

Upper Skagit Library Board of Trustees Meeting

July 9, 2020

Location: Upper Skagit Library (via Zoom)

Present:

Board Members: Jeff Mayer, Mary Blyth, Kevin Crozier, Linden Jordan.

Keith Alesse, Amanda Perez, Chazlyn Lovely, Loly Gomez, Betty Sequin and Cindy Myatt.

1. **Call to Order:** Chair designee Kevin Crozier called the meeting to order at 6 pm. A quorum was present. Jeff Mayer was late, so Kevin was acting Chair.
2. **Minutes of the June 11, 2020 Board Meeting** were reviewed. Mary moved to accept. Kevin seconded. Motion carried with Kevin voting as Board Chair to establish quorum.
3. **Public Comments**-none
4. **Foundation Report**-no one present to represent the Foundation.
5. **Friends of the USLD**
 - a. Betty Sequin was present and reported the following:
 - Chamber of Commerce purchased cotton candy to sell at the 4th of July parade and proceeds for the Library were \$157.00.
 - John Boggs took 4000 pounds of books to Portland to be sold by Thrift Books. Thank you for this!!
 - \$375.00 was garnered from Book Sales in June.
 - We may do the cotton candy sales for Cascade Days.
6. **Financial Reports:Attached**
 - b. **County Reports**-April
 - c. **Expenditures and Vouchers**-April
 - d. **Payroll**-April
 - Amanda clarified how the information is sent out and discussed a tutorial that she added for our benefit
 - The training grant came in and has been applied.
 - Kevin noted that the expenses were greater than the revenue this month. Amanda explained the flow of revenue which

occurs in chunks of money over the entire year, so some months will look this way.

- Linden clarified that Cascade Defense is our Firewall costs from the transmittals.
- Linden moved to accept the financial reports. Mary seconded.. Motion to accept carried. Kevin voted to make quorum.

7. Director's Report: Attached.

e. Statistical Reports

f. New Purchases

g. Miscellaneous news

- Nursery Rhymes are popular as are the Finger Puppets Youtube presentations.
- Amanda is partnering with The Boys and Girls Club for Summer Reading.
- Curbside service has started off slow. The walk up service is popular.
- Collections are slow because of slow deliveries given the Covid situation.
- The Cares Act funding for 5 hotspots has come through. Amanda is negotiating for a server for these hotspots.
- The drop box in Marblemount is currently closed due to damage.
- July will be busy with the summer reading program.

8. New Building Task Force Update-Kevin reporting.

- a. SHKS responded to our questions. No further concerns were raised.
- b. SHKS sent out the COVID 19 requirements. They are going to need a COVID 19 site supervisor, trainings and PPE. This will require more work and more expense.
- c. We are still waiting for the final expense estimate.
- d. The completed new building progress reports are now on the website.
- e. Mary asked about a former task force meeting notation indicating that the task force discussed grants and loans that might be available. Amanda said there is no indication of attempts. Linden said that the meeting involved discussion and the likelihood of getting those being minimal. As a result, there was no pursuit of those.

9. Old Business

- a. Review of BoT policies and Procedures. Linden reported the need for him and Jeff to come up with a date for the Board Retreat. A date will be set as soon as possible. Kevin will send out copies of the policies and procedures to all board members.**
- b. Capital Finance Discussion-need to wait for final figures from SHKS. A special meeting may be necessary to vote on passage when that comes in.**
- c. Review of Personnel Policies and Procedures-board members had several questions. The decision was made for Kevin to generate a comment sheet where board members could note their concerns and Amanda would be able to respond to those. This review will be continued until the next board meeting.**

10. New Business

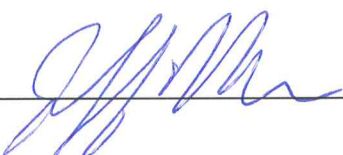
- a. Nomination of Keith to the BoT. No news from the Commissioners on this yet.**
- b. Amendments to the BoT minutes from May. Mary moved to approve. Jeff seconded. Motion carried. May minutes have now been approved.**
- c. Director 6 month review completed. Next review will be in October. Summary was sent to each board member and Amanda.**
- d. NeoNet contract approval-Kevin brought up security issues. Amanda said the apparatus is safe and noticeable should it disappear. Mary moved to approve the contract and allow Amanda to sign. Linden seconded. Motion carried.**
- e. Evergreen Consortium Contract-changing hosting services. Linden moved to approve the contract and to allow Amanda to sign off. Mary seconded. Motion carried.**

11. Public Comment-None

Linden moved to adjourn the meeting. Mary seconded. Motion carried.

Meeting was adjourned at 7:58 pm by Kevin.

The next regular board meeting will be August 13, 2020 at the Upper Skagit Library via Zoom.


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Secretary

8/29/20

Date