



**Lewis & Clark Library  
Board of Trustees Meeting  
Online/Virtual Meeting  
January 19, 2021**

MINUTES

**BOARD MEMBERS:** LeRoy Schramm, Judy Meadows, Helen Fandrich, Ron Waterman.

**STAFF MEMBERS:** John Finn, Director; Patricia Sternberg, Administrative Manager; Patricia Spencer, Public Information Officer; Lisa Skelton, Public Services Manager; Matt Beckstrom, Systems Manager; Eleanor Pierce, Lincoln Branch Asst.; Kate Radford, Lincoln Branch Librarian.

**OTHERS PRESENT:** Niki Whearty, Trustee-in-Waiting; Gregg Wheeler, Citizen.

Chair Schramm called the meeting to order at 5:03 p.m.

Waterman read the Mission Statement.

**Staff Report – Patricia Spencer, Public Information Officer** Spencer shared her excitement at being able to present some positive things about how COVID has changed the role of social media and Public Outreach at the Library. She noted that during the last year and half, online communication has really exploded. For the Library, the increases are notable. Spencer explained all the different ways that the Library is connecting with the patrons online at this time. Whearty thanked Patricia for The Big Read spread in the newspaper and expressed how lovely it is that the Library covers all the bases including the traditional. She also appreciated the bill board and the big visual presence in the community. Patricia acknowledged the Foundation support for The Big Read billboard. Trustees thanked Patricia for her report.

**1) PUBLIC COMMENT** Finn shared an email from a Library patron. The patron expressed concern about the Library closing for a COVID positive case among staff. The patron did not understand why the Library would close if the staff person had no contact with the public. Finn responded to the patron explaining that staff safety and possible exposure were the reason behind the decision. The patron also requested the Library reconsider allowing patrons to browse the collection while awaiting the COVID case numbers in the County to reach a certain level. Schramm agrees that the decision to close is difficult but that the decision was made out of an abundance of caution and he is encouraged that COVID numbers in the County are going down.

**2) CONSENT ITEMS**

Waterman/Meadows moved that the Lewis & Clark Library Board of Trustees approve the Consent Items as presented.

**A. Minutes** December 22, 2020. No comments.

**B. Service Report** December 2020. Finn noted Library program growth that he attributes to several different factors; online programs, program kits, the Big Read, and other opportunities. Whearty asked about the assisted living facilities and hands on help for the kits. Skelton mentioned the new videos staff have been working on that are now online.

**C. Financial Report** Finn noted that the November financial report was re-run and included because of an error noted last meeting.

**November 2020** In response to a question from Meadows, Sternberg responded that the next InterCap Loan payment is due February 2021.

**December 2020** No comments.

**D. General Ledger** December 2020. No comments.

**Construction General Ledger** Through December 2020. Fandrich asked about the final bill. Finn noted the need for a final walk through with DAC before he can sign off on the project.

- E. Personnel Report** – December 2020. Finn discussed the personnel changes in December.

**MOTION passed unanimously.**

### **3) NEW BUSINESS**

**A. Library Hours of Operation - Discussion** Finn noted that managers and staff believe that re-opening is a good opportunity to consider the hours that the Library is open to the public. Finn noted an interest in more consistent hours during the week and on the weekend, adding program time on Friday evening, and making the best use of open hours overall. Trustees noted that the timing for considering new hours seems good.

**B. 2020 CPIU and Staff Salaries/Raises – Discussion** Sternberg reported that the CPIU for 2020 came in at 1.4%. Trustees discussed and said they were comfortable using the CPIU for the basis of staff salary increases for FY2022. Finn believes the Library will conduct a staff survey next year to ensure position salaries are in line with other libraries of similar size in the region.

**C. Computer Lab Policy – Discussion** The Library remodel removed the stand alone computer lab addressed by this policy. Finn noted that computer use itself is under the Electronic Access Policy and he recommends rescinding this policy. During discussion, Finn responded that the new Discovery Room will be used for staff-driven classes. Trustees suggested that the motion to rescind be made at this time instead of bringing the policy back to the next meeting for the motion.

Waterman/Meadows moved that the Lewis & Clark Library Board of Trustees approve the rescinding of the Computer Lab Policy as presented.

**MOTION CARRIED.**

**D. Lewis & Clark Library Animals Policy – First Reading** Finn reviewed for Trustees how the service animal policy came about and the ADA restrictions around service animals at this time. He explained that the 2017 re-write of this policy was edited and approved by County Attorney Nicho Hash. Finn is not proposing any changes from the previous re-write. Discussion ensued. Schramm recommended changes

to eliminate redundancy. Second line, third paragraph – remove ‘that is a dog’. Also delete ‘other’ in the phrase ‘other service animals in training must be identified’. Finn noted that society has changed and that people bring their animals with them into the Library whether or not they are service animals. The County Attorney advised the Library about the best way to work with these situations and the Library has been following that advice. In response to an inquiry by Whearty, Skelton shared how the Public Service staff work with service animals and their owners in the Library. Finn will make the recommended changes and bring the policy back to the next meeting.

**E. Library Card Policy – First Reading** Skelton is proposing small changes to this policy. One is regarding how the Library gathers information about residency and a change to the number of items that can be checked out on a temporary card. Waterman noted a formatting change to the title. Schramm pointed out that the policy as presented does not fit the current Library policy formatting procedure. The procedures need to be separated from the policy itself. Fandrich asked whether recent new card statistics include a lot of temporary cards. Not many new cards recently have been temporary cards.

#### **4) UNFINISHED BUSINESS**

**A. L&C Library Re-Opening Committee Report – Discussion** Finn shared that the Library Re-Opening plan went out to the public last week. Spencer was on the radio promoting the plan, it is on social media as well as on the webpage. Staff (as well as patrons) are tracking the new COVID cases numbers regularly, in the hope of re-opening sooner than later.

**B. Board Retreat Follow Up** The annual Board retreat will be an online meeting on Saturday, January 30 from 10 to noon. Finn will get the agenda and materials to the Trustees by next week.

**C. Construction Update** The door going from the lobby to the walking mall on the east side was installed today. It is a large door that will be very useful for moving large things in and out of the building. There is still some finish work to be done including cabinetry in the Children’s area. On February 8<sup>th</sup> and 9<sup>th</sup>, there will be a professional photo shoot of the remodel sponsored by DAC, Mosaic and the furniture manufacturer. Finn is hopeful that this award worthy remodel will make it into Library Journal’s Design issue.

- 5) DIRECTOR'S COMMENTS** Today marks Finn's fifth anniversary as Library Director here at Lewis & Clark Library. He is very appreciative of the wonderful board and staff.
- 6) COMMITTEE REPORTS** None.
- 7) COMMENTS FROM TRUSTEES** Waterman is looking forward to the COVID-19 numbers going down. Fandrich offered congratulations to John and the staff. Whearty noted that she will be back on the Board as of next Monday and that she is looking forward to participating in The Big Read discussions taking place today.
- 8) WRAP UP**
- The February Board meeting will be Tuesday, February 16, 2021 at 5:00 p.m. Meeting location TBD.
- 9) ADJOURN** – The meeting adjourned at 6:22 p.m.

*LeRoy Schramm, Chair*

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LeRoy Schramm, Chair    *January 19, 2021*