

**Minutes of Regular Board Meeting
Del Norte County Library District
April 23, 2020**

I. Call to Order

Meeting commenced at 9:10a.m. via zoom.us.

Present: Chair Smith, and Directors, Stanley, Roberts, Luttrell, and Gutierrez

Absent: None

II. Communications

1) Public Comment Period

None.

2) Other Communications

None.

III. Consent Agenda

1) Minutes: Review, potentially modify, and approve minutes from the March 19, 2020 Special Board Meeting.

Director Roberts made a motion to approve the minutes from the March 19, 2020 Special Board Meeting minutes. Motion seconded by Director Stanley. Poll vote: Director Stanley: Yes. Director Roberts: Yes. Director Gutierrez: Abstain. Director Luttrell: Abstain. Motion carried.

Director Stanley made a motion to approve the minutes from the April 9, 2020 Special Board Meeting minutes. Motion seconded by Director Luttrell. Poll vote: Director Roberts: Yes. Director Stanley: Yes. Director Luttrell: Yes. Motion carried.

2) Claims: Review and authorize claims appearing on the claims list for the period of March 23, 2020 through April 28, 2020.

Claims are tabled until next board meeting when April 2020 data is specified.

IV. Committee Reports

1) Del Norte Reads

Literacy Coordinator Phoebe Lenhart reports she has launched an "App a Day" announcement with the local radio station to promote the library and Del Norte Reads; this entails announcing a new app every day during the month of April for parents who are home-schooling their children in order to assist in their education. As well, the new Library Director has been introduced on KCRE and KPOD. Phoebe also reports that she has been very busy as her program has been dismantled during the COVID-19 crisis and working on ways to reach her students through distance learning.

2) Library Manager

Library Manager Beth Austen reports she is working on accomplishing the tasks on the manager orientation checklist. Beth reports she has been in touch with the state literacy coordinator in order to support the literacy coordinator and has also been working on learning how to submit claims to the county auditor to fill in for bookkeeping staff during the furlough. Beth requests electronic communication from the board and a desk with more writing space.

3) Friends of the Library

Discussion regarding it not being known who the current Friends of the Library president is; Chair Smith states she will check on this.

4) Smith River branch

Library Manager Beth Austen states the outgoing voicemail greeting with Smith River branch has been updated to indicate the library is closed at this time. Director Roberts reports he contacted the Triplicate newspaper and told them we will not be renewing our subscription at this time; Director Gutierrez states it may be beneficial for patrons to have access to an e-subscription; Library Manager Beth states she will contact the Triplicate and see if this is possible. Director Roberts states he is in possession of the key to the book lock box for the Smith River branch. Discussion on using the Smith River branch outgoing voicemail to advertise Del Norte Reads Summer Reading Program; Library Manager states this can and will be done.

5) Board of Trustees

Director Roberts reports he is still in contact with Van Wieren construction company regarding the roof repair. Director Gutierrez reports she has been in contact with the state library regarding the LSTA grant. Director Luttrell states she wants to be sure the library's yearly audit is completed timely. Chair Smith reports she has been in contact with Dr. Caldwell regarding a security gate that he has offered to donate towards.

6) Policy Committee

Directors Gutierrez and Stanley volunteer to be on the Policy Committee. Library Manager volunteers to be an advisor to the committee.

V. Unfinished Business

1) Discuss and take action on contractor job.

Chair Smith reads contract which indicates a rate of \$50 per hour for services to contractor, a deposit of \$1000 payable upon execution of the agreement, the remaining amount to be invoiced every 2 weeks, and invoices submitted by contractor are due within 60 days of receipt; contract is blank with date of signature and witness line.

Director Gutierrez made a motion to approve the contract for Van Wieren Construction to repair the outer walls of the library. Motion seconded by Director Luttrell. Poll vote:

Director Stanley: Yes. Director Roberts: Yes. Director Gutierrez: Yes. Director Luttrell: Yes. Chair Smith: Yes. Motion carried.

Library Manager reports there is a broken gutter and asks if that should be repaired before or after Van Wieren Construction completes the project; Director Roberts states he will take a look at the gutter and then consult with the manager but the gutter will probably have to be fixed after Van Wieren Construction completes the project.

2) LSTA Grant update

Director Gutierrez reports Library Manager submitted mid-period report to the state.

Library Manager states she found a laptop that both her and IT advisor Mark Raintree feel would be sufficient; Library Manager states she will forward the information about the laptop to Director Gutierrez; Director Gutierrez states she will need the total price with tax. Director Gutierrez also wants Library Manager to look for furniture for the self-help center; Library Manager states she will first need to know how much space is

available before doing so. Director Gutierrez states more purchases will need to be made such as books, magazines, and DVDs. Library Manager states she will have library staff work on pulling the self-help books already in the library's possession and separate into current and outdated piles and then make lists of self-help books still needed. Director Gutierrez states the deadline for these purchases is in August. Discussion regarding demolishing wall to staff area for self-help area; Library Manager expresses concern about eliminating/decreasing staff work area; Director Roberts asks Library Manager what the minimum amount of space is needed for conducting work; Library Manger states that with a full staff, the current area will need to continue to be reserved for staff to work peacefully and efficiently with wall kept intact to separate common patron area from staff area.

VI. New Business

1) Authorize new manager to sign claims and payroll.

Director Luttrell made a motion to authorize Library Manager Beth Austen to sign claims and payroll. Motion seconded by Director Roberts. Motion passed 5 - 0.

2) Mass email campaign

Library Manger reports she will launch a newsletter/announcement project to help patrons stay informed with library events and announcement. Discussion regarding using platform, Constant Contact for Library Manager to send announcements to patrons; Library Manager states the cost is \$20 per month and reports she recreated application for Borrower's Card to include permission for library district to send emails to patrons.

3) Storage and facility rates

Discussion on use of staff area for working and breaks. Library Manager states she would like to work with staff on organizing the back area and then the next step will be potentially purchasing a storage container for seasonal items.

4) Closure policy

Discussion on extended library visits during the COVID-19 crisis and concerns about potential spread of the virus. Library Manger states she feels visits should be essential, brief, and only related to library business. Library Manager presented a Closure Policy draft in effort to give structure on how to conduct library facility visits during the closure. Board of Directors requests that Library Manager modify the document to include "mask/face covering" as opposed to "mask" in order to allow visitors to use self-made coverings; Library Manager states she will do so.

Director Stanley makes a motion to accept the proposed Closure Policy with the changing of the verbiage "mask" to "mask/face covering." Motion seconded by Chair Smith. Motion passed 5 – 0.

5) Tech Soup for Zoom and Microsoft Package

Library Manger reports a yearly purchase of Zoom with no discount is \$149.90 per year and a purchase of Zoom with a Tech Soup discount is \$65.00 per year with an additional host fee of \$74.95 which brings it to a total of \$139.95 per year which is a \$10.00 discount. Library Manager states it has been challenging working so far with Tech Soup insofar as getting timely answers to questions therefore it may be worth it to simply

purchase Zoom without the \$10.00 discount. It was decided Library Manager will purchase Zoom without the \$10.00 discount.

6) Budgets for next fiscal year

Review of budget breakdown and project codes and discussion about programs not specified in the budget; Director Stanley stated the county auditor can work with the library in appropriately modifying the budget by adding GL accounts to accommodate needs.

Director Stanley moves that the board opens up the budget for the upcoming 2021 fiscal year to public comment. Motion seconded by Director Luttrell. Motion passed 5 – 0.

Director Gutierrez states she wants to ensure that under the LSTA grant, that the board fulfills the obligation to keep \$4,000.00 from the library contributing in dollar amount to books. Director Stanley requests that Director Gutierrez sends out a reminder email specifying this.

7) Keys

Library Manager suggests it is prudent to rekey facilities now that new administration is employed. Director Roberts volunteers to find a locksmith to assist in getting this accomplished.

8) Alarm hierarchy

Director Roberts reports he has been in touch with Advanced Security alarm company and states Advanced Security is going to provide the library with estimate for an alarm upgrade; Director Roberts states he will ask his contact to contact the Library Manager for an appointment. It was agreed on that the hierarchy for alarm trips after hours is as follows: 1) Library Manager Beth Austen. 2) Chair Sierra Smith. 3) Director John Roberts.

9) Wi-Fi access during hours of closure


Discussion on safety and security of staff and facilities during closure and internet access for the community.

Director Gutierrez made a motion to have Wi-Fi remotely turned on between the hours of 10:00 AM and 6:00 PM. Motion seconded by Director Stanley. Motion opposed by Chair Sierra. Motion opposed by Director Luttrell. Motion carried.

VII: Adjournment:

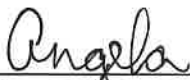
Meeting adjourned at 12:44 PM.

Minutes prepared and submitted by:



Elizabeth Austen, Library Manager

Minutes approved by:



Lupe Gutierrez, Secretary
