

DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of the Regular Board Meeting
October 22, 2020

I. Call to Order

Meeting commenced at 9:00 AM via Zoom.us.
Present: Trustees, Stanley, Fornoff, Rhodes
Absent: None

II. Communications

1. Public comment period

Board secretary Stanley states that 3 new board members were approved to be appointed effective immediately during the recent Board of Supervisors meeting, but only 2 of them have taken their oath of office in the required time.

1. Other communications

None

III. Consent Agenda

1. Minutes: Review, potentially modify, and approve minutes from the September 15, 2020 Special Board Meeting.

Trustee Rhodes made motion to approve the minutes of the September 15, 2020 Special board meeting, Trustee Fornoff seconded.

Public comment:

None.

Poll Vote: Trustee Rhodes-Yes. Trustee Fornoff-Yes. Trustee Stanley-Yes.

Motion carried.

1. Claims: Review and authorize claims from August, 2020 and September, 2020.

Trustee Rhodes made a motion to approve the claims from August, 2020 and September 2020, Motion second by Trustee Fornoff.

Public comment:

None.

Pole Vote: Trustee Rhodes-Yes. Trustee Fornoff-Yes. Trustee Stanley-Yes.

Motion carried.

IV. Committee Reports

1. Del Norte Reads

Literacy Coordinator Phoebe Lenhart gave a report for Del Norte Reads

1. Library Manager

Library Manager Beth Austen gave a report for the Del Norte County Library. Beth talked about a grant that was awarded to be put towards the installation of new windows at the main branch. Trustee Rhodes asked if Beth has a list of priorities for needed maintenance issues; Beth explained that the windows are already leaking and due to winter coming soon, stated the order of maintenance priorities are: window replacements

and any needed drywall repair upon professional inspection and then new flooring with the shed and roof being separate as they are already being worked on.

1. Smith River Branch

Beth stated that inventory of the books is underway. Trustee Stanley states Beth should oversee inventory decisions and may stop the project if she deems it necessary. Cory states it is about two-thirds completed. Trustee Fornoff states he believes the inventory process may be completed but that the decision falls under Beth's direction. Beth states she will take everything under consideration along with current operational needs of the main branch.

Friends of the Library

No one present to report

1. Board of Trustees

Trustee Stanley: no report

Trustee Fornoff: no report

Trustee Rhodes: Reports that she has been working with Andrew and Beth on a set of By-laws for the District.

V. Unfinished Business

1. Discuss and take action on the storage shed.

Beth showed photos of the cleaned out shed and informs the board that she would like to proceed with fixing it so as to make it usable. The board asks Beth why this is an agenda item; Beth states a prior board member instructed her to agendize it therefore it is still an unfinished business item. The board stated that since the estimated cost to do so is within Beth's spending limits then there is no need to give permission. No action taken.

VI. New Business

1. Appointment of new board members

New board members Ruth Rhodes and Robin Fornoff were welcomed aboard. Trustee Stanley stated that it was advised by the County to redo the new Board Member application process in order to fill the empty seats of the board. Beth was asked to contact all the applicants that originally applied to be on the Board of the Library and ask them if they wanted to still be considered that they should attend the special board meeting to be set before the next regular board meeting. Beth was also asked to advertise accordingly for the vacant seats. Beth agreed to do so. No action taken

1. Discuss and take action on Board By-laws

Trustee Rhodes presented a rough draft of the proposed Board By-laws that her, Andrew, and Beth have been working on. The board settled on final wording to agendize for the next meeting. Trustee Rhodes asked Beth to lock said document so as it cannot be changed until the next Board meeting, Beth agreed to do so. No action taken.

1. Discuss and take action on employee mileage reimbursement policy.

Beth presented a new employee mileage reimbursement policy for the board to consider. Trustee Rhodes made a motion to adopt the Mileage Reimbursement Policy. Trustee Fornoff seconded.

Poll Vote: Trustee Fornoff-Yes. Trustee Rhodes-Yes. Trustee Stanley-Yes. Motion carried.

1. Discuss and take action on contract to clean windows

No action needed

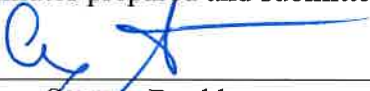
1. **Board conduct**
Tabled until next meeting
1. **Chain of command**
Tabled until next meeting

VII. Adjournment

A Special Board Meeting was set for November 6th, 2020 in order to interview candidates for vacant Board Member seats.

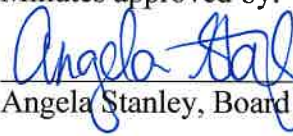
Meeting adjourned at 12:45 PM

Minutes prepared and submitted by:



Cory Swarts, Bookkeeper

Minutes approved by:



Angela Stanley, Board Secretary