

**Del Norte County Library District
Minutes of Special Board Meeting
June 15, 2020**

I. Call to Order

Meeting commenced at 6:30a.m. via zoom.us.

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

Absent: None

II. Communication

1) Public Comment Period

Library Manager Beth Austen asks the board to allow more time for the public to type during public comment period so that they will have an opportunity to participate. Director Stanley suggests the public uses the “raised hand” feature. Beth states she will look into this feature. Director Stanley also suggests that the public simply chat “yes” when public comment period is announced; this way the board will know to wait for the chat.

2) Other Communications

Director Luttrell informed Library Manager that she spoke to several healthcare workers and was told that employees do not have to go through a certification process to take temperatures of patrons.

III. New Business

1) Discussion and possible action on budget

Director Stanley informs the board that employee benefits is the payroll taxes and the 20140 household expense is janitorial supplies. 20175 computer services is related to US Bank credit card and this does not include services from Mark Raintree. Membership contains NorthNet, California Special District dues, Chamber of Commerce dues, and US Bank. Chair Sierra asks if the Library trust the Library received can be used for children’s books; Director Luttrell states prior staff allotted certain amounts to adults, young adults, and children; Director Stanley states she has not seen a balance sheet for this. Director Stanley states it will need to be found out how much is left in the Munson found by looking at the prior trust fund and seeing how much was allocated for books last year; Director Luttrell states this information can be obtained by reviewing the minutes from September of 2019; Director Luttrell and Chair Smith state they will partner up to investigate this. Director Luttrell states that 91121 Inter Library Loans is not facilitated anymore. Chair Smith asks Bookkeeper Cory if he has questions; Cory asks for a copy of the working budget; Director Luttrell states she will email this to Cory. Director Luttrell states she has concerns about the revenue and states Friends of the Library no longer meets; Chair Smith states she feels it is safe to assume Friends of the Library is simply inactive at this time. Director Roberts asks if the budget is preliminary or final; Chair Smith states it is preliminary. Director Stanley states she will schedule a budget meeting with Chair Smith and Cory and Beth to go over the budget. Director Luttrell asks about election fees; Director Stanley states she will check on this.

Public Comment:

Library Manager Beth Austen informs the board that the batch of PPE she purchased was shared with Del Norte Reads and asks if the board would rather have two PPE budgets, one for the main branch and one for Del Norte Reads. Director Stanley states it depends on whether Del Norte Reads uses a substantial amount or not. Beth asks Literacy Coordinator Phoebe if she took a substantial amount; Phoebe states she only took one box of face masks. Director Stanley

states that is not substantial therefore Beth can simply leave it how it is and keep an internal log of how much PPE Del Norte Reads takes.

Beth asks Director Roberts to turn in his SAS 99 for the audit. Director Roberts states he will do so.

Beth asks if staff appreciation will still be a line item for next fiscal year. Chair Smith states yes. Beth share a memo she would like to send to auditor to correct the repayment of the \$25,000 grant for Del Norte Reads. Director Stanley made a suggestion and then approved the final draft.

2) Discussion and possible action on maintenance

Director Roberts states there is work that needs to be done on the roof and that there is a concern about a vent and the wood stove. Director Roberts states if the wood stove isn't being utilized, it can be used as a centerpiece or be removed. Director Luttrell states she wants to know the cost to remove it. Director Roberts states it can be left as a centerpiece. Director Stanley states answers will be needed by the next board meeting in order to modify the budget accordingly. Director Roberts states he would like to invite a native tribe paint native symbols on the building. Chair Smith states she has also invited the art community to paint bookends on the building. Director Roberts states the windows on the north side of the main branch need to be replaced and states this should be a priority. Chair Smith asks Library Manager Beth if she has applied for the energy grant yes; Beth states yes and she will check the status. Chair Smith asks what the status of the locksmith is; Director Roberts states he will come to the Library tomorrow at 1:00PM and asks Beth if this is correct; Beth states Director Roberts did not inform her about his however the locksmith has already no-showed three times. Chair Smith states she knows a local locksmith that the Library should check into. Director Roberts states the main branch still needs to be rekeyed and asks if all staff members need a key; Chair Smith asks Beth if this is correct; Beth states yes, she wants all paid staff and the janitor to have a key but no volunteers should have one except for the Board Chair.

Public Comment:

Library Manager Beth Austen informs the board that the staff wants to keep the fireplace even if it is not functioning. Beth states staff wants to know what is wrong with the fireplace. Beth states she is still waiting on Director Roberts for estimates for 1) cost to repair it and 2) cost to remove it, as requested a few weeks ago. Beth would like Director Roberts or Bookkeeper Cory to call CCC to see if they want to repair the fireplace being that their sticker is on there.

Beth asks if Contractor Jeff Van Wieren will sand and stain the stair rails to the staff entry; Director Roberts states he will.

Beth states the contractor has been asking her to run Home Depot errands for him and is also asking Library staff to do chores for him; the board agrees that Manager and Library staff cannot assist contractor with his work.

IV. Adjournment

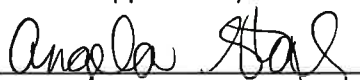
The next regular meeting of the Del Norte County Library District Board is Thursday, June 23rd, 2020 at 9:00 AM.

Minutes prepared and submitted by:



Elizabeth Austen, Library Manager

Minutes approved by:



Angela Stanley, Secretary