

**Minutes of Regular Board Meeting
Del Norte County Library District
July 6, 2020**

I. Call to Order

Meeting commenced at 6:30 a.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 she received a letter from a couple in Smith River who expressed how important the Smith River Library is to them. Chair Smith asks Library Manager Beth if the Smith River branch is in operation at this time; Beth states it is not as it was closed the same time the main branch closed when the COVID-19 outbreak occurred. Beth states when the time comes to reopen the Smith River branch, she would like for the hours of operation to be more consistent than they were in past.

III. Consent Agenda

1) Minutes: Review, potentially modify, and approve minutes from the July 1, 2020 Emergency Board Meeting.

Director Stanley made a motion to approve the minutes from the July 1, 2020 Emergency Board Meeting minutes. Motion seconded by Chair Smith. Motion carried.

2) Claims: Review and authorize claims appearing on the claims list for the period of May 26, 2020 through June 22, 2020.

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

IV. Committee Reports

1) Del Norte Reads

Literacy Coordinator Phoebe Lenhart reports her program was awarded an additional \$5,708.00 by California Literacy Services. The Summer Reading program is going very well with over 100 registrants.

2) Library Manager

Library Manager Beth Austen reports new Bookkeeper Cory Swarts is doing a good job. Beth also reports staff is doing a gift bag outreach to encourage people who are still quarantining due to the COVID-19 outbreak. The Triplicate is coming to the Library this week to talk to Beth about Library services and programs.

3) Smith River branch

Library Manager Beth Austen reports the Smith River branch voicemail has been updated. Beth states she is on board with opening up the branch once the main branch

reopens but wants the hours to be more consistent and states that community members and staff are expressing the same opinion.

4) Friends of the Library

Chair Smith reports she reached out to Shane Gausepohl but has not heard back. Chair Smith would like Beth to reach out to Lynn Durkey; Beth states she will do so.

5) Board of Trustees

Chair Smith reports that she has been active with staying up to date and has drafted a Board Code of Conduct policy.

Director Stanley reports she has been signing needed paperwork for the Library and has been assisting Cory and Beth with the budget. Director Stanley appreciates the update of Library email to Google Suite.

Director Roberts reports Chimney Craft has ordered a part for the chimney that was damaged. There is an area on the roof that is leaning at an angle and is rusting away so Chimney Craft is going to install their part and then we can finish up the roof work. Beth asks Director Roberts if the security camera can be installed back onto the building wall; Director Roberts states yes.

6) Policy Committee

Director Stanley states the Policy Committee is an ad hoc committee therefore the board does not need to appoint people to the Policy Committee. Chair Smith and Director Stanley report they want to work on the Policy Committee. Beth states she would like to join it as an advisor.

V. Unfinished Business

1) Update on the LSTA Grant

Library Manager Beth reports staff has been working on setting up all of the shelves for the self-help section; they are pulling books and selecting books to be purchased. Most of the tables have been ordered and plexiglass will be ordered for the tops. All chairs have been received. Beth and Library staff met with the interior designer last week and discussed ideas the interior designer had on how to highlight the self-help section and make Library more welcoming to the homeless/at risk population. Beth states the project is at a halt at this time due to her Cal-CARD not working.

2) Discuss and take action on Board Code of Conduct

Chair Smith states she completed this and sent it out to the directors. Director Roberts asks Chair Smith to resend it to him; Chair Smith states she will do so.

3) Budget – Discuss and take action on Fiscal year budget

Director Stanley states she wants to have another budget meeting to try to decrease the deficit. A balance sheet is needed for the Munson fund; Cory states he will work on this.

Public Comment

Phoebe states she contacted the executor of the Munson fund and is waiting for a reply.

4) Discuss and take action on maintenance

Director Roberts states the roof will soon be pressure washed so that it is ready for the winter. Director Roberts states he does not have a preference on what is done with the fireplace.

5) Discuss and take action on Appointment of Board Treasurer

The board indicates they do not wish to appoint a Board Treasurer at this time.

VI. New Business

1) Update and take action on employee Cal-CARDS not working

Discussion on employee Cal-CARDS not working and issues of unpaid bills back to December 2019 and very little electronic and paper files in Library for the years 2018 through 2019. Director Roberts states he wants this issue resolved.

2) Discuss and take action on elections as per paperwork received from County

Beth states she dropped off the paperwork to the County and was told they will send a notice to prior Director Lupe Gutierrez and ask her to complete her Form 700.

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

Chair Smith states we need to place an ad for this and asks Beth to do this; Beth states she will do so but if they require immediate payment, she has to have a working Cal-CARD. Cory states he wants to establish a petty cash fund for things like this.

4) PacifiCorp Foundation Grant

Beth reports she heard back from the foundation and was told she should receive an outcome in mid to late August.

5) Discuss and take action on Surplus Equipment

Cory presents surplus equipment for board approval to dispose of/recycle/sell obsolete items from the Library. Beth asks the board how they want to approve these surplus equipment requests. Director Stanley states action can be taken after board verbally approves at the meetings and will sign the papers at their convenience and states these need to be reflected in the minutes and try to get rid of first via social media for 2 weeks before taking action.

Director Roberts made a motion that the board acts on disposing of said surplus materials within a 2 week time frame. Motion seconded by Director Stanley. Poll vote: Chair Smith – Yes. Director Stanley – Yes. Director Roberts – Yes. Motion carried.

The board approved the disposal of/recycle/resale of:

metal shelving

library shelving wall brackets

under shelf spacers

fax combo

computer dell desktop

computer dell desktop

computer dell desktop

computer dell desktop

security locks for laptop computers

under shelf light fixtures

router

towel dispenser

koffler table

koffler table

Ppo2l laptop


Ppo4l laptop

model L moisture meter
desktop computer
desktop computer
desktop computer
desktop computer
coffee table LN 683Cn4Z
ubuild playhouse
HYT laptop computer

VII: Adjournment:

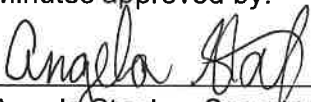
Meeting adjourned at 8:30 PM to Closed Session.

Minutes prepared and submitted by:



Elizabeth Austen, Library Manager

Minutes approved by:



Angela Stanley, Secretary