

**Minutes of Regular Board Meeting
Del Norte County Library District
May 28, 2020**

I. Call to Order

Meeting commenced at 9:02a.m. via zoom.us.

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

Absent: None

II. Communications

1) Public Comment Period

None.

2) Other Communications

Director Stanley discussed the Library's RMA insurance renewal and reported that the Library received a notice indicating the Library's property and liability insurance is increasing by approximately 50%.

III. Consent Agenda

1) Minutes: Review, potentially modify, and approve minutes from the April 23, 2020 Regular Board Meeting, the May 8, 2020 Special Board Meeting, and the Closed Session.

Director Stanley made a motion to approve the minutes from the April 23, 2020 Regular Board Meeting minutes, the May 8, 2020 Special Board Meeting minutes, and the Closed Session. Motion seconded by Director Luttrell. Motion carried.

2) Claims: Review and authorize claims appearing on the claims list for the period of April 8, 2020 through May 20, 2020.

Director Luttrell made a motion to approve the claims. Motion seconded by Director Stanley. Poll vote: Chair Smith – Yes. Director Stanley – Yes. Director Roberts – Yes. Director Luttrell – Yes. Motion carried.

IV. Committee Reports

1) Del Norte Reads

Literacy Coordinator Phoebe Lenhart reports she is happy to have received a grant from the Dollar General Literacy Foundation for \$2,500. Phoebe also reports the Summer Reading Program will be facilitated this year even though other libraries are not due to the COVID-19 crisis.

Director Stanley states the current budget indicates a recent Del Norte Reads budget transfer was processed as an expense to the Main Library rather than Del Norte Reads and it should have been processed under Del Norte Reads. Literacy Coordinator and Library Manager state they will work together with the auditor's office to have this resolved.

2) Library Manager

Library Manager Beth Austen reports she has been busy filling in during the absence of a bookkeeper in addition to the items on her Manager's Report.

3) Smith River branch

Library Manager Beth Austen reports the Smith River branch voicemail has been updated.

4) Friends of the Library

Chair Smith reports she heard from Shane Gausepohl and was informed that Friends of the Library has no plans of meeting again any time soon. Library Manager Beth Austen states she heard from Angela Glore and was told that Friends of the Library is currently inactive however Angela is going to come to the Library to gather the books for sale. Chair Smith asks that Beth offer use of the Zoom account to Friends of the Library; Beth states she will do so.

5) Board of Trustees

Director Stanley reports that she worked on the budget with Chair Smith and also worked with Library Manager Beth and explained how to look up items and how to determine how items are coded; Director Stanley also reports the bookkeeper's desk needs attention and states she has advised the Manager to disregard questionable bills that are less than 60 days old and wait to be rebilled in effort to save time; Director Stanley states she has requested contact from the auditor's office in order to find out information about various GL accounts and also find out if the auditor's office can provide the Library any more assistance than they already are.

Chair Smith reports she attended a Library Foundation meeting and states they are currently working to revise their mission statement and are in the works of recruiting a new board member; Chair Smith also reports she attended a virtual NorCan training for board members and states she found it useful to brainstorm with other local agencies and discuss current Library events and ideas in relation to the COVID-19 crisis; Chair Smith also reports she has been in communication with the roofing contractor regarding the roof repair job.

Director Roberts reports he cleaned up the storage shed at the Crescent City branch and states everything seems to be fine now; Director Roberts also reports the roof repair job may end up coming back under budget due to having less damage than anticipated; Director Roberts also reports he is going to assist the Library with dump runs as they clean up the inside of the Library.

Director Luttrell reports she had a meeting with Library Manager and auditor's office to discuss bookkeeping; Director Luttrell also reports the bookkeeper's desk needs attention and would like as much paperwork to be digitized in order to eliminate some of the clutter; Director Luttrell also reports she attended the virtual NorCan training however states she was having technical difficulties therefore could not hear the meeting very well; Director Luttrell also reports she found someone loitering on grounds with many personal belongings strewn around at the Crescent City Library branch and states she feels the Library should go back to having Wi-Fi turned off.

6) Policy Committee

Director Stanley states that any time a policy needs to be updated, the policy committee would have the duty to type it up and send it to the Library Manager. Chair Smith asks Director Luttrell if she wants to join Director Stanley in the Policy Committee; Director Luttrell states yes.

V. Unfinished Business

1) Update on progress of Board Code of Conduct Policy

Director Luttrell reports she is going to give a copy of the Board Code of Conduct Policy and the Board Bylaws to the Library Manager Beth per Beth's request; Beth reports she will scan this and then distribute it to the board.

2) Updated on roofing contractor job

Director Roberts reports the roofing contractor worked on a cap for the roof and states there are issues with the cap therefore a new bid will need to be produced with this added cost. There is also a lot of moss on the roof so this needs to be taken care of.

3) LSTA grant update

Library Manager Beth reports she got in touch with California State Library and was sent the history of documents and correspondence; from this Beth states she made a list of the tasks the Library has committed to and a budget synopsis. Beth states the deadline has been extended to September 30th. Beth shares a proposal submitted by staff that lays out the placement of the self-help center. Beth shares her interpretation of the budget. Director Stanley states that anything that is billed to the Interior Designer's services, this would be billed under Consultant Fees but anything the Interior Designer advises the Library to purchase, would be billed under Supplies & Materials; Beth states there is no line item called Consultant Fees; Director Stanley states Beth could ask the auditor's office to add a line called Steer Consultants. Director Stanley states the proposed layout for placement of the self-help center makes good sense and has the potential to make the self-help center something great; Directors Luttrell and Smith agree.

VI. New Business

1) Appointment of Board Treasurer

Director Stanley states that at this time the board policy only states the positions of President and Secretary therefore a policy changes needs to be made.

Chair Smith made a motion to have the policy updated to include a Board Treasurer. Motion seconded by Director Luttrell. Poll vote: Chair Smith – Yes. Director Stanley – Yes. Director Luttrell – Yes. Director Roberts – Yes. Motion carried.

Public Comment: None.

2) Board Member Lupe Gutierrez resignation

Board Members report they received Lupe Gutierrez's resignation. Chair Smith states she is grateful for everything Lupe has done.

Director Stanley makes a motion to accept Lupe Gutierrez's resignation. Motion seconded by Director Roberts. Poll vote: Chair Smith – Yes. Director Stanley – Yes. Director Luttrell – Yes. Director Roberts – Yes. Motion carried.

3) Appointment of Board Secretary

Director Luttrell nominates Director Stanley to be the Board Secretary. Nomination seconded by Chair Smith. Poll vote: Chair Smith – Yes. Director Luttrell – Yes. Director Roberts – Yes. Director Stanley – Yes. Motion carried.

4) Policy Committee to establish procedure on recruitment of Board Members

Director Stanley states there is already a policy on how to advertise for this and states that everyone can encourage people to apply who seem like a good fit. Director Roberts states there should be documentation in case board needs to later verify that the policy was followed.

5) Employee Code of Conduct Policy

Library Manager Beth shares a draft Employee Code of Conduct Policy she created. Beth states this will be signed by all employees upon hire and every year. Director Roberts states employees should also consent to this at their annual evaluations.

Director Stanley makes a motion to accept the Employee Code of Conduct Policy. Motion seconded by Chair Smith. Poll vote: Chair Smith – Yes. Director Luttrell – Yes. Director Roberts – Yes. Director Stanley – Yes. Motion carried.

6) Sick leave for Employees

Discussion on California State Law to provide sick leave to employees.

Director Stanley made a motion to issue all part-time Library employees 24 hours of sick leave effective July 1, 2020, and that also effective July 1, 2020 to issue all part-time Library employees an additional one-time balance of 24 hours of sick leave for this last fiscal year. Motion seconded by Director Luttrell. Poll vote: Chair Smith – Yes. Director Luttrell – Yes. Director Stanley – Yes. Director Roberts – Yes. Motion carried.

The board agreed to take additional retroactive requests on a case by case basis.

7) New fiscal year budget

Director Stanley presents proposed budget for upcoming fiscal year. Discussion on programs and team building.

Public Comment: Library Manager requests a team building line item. Director Angela asks Beth to email her what she wants for team building; Beth states she will do so.

Director Roberts made a motion to approve the first draft of the budget. Motion seconded by Chair Smith. Poll vote: Chair Smith – Yes. Director Stanley – Yes. Director Luttrell – Yes. Director Roberts – Yes. Motion carried.

Chair Smith requests the Literacy Coordinator to submit her budget report.

8) SAS 99 forms – board members receive forwarded request as file per accountant

The board asks Library Manager Beth to resend them the forms; Beth states she will do so via email and also print out for them.

9) Trustee list for 2019 audit

The board states they were all on the board during 2019, in addition to Lupe Gutierrez, with all the same positions.

10) Courier services

Library Manager Beth discusses frequency of trips required to auditor's offices for claims, payroll, and deposits and the fact the Library is not insured to cover employees if they have a car accident while doing these errands. To be added to the county courier service, the fee is \$35 per month and the courier would come daily between Monday and Thursday. Director Stanley states this may be good for liability reasons and would be less expensive than paying employees for mileage. The board states this item does not require a board action; Beth states she still wants their opinion. Chair Smith and Director Luttrell state this is a good idea; Beth states she will sign the Library up for it.


11) COVID-19 and phases for reopening

Discussion on pros and cons of slowly phasing into reopening. Library Manager Beth reports she is asking the county to assist with safety training but has not received an answer yet; Director Luttrell suggests Beth ask the Office of Emergency Services; Beth states she will do so. Director Roberts states he feels the Library can enter states of reopening once Library Manager has all personal protective equipment and policies created on how to conduct programs safely; Director Roberts states he also would like a COVID-19 line item added to the budget. Beth states there is also more work to be done in addition to preparation for reopening. Director Stanley states the board is giving Beth permission to unfurlough employees and to put a procedure in place to conduct programs safely as possible specifically during the phases of reopening and to only open to the public once those procedures are in place along with a supply of enough personal protective equipment to run operations safely. Director Stanley states she wants Beth to move forward with this once the Library is ready and not necessarily after the next board meeting. Chair Smith formally requests that Beth keep the board informed as she does this; Beth states she will do so.

VII: Adjournment:

Meeting adjourned at 12:20 PM.

Minutes prepared and submitted by:



Elizabeth Austen, Library Manager

Minutes approved by:



Angela Stanley, Secretary