

**Minutes of Regular Board Meeting  
Del Norte County Library District  
July 23, 2020**

**I. Call to Order**

Meeting commenced at 9:00 a.m. via zoom.us.

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

Absent: None

**II. Communications**

**1) Public Comment Period**

None

**2) Other Communications**

Library Manager Beth states a board member informed her that murals will likely be painted on the exterior of the building. Beth reports staff posted an invite on social media for ideas about painting bookends on the top of the building and murals on the exterior walls. Beth reports a couple of staff do not want murals however the majority of staff prefers the exterior to be painted in a solid light neutral color. Staff does not want a bright color. Staff states if a mural goes up, they only want a mural on one wall and they want it on the wall that faces the square. Staff states they want the mural to be nature themed. Beth asked staff how they would feel about having 2 or 3 murals; staff states they only want one. Staff states they like the idea of the top being painted with bookends but staff does not want bookends on the same wall that the mural will be on. Staff does not want lettering but states they like the idea of bookends. Director Stanley states that in order to have murals painted on a building, permission must first be granted from City Counsel. Director Roberts states something has to be changed with the building exterior because it appears pitiful and that while employees have a certain amount of input, it is the board who makes the decisions. Chair Smith states she would like to back up to the original plan of having bookends painted on the top of the building; Chair Smith asks Beth if she feels this is acceptable; Beth states yes.

**III. Consent Agenda**

**1) Minutes: Review, potentially modify, and approve minutes from the July 6, 2020 Board Meeting and the minutes from the July 6, 2020 Closed Session.**

Director Stanley made a motion to approve the minutes from the July 6, 2020 Board Meeting and the minutes from the July 6, 2020 Closed Session. Motion seconded by Chair Smith. Motion carried.

**2) Claims: Review and authorize claims from June 23, 2020 through July 16, 2020.**

Director Stanley made a motion to approve the claims from June 23, 2020 through July 16, 2020. Motion seconded by Chair Smith. Poll vote: Chair Smith – Aye. Director Stanley – Aye. Director Roberts – Aye. Director Luttrell – Abstain. Motion carried.

Public Comment

Library Manager Beth states Bookkeeper Cory would like for the board to start reviewing full

months at the board meetings rather than two half months; Director Stanley states she was planning to request this change anyway and states she feels moving forward in this way will make things easier. Beth states she and Cory will implement this change for the board.

#### **IV. Committee Reports**

##### **1) Del Norte Reads**

Literacy Coordinator Phoebe Lenhart reports she is having the most successful Summer Reading Program that the Library has ever had with over 100 participants and a lot of adult participation.

##### **2) Library Manager**

Beth wishes to publicly acknowledge staff as she feels their social media work has been instrumental in the Library's large response for Summer Reading Program; Chair Smith asks Beth to thank staff on the board's behalf. Beth states most of her time has been spent working on CAL-Card issues and the LSTA grant.

##### **3) Smith River Branch**

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**

Beth states she has been trying to obtain answers from the Friends group as to when their next book sale will be however is not obtaining answers. Beth states she also wants to know who their Chair is however Lynn Durkey is stating she does not know. Chair Smith states their Chair is Shane Gausepohl is the Friends chair; Chair Smith states she reached out to Shane and was told no one is coming together. Chair Smith asks Beth to try to get in touch with Bridget Holland; Beth states she will do so.

##### **5) Board of Trustees**

Chair Smith reports she and Beth attended a Library Foundation board meeting and there, they appointed a new Board Member, Jill Cyr; they took a financial hit because their moneys are invested in the market and are waiting for a rebound; they are also working on drafting their mission statement. Chair Smith reports she had a meeting with Director Stanley to discuss the budget and Board Member Code of Conduct.

Director Stanley reports she assisted with some questions for the audit and that she had a meeting with Chair Smith to discuss the budget and Board Member Code of Conduct.

Director Roberts reports he is still working on the building and that parts have been ordered for the chimney; they will be installed when they arrive; there is a problem happening with getting a water faucet attached as the estimate for that is approximately \$900.00 which is higher than expected.

Director Luttrell reports she has been doing investigative work to find out about an order that was placed in past for chairs; she discovered they were ordered from Del Norte Office Supply; this information will be helpful in filing a police report [for the shed break-in].

##### **6) Policy Committee**

No updates

## **V. Unfinished Business**

### **1) Update on the LSTA Grant**

Beth reports she is now able to make purchases and her Cal-CARD was reactivated however she is now in a crunch for time as the deadline is approaching which is August 31<sup>st</sup>. Beth states she was able to purchase books and an art rail.

### **2) Discuss and take action on Board Code of Conduct**

Director Stanley reports some wording was changed about conflict of interest about business exchanged between Board Members and the organization except for procedurally controlled to assure transparency; discussion on dollar limit for transactions; the board agrees that \$750.00 is a suitable limit.

#### Public Comment

Beth states she feels a limit between \$750.00 and \$1,000.00 would be appropriate.

Cory states he feels a limit between \$500.00 and \$750.00 would be appropriate.

Director Luttrell made a motion to approve updated Board Code of Conduct with the change in conflict of interest wording to be changed to \$750.00. Motion seconded by Chair Smith. Motion carried.

### **3) Update on recruitment of new Board Member**

Beth states she has not received any responses to the ads placed in the newspaper, on the workforce center listing and on social media; Beth states the deadline was posted as July 24<sup>th</sup>. Director Roberts wants the date to be open now with no closed date. Discussion on outreach mediums to use. Beth states she will contact the radio and ask for public service announcements, arrange for more push on social media, place an add on the Outpost, reach out again to the Workforce, have a sign on the fairgrounds, do a newsletter, have newsletters put in the curbside bags, and post a sign on the book drop.

### **4) Update on status of employee CAL-Cards**

Beth states her card was reactivated but she is concerned that it may be deactivated again.

#### Public Comment

None

### **5) Discuss and take action on final budget**

Director Stanley states she had to cut the Team Building line item from \$3,000.000 to \$1,500.00. Director Stanley states she discovered that on April 24, 2019, \$25,000.00 dollars from the Munson fund were deposited into the Library's books; this is not currently on the balance sheet as a separate fund. Cory reports he found some old board meeting minutes from April 25, 2019 that discussed the Munson fund and creating a budget line item for it such as children's books 20283, young adults, and books 20284. Discussion on various claims from past; Beth states she will email the claims website link to Director Stanley so she can access it any time a question arises.

#### Public Comment

Beth reports an employee wanted it mentioned that we have a Library Foundation and a Library Friends group, both of which are unable to support the DNCL at this time. The employee states this is rather unfortunate timing and a squeeze on our financial situation. The employee states we really need to push for an increase in the lumber tax as the only viable option at this

time. Chair Smith states the Library Foundation is already entertaining this idea. Director Roberts states it is important to keep in mind that it takes at least one year of work before something like this can make it to the ballot.

Director Luttrell made a motion to approve the budget with the changes. Motion seconded by Chair Smith. Poll vote: Chair Smith – Aye. Director Stanley – Aye. Director Luttrell – Aye. Director Roberts – No. Motion carried.

## **VI. New Business**

### **1) Update and take action on surplus equipment**

Bookkeeper Cory presents surplus equipment for board approval to dispose of/recycle/sell obsolete items from the Library.

JBL Sound Bar

Weighted Drop-Down Movie Screen

Weighted Drop-Down Movie Screen

Couch

Lounge Chair

Lounge Chair

Public Comment

None

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

### **2) Discuss and take action on request for Wonder Bus funding from First 5**

Beth reports she met with Melodee Mitchell who states the Library has agreed to fund the Wonder Bus for \$2,000.00 per year however our minutes indicate that in October of 2019, the board agreed to contribute \$2,000.00 however a frequency is not indicated. Their MOU signed by Director Stanley we did agree to do this annually however our claims history does not indicate that we have been helping every year. Beth asks the board how they would like her to proceed. Director Stanley states the reason the claims history does not reflect a payment every year is because the Library Foundation has been paying it, therefore it did not go through the Library's books. Chair Smith states that last year, the Library was received a bill in the amount of \$2,000.00 for maintenance after already paying its already promised amount of \$2,000.00; Chair Smith states she reached out to Melodee to inform her that the Library isn't responsible for maintenance, but did not receive a response. Director Roberts states he feels the MOU is dead because the Library never received any requested information such as number of miles or any documentation indicating the bus is still running; Director Roberts states he supports the idea of the Wonder Bus but does not like contributing money to something when we don't know if it is working or showing positive results and that as stakeholders, we should be kept informed.

Director Stanley states she feels the Library should continue to support the Wonder Bus for local children who would not otherwise have access to resources and literacy materials; Director Stanley states the board should pass on their requests for information to the Library Manager.

Public Comment

None

**3) Discuss and take action on Munson fund – clarification on specific moneys and creating a budget line item**

Chair Smith asks if the Library is going to have the Munson fund clarified on the budget; Director Stanley states she is in support of having its own line on the fund balance. Director Roberts states it is important to go with the intent of the donor which is for books; Director Stanley states it is specifically for children's books.

Chair Smith made a motion to ask the auditor's office to create a fund balance of \$25,000.00. Motion seconded by Director Luttrell. Poll vote: Chair Smith – Aye. Director Stanley – Aye. Director Luttrell – Aye. Director Roberts – Aye. Motion carried.

Public Comment

Literacy Coordinator Phoebe Lenhart states she understands that the board is now going to take the Munson fund that was put into a fund balance out and then put it onto its own line with its own account number for the \$25,000.00; Phoebe asks if she is understanding this correctly; Director Stanley states yes however it is on the balance sheet, not the financial statement and it is to be taken out annually.

**4) Discuss and take action on petty cash policy**

Cory presents a petty cash fund policy to the board. Cory states we have seen that the Library had a petty cash fund policy in past and wants to get a new policy approved in the amount of \$200.00 so that small priced items can be purchased in the event that CAL-Cards are not working or are not accepted by the vendor. Library Manager is to approve all transactions. Director Roberts states he feels it is important to minimize the amount of people authorized to make purchases; Director Stanley states the proposed policy supports that because it indicates prior authorization is needed. Director Stanley states the proposed policy should be amended to state that the spender is responsible for any difference between the receipt and the change. Cory states he feels the verbiage should state that in the event that the employee does not bring back the equivalent of the amount issued, then they will be personally held responsible for the difference.

Director Stanley made a motion to accept the proposed policy with said amendment. Motion seconded by Chair Smith. Poll vote: Chair Smith – Aye. Director Stanley – Aye. Director Luttrell – Aye. Director Roberts – Aye. Motion carried.

Public Comment

Phoebe states she needs to have the flexibility to continue to make purchases for her programs. Director Stanley states that if Phoebe needs reimbursement from the petty cash account, she will need to go through the process as indicated in the policy and that as an employee of the Library, this pertains to her.

**5) Discuss and take action on Board Bylaws**

Director Luttrell states she has an updated copy of Bylaws previously made by Mark Raintree. Director Stanley states she also has a 2017 policy document she would like the board to review and will email it to the board.

**6) Update on book security gate**

Beth states Dr. Kevin Caldwell has offered to fund the Library with \$20,000.00 toward a new

security gate. Director Roberts states he wants to public thank Dr. Caldwell via signage at the fairgrounds. Director Stanley states this should come from the maintenance equipment line item.

Public Comment

None

**7) Discuss and take action on Zip book funding ideas**

Chair Smith asks how much the Zip book cost the Library in the past; Director Stanley states \$6,000.00 per year. Discussion on using the Munson fund to assist with Zip books; Chair Smith asks Phoebe if she can reach out to the executor of the Munson fund and ask how they would feel about this; Phoebe states she will do so. Cory states he found board meeting minutes which state that the trust is to be used for the purchase of children's books, young adult books, and books.

Director Stanley made a motion to create a Munson fund program up to \$5,000.00 per year. Motion seconded by Director Luttrell.

Public Comment

None

Poll vote: Chair Smith – Aye. Director Stanley – Aye. Director Luttrell – Aye. Director Roberts – Aye. Motion carried.

**VII: Adjournment:**

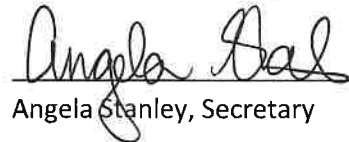
Meeting adjourned at 11:47 a.m.

Minutes prepared and submitted by:



Elizabeth Austen, Library Manager

Minutes approved by:



Angela Stanley, Secretary