card Applications – Jocelyn

- Previous policy stated that children's library card application forms be saved until they are 18 y.o.
- Procedure for all library card applications – staff person enters into KOHA computer system, then another staff person double-checks to ensure the data is accurate. Adult applications are shredded while children's are saved.
- Tom moved that children's paper applications be shredded once electronically entered and checked.
- Mindy seconded the motion.
- Motion approved.

#### Draft of Needs Assessment – Request For Proposal – Jocelyn

- Jocelyn passed out the draft RFP for Library Needs Assessment
- Each board member is requested to provide Jocelyn feedback by Monday, Feb. 11<sup>th</sup>.
- The RFP will be publically posted next week.

#### Additional discussion:

The question arose what is the LLML service are? More info and research is needed to be discussed in the future.

Meeting was adjourned at 11:30 am. The next meeting will be held Thursday, March 7, 2019 at 10:00 am in the library meeting room.

Respectfully submitted,

Sandi bishop

Secretary