



**Library Lake Municipal Library  
Board of Trustees Meeting Minutes  
Thursday, May 2, 2019**

1. Call to Order – by President Mindy Howe at 10:00 am. Those in attendance: Katy Allen (City Administrator), Sandi Bishop (Trustee), Sharon Carvo (Trustee), Lu Embrey (Trustee), Mindy Howe (Trustee), Tom Pauley (Trustee), and Jocelyn Redel (Liberty Lake Library Director).
2. The minutes of the April 4, 2019 meeting were approved as published.
3. Comments – no comments
  - a. Public
  - b. Mayor
4. Reports
  - a. City Administrator – Katy Allen
    - I. City Council salary raised from \$400/month to \$720/month. The Mayor’s salary raised from \$1200/month to \$2250/month.
    - II. Four council members and the mayor are up for re-election.
    - III. Harvard Rd project has been funded and should be up and running by 2021-2022.
  - b. Library Director – Jocelyn Redel
    - I. There was an article published in the paper about taking away fines.
    - II. Still working on last month’s report but the library had around 4500 patron visits.
    - III. The library had a variety of programs last month: home organizing, ceramic egg decorating, tween peep diorama challenge (9 entries), and Lego contest (27 entries). All contest winners have been contacted.
    - IV. Other highlights – the library removed pendant lights from public computers area as they were problematic.
    - V. Reminder, the library is closed Thursday, May 9 for inventory.
    - VI. Jocelyn Redel completed an outreach presentation at Rotary – focused on adult services and databases, and talked a bit about the needs assessment.
  - c. FOLLML – Jocelyn Redel for Sandi Bishop
    - I. Sandi was unable to go but Jocelyn Redel attended the meeting. The FOLLML are moving ahead on their soiree, book sale, and quilt fundraiser. FOLLML are hoping to have all proceeds from the quilt fundraiser by the end of May.
    - II. FOLLML Soiree scheduled for Wednesday, July 24.
    - III. The FOLLML are in the process of updating their website. The new site can take credit card payments.

- IV. Discussion of board member activity in Friends projects, volunteering as community member vs. board member and attending events as a community member.
- d. Foundation – not currently active
- e. City Council – Tom Pauley and/or Jocelyn Redel
  - I. Council is looking at Ordinance 168 – donation policy. If there are changes, we would need to revise our own policy. The library follows the current Ordinance, which states that anything under \$10,000 can be accepted at administrative level. The Council is considering having all donations to go through City Council.
  - II. Art Exhibit and display policy – City Attorney reviewing terms and conditions that would apply across the city – possible tie ins to ordinance 168 and Council wants to further discuss.
  - III. There will be a workshop about food trucks but date has yet to be determined.
- 5. Ongoing Business
  - a. Needs assessment update: Jocelyn/discussion
    - I. The Needs Assessment is on the May 7 City Council agenda. The information will go out this week for review and then the Council will vote. If approved, Jocelyn Redel will contact the firm and schedule our kick off meeting. Jocelyn Redel will advise the Board of kick off meeting date (to be determined). If a Trustee wants to be on the steering committee, let Jocelyn Redel know to receive updates.
    - II. Managing expectations – the clock starts when the contract is approved. There will be tremendous research and engagement during this time frame.
  - b. Discuss and, if ready, vote:
    - I. CUS-4 Public Comment at Board Meetings
      - i. There is no change in content, we are making the language more succinct. Lu Embrey motion to approve to change the language, second by Sandi Bishop, motion approved.
    - II. CUS-5 Suspension of Privileges for Health and Safety Reasons
      - i. We need to take preventive measures in regard to bed bugs and bodily fluids, etc. Sandi Bishop brought up concern regarding cloth materials in the library. Lu Embrey made a suggestion to change the title to show restriction (instead of suspension) of privileges for health and safety reasons. Using the word restriction may allow more flexibility. Trustee discussion of restriction versus suspension. Trustee agreement to defer to Jocelyn Redel as suspension language is used throughout policies. Sharon Carvo moved to approve using CUS-5 as written using suspension language, second from Sandi Bishop, approved.
    - III. MNG-8 Reconsideration of Library Material
      - i. The Board supports Jocelyn’s suggestion to create an overarching collection policy. This will include the philosophy behind the collection (including the library bill of rights) as well as information about selecting and de-selecting materials, interlibrary loans, and reconsideration of materials.
    - IV. INF-1 Interlibrary Loan

- i. There is procedural language in this policy and it is not up to date. Jocelyn will update the policy as appropriate.
  - c. New Business – no action is needed but Trustees should review for the next Board meeting.
    - I. Review and be prepared to discuss policies at June 6 meeting:
      - MNG-5 Exhibits and Displays (postponed due to related City activity)
      - INF-2 Internet Use/Copyright Law
      - INF-3 3D Printer Policy and Procedure
    - II. Timelines for board member’s roles (i.e. President, Secretary).
      - i. Mindy Howe - Increase length of time for Board member roles to 6 months with discussion at end of 6 months to prolong term. Board members are to be flexible if a fellow Trustee needs assistance.
      - ii. Sandi Bishop motion to approve change to length of Board of Trustee roles to 6 months, second by Lu Embry, motion approved.
    - III. 6/13-6/16 – Tom Pauley advised that the Vietnam memorial wall will be in Medical Lake for 24 hours a day for those 3 days. A lot of people enjoy going out and looking at the wall.
    - IV. Sandi Bishop – I will host a LLBOT get together in June.
    - V. LLML is hosting an author visit on 6/8 – author Claudia Rowe – The Spider and the Fly – True Crime. 10:30-12 pm.
- d. Next Meeting Date – June 6, 2019 at 10:00 at LLML  
REMINDER: July 4 meeting date changed to July 11
- e. Adjournment – 11:25 am.

Respectfully submitted,  
Sharon Carvo  
Secretary