

**Del Norte County Library District  
Minutes of Emergency Board Meeting  
July 1, 2020**

**I. Call to Order**

Meeting commenced at 7:00a.m. via zoom.us.

Present: Chair Smith, and Directors Stanley and Roberts

Absent: Director Luttrell

**II. Communications**

**1) Public Comment Period**

None.

**2) Other Communications**

Chair Smith reports there is a spray paint artist who is going to contact the Library Manager regarding painting something on the building exterior to make the building stand out.

**III. Consent Agenda**

**1) 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.**

Director Stanley made a motion to approve the 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. Motion seconded by Chair Smith. Motion carried.

**IV. Unfinished Business**

**1) Budget - Discuss and take action on Fiscal year budget.**

Director Stanley reports that she met with the Library Manager and the Bookkeeper to review the budget and were able to go from a \$65,000.00 deficit down to a \$49,000.000 deficit so there is still more work to do however progress was made. Director Stanley reports she added a Team Building line to the budget. Chair Smith asks if the Library can be reimbursed from COVID-19 expenses; Bookkeeper Cory Swarts reports he learned from a meeting with the auditor that there is a chance FEMA may be able to provide reimbursement for this; Director Stanley states she would like to add a revenue line for this. Chair Smith asks what the (414-070) 90300 Interest line item is for; Director Stanley states this is provided quarterly by the county. Director Stanley makes a motion to approve the preliminary budget as submitted. Motion seconded by Chair Smith.

Poll vote:

Director Stanley: Aye.

Chair Smith: Aye.

Director Roberts: Aye.

Motion carried.

**Public Comment Period:**

Literacy Coordinator Phoebe Lenhart requests a copy of the budget; Library Manager Beth Austen states she will send it.

**2) Update on Audit**

Library Manger Beth reports that as of last week, everything has been sent to the CPA and now

it is time to wait to hear back from him; Director Stanley states it should take approximately 45 days.

**Public Comment Period:**

None.

**V. New Business**

**1) Discuss and take action on elections as per paperwork received from County.**

Library Manager reports she is in possession of prior Board Member Lupe Gutierrez's letter of resignation. Director Stanley needs to sign the minutes accepting Lupe's resignation. Chair Smith needs to complete the consolidation resolution form and the board needs to approve it. Lupe still needs to complete her Form 700. Chair Smith states she sent the Form 700 to Lupe and asked her to complete however she has not heard back from Lupe. Director Stanley states she will sign the minutes tomorrow. Discussion on how to complete the consolidation resolution form. Board assists Chair Smith in completing the consolidation resolution form. Director Stanley makes a motion to approve the consolidation resolution form. Motion seconded by Chair Smith.

**Public Comment Period:**

Library Manager Beth informs the board that it appears the board completed the consolidation resolution form correctly as Beth recalls a meeting she had with the county on how to complete the form.

Poll vote:

Director Stanley: Aye.

Chair Smith: Aye.

Director Roberts: Aye.

Motion carried.

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

Chair Smith states she feels an advertisement is needed; Director Stanley agrees and states it needs to be an advertisement in the newspaper. Chair Smith states interested candidates may submit an application or a resume which would be reviewed in an open session. The trustees may then select from the applicants. This position is subject to the approval of the Del Norte County Board of Supervisors.

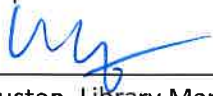
**Public Comment Period:**

Literacy Coordinator Phoebe states there is a typo about the date of the next meeting on the Agenda; Library Manager Beth apologizes and clarifies the date.

**VI. Adjournment**

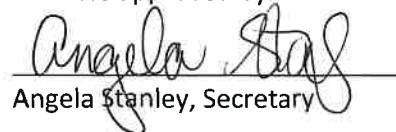
The next regular meeting of the Del Norte County Library District Board is scheduled for Monday, July 6th, 2020 at 6:30 PM.

Minutes prepared and submitted by:



Elizabeth Austen, Library Manager

Minutes approved by:



Angela Stanley, Secretary