**DEL NORTE COUNTY LIBRARY DISTRICT**

**Notice of Emergency Board Meeting
Date:** Wednesday, July 1, 2020
**Time:** 7:00 AM
**Place:** <https://us02web.zoom.us/j/86785028926> **(707) 464-9793**

**Public Comment: ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER EITHER ON OR OFF THE AGENDA THAT IS WITHIN THE BOARD’S JURISDICTION. Public comment on items of interest to the public, within the subject matter jurisdiction of the committee and not otherwise appearing on the agenda are accepted. Note, however, that the Library Board is not able to undertake extended discussion or act on non-agenized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until we announce it so that we may properly address all comments on that subject at the same time. After receiving recognition from the Chair, please state your name and city or county of residency for the record. Speakers, please limit your comments to three (3) minutes.**

**A CLOSED SESSION may be called at any time during a meeting, as permitted by the 1994 Ralph M. Brown Act for the following purposes: pending litigation (Sec. 9495639), personnel (Sec. 54957), labor negotiations (Sec. 54957.6) or any other exceptions to open session as described by the Act.**

Anyone requiring reasonable accommodation to participate in the meeting should contact the Library Manager at (707) 464-9793 at least five (5) days prior to the meeting.

**AGENDA**

1. **Call to Order**
2. **Communications**1) Public Comment Period
2) Other Communications
3. **Consent Agenda**
4. Minutes: Review, potentially modify, and approve minutes from the May 28, 2020 Regular Board Meeting and the June 15, 2020 Special Board Meeting, and the Closed Session of the June 15, 2020 Special Board Meeting.\*
5. **Unfinished Business**1) Budget - Discuss and take action on Fiscal year budget
6. Update on Audit
7. **New Business**1) Discuss and take action on elections as per paperwork received from County

2) Discuss and take action on recruitment of new Board Member

1. **Adjournment**The next regular meeting of the Del Norte County Library District Board is scheduled for Thursday, July 6th, 2020 at 6:30 PM.

Posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Library Board of Trustees**
Elizabeth Austen – Library Manager Chair: Sierra Smith (2020)
Posted June 30, 2020 at 1:00 PM Secretary: Angela Stanley (2022)
 Colleen Luttrell (2020)
 John Roberts (2020)

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

**I. Call to Order**Meeting commenced at9:02a.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.

1. **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.
2. **Smith River branch**
Library Manager Beth Austen reports the Smith River branch voicemail has been updated.
3. **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. Chairr Smith asks that Beth offer use of the Zoom account to Friends of the Library; Beth states she will do so.
4. **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.

1. **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 Stanly 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 change 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.
Directory 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 incase board needs to later verify that the policy was followed.  **5) Employee Code of Conduct Policy**Library Manger 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 boards 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: Minutes approved by:

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Elizabeth Austen, Library Manager Angela Stanley, Secretary

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

**I. Call to Order**Meeting commenced at6:30a.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.

1. **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: Minutes approved by:

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Elizabeth Austen, Library Manager Angela Stanley, Secretary

**DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of Closed Session of Special Board Meeting
June 15, 2020**

**I. Call to Order**Present: Chair Smith, and Directors, Stanley, Roberts, and Luttrell
Absent: None

 **II. Closed Session Comments**None.

**III. Closed Session**

1. **Discussion and possible action on staff payroll budget**Library Manager Beth presented an org chart of Library Staff. Beth asks about the different payroll line items; Director Stanley explains one is for CalPERS employees, one is for non-CalPERS employees, and that Del Norte Reads employee gets her payroll from the Del Norte Reads budget. Director Stanley asks if Lisa Critz works 19 hours per week; Beth states yes. Beth states all employees work 19 hours per week except for herself and the Literacy Coordinator. Discussion on minimum wage increasing at the first of year 2021. Beth states the literacy program needs more hours to support the program as it has grown extensively since the Literacy Coordinator has been with the Library and that currently Phoebe Lenhart is only authorized to work 24 hours per week; Director Stanley states the line item for this is 414-371-10015. The board agrees that the literacy program would benefit from more support however the budget needs to be examined to determine if and how this is possible. Beth states she will look at the budget and see if the literacy hours can be increased from 24.

**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: Minutes approved by:

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Elizabeth Austen, Library Manager Angela Stanley, Secretary