

**Minutes of Regular Board Meeting
Del Norte County Library District
August 27, 2020**

I. Call to Order

Meeting commenced at 9:15 a.m. via zoom.us.
Present: Directors Stanley, Luttrell, and Roberts
Absent: Chair Smith

II. Communications

1) Public Comment Period

None

2) Other Communications

None

III. Consent Agenda

1) Minutes: Review, potentially modify, and approve minutes from the July 23, 2020 Board Meeting.

Director Luttrell made a motion to approve the minutes from the July 23, 2020 Board Meeting. Motion seconded by Director Roberts.

Public Comment

None

All in favor. Motion carried.

2) Claims: Review and authorize claims from July, 2020.

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

IV. Committee Reports

1) Del Norte Reads

Literacy Coordinator Phoebe Lenhart presents her report and highlights she has been assisting in coordination of electrical work and painting for the LSTA grant; Phoebe states the new LED lighting looks fabulous and the painting is progressing and looking fresh and nice. Phoebe reports she printed flyers for the Family Redwood Center's backpack give-away and has been following up with Jeff Harris of Del Norte County Unified School District regarding solutions for distance learning during the COVID-19 pandemic.

2) Library Manager

Library Manager Beth Austen presents her report and highlights she has been in daily contact with various vendors for the LSTA grant and has also applied for a Book to Action 2021 grant. Beth reports she and staff are still organizing items and paperwork. Beth acknowledges that Bookkeeper Cory Swarts has hired GH Outreach to maintain the main branch's grounds for a reasonable price.

Director Luttrell refers to Beth's manager's report and states there was a misunderstanding about her visit to the Smith River branch and clarifies that when she visited there, half the books were not missing and that only some books were missing; Director Luttrell states she did not take photos because she didn't have her phone with her and she did not file a police report.

3) Smith River Branch

Discussion took place on the missing books discovered by Director Luttrell. Director Luttrell states she wants to know where the missing books went; Beth states she does not know where the missing books are or who took them. Cory states the library was clean with no garbage when he and Beth made their visit last week. Beth states she will start an inventory process for the books at the branch.

4) Friends of the Library

Discussion took place on Friends of the Library being inactive at this time. Cory states he remembers reading a document of the Library which states we are not to store items for other organizations; board members state that if this is the case then we should consider changing this policy in order to allow the Friends of the Library to continue to store their books.

5) Board of Trustees

Director Luttrell reports she has been reading California Special District forms daily and studying Ryan Dowd's materials. Director Luttrell would like the Library's website updated to remove prior board member's information and update Library branch hours.

Director Roberts reports he is still waiting on the parts for the chimney repair to arrive. Director Roberts is in contact with Stone Roofing regarding caps along the fascia and is working on the water situation so that the Library will be prepared before Winter.

Director Stanley reports she has been working on the Library budget and has completed an annual Sexual Harassment training. Director Stanley has also been busy reviewing applications for the open Board Member position.

6) Policy Committee

Beth states she has plans to modify the Policies and Procedures manual but will work on it more aggressively once the LSTA grant is completed.

V. Unfinished Business

1) Update on LSTA grant - Discuss and take action on lighting job and painting job

Beth presents some time-sensitive payments to vendors that must be paid before the grant deadline arrives. The auditor's office cannot pay these claims until after the jobs are completed unless the Library board approves immediate payment.

Director Luttrell made a motion to approve immediate payments based on estimates for the lighting job (N.G.I.) and the painting job (Plunkett Painting) in order to complete the LSTA grant on time. Motion seconded by Director Roberts.

Public Comment

None

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

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

Director Stanley asks Beth if all candidates have been invited to this board meeting; Beth states yes however some who were unable to attend due to work obligations still wish to be considered for the position. Board Members and Library Manager asked questions of candidates Andrew Napier and Susan Smith.

Director Roberts made a motion that a Special Meeting be scheduled to discuss the vacancy and candidates further with the presence of Board Chair Sierra Smith. Motion seconded by Director Luttrell.

Public Comment

None

All in favor. Motion carried.

3) Discuss and take action on Board Bylaws

Beth reports she still has not received or found any Board Bylaws. Director Luttrell states she has a copy and will send it to Beth.

4) Discuss and take action on final budget

Director Stanley reports the budget is now trimmed down to a lower deficit.

Director Luttrell made a motion to accept the budget as proposed with Bookkeeper's suggested edits. Motion seconded by Director Roberts.

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

Public Comment

Cory asks if a new general ledger line item should be added for the Munson fund; the Board states yes.

5) Discuss and take action on request for Wonder Bus funding from Del Norte Childcare Council

Beth presents data on Wonder Bus submitted by Del Norte Childcare Council Executive Director Melodee Mitchell. Director Roberts states he would like to see a list of their expenses for the Wonder Bus program; Beth states she will ask Melodee to furnish this.

Director Roberts made a motion to support the Wonder Bus with \$2,000.00. Motion seconded by Director Luttrell.

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

6) Update on Zip program funding

Beth reports the Library received an allocation of \$9,000.00 in Zip program funds for this fiscal year and the Library is already receiving and processing Zip book orders. Director Roberts states he wants a Zip program monthly report furnished at the board meetings; Beth states she will do this.

VI. New Business

1) Update and take action on surplus equipment

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

De-Magnetizer

Magnetizer

High Speed Adding Calc/Printer

UPS

Emergency Alert Weather Radios

Large Wooden Shelf (2) w 10 odd spaced shelves

3 Metal Shelves about 20 inches long

Large Wooden Shelf (6 individual areas)

Large Lighted Marque movie screen

Director Luttrell made a motion that the board approve the disposal of said surplus materials.

Motion seconded by Director Stanley.

Public Comment

None

All in favor. Motion carried.

2) Discuss and take action on storage shed

Discussion took place on using existing storage shed versus purchasing a new one. Beth states she will report to the board next month on all of the items that need to be stored and in the meantime she and Cory will look for pricing on sheds.

3) Discuss and take action on missing chairs

Director Roberts states he would like to make a police report for the missing chairs. Director Luttrell states there are 22 missing chairs and states she will email the information to Beth. Beth states she will take an inventory of what we have and then get back to the board so that they can make their police report.

VII: Adjournment:

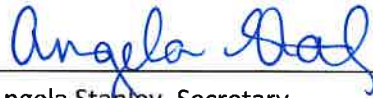
Meeting adjourned at 11:36 a.m.

Minutes prepared and submitted by:



Elizabeth Austen, Library Manager

Minutes approved by:



Angela Stanley, Secretary