

UPPER SKAGIT LIBRARY BOARD OF TRUSTEES MINUTES

October 8, 2020

Location: Upper Skagit Library Via Zoom

Present:

Board Members: Jeff Maher, Linden Jordan, Kevin Crozier and Keith Alesse. Mary Blythe absent.

Amanda Perez, Chazlyn Lovely, Loly Gomez, Tina Warren, AG Shepherd, and Betty Sequin.

1. **Call to Order:** Acting Chair Kevin Crozier called the meeting to order at 6 pm. Jeff Maher was running late. A quorum was present.

2. **Minutes:**

- a. Task Force Meeting minutes-Kevin moved to approve. Linden seconded. Motion carried.
- b. BoT regular board meeting-Keith moved to approve. Jeff seconded. Motion carried.
- c. BoT Retreat-Jeff moved to approve. Keith seconded. Motion carried.

Jeff arrived and assumed the Chair position.

3. **Public Comments:**none.

4. **Foundation Report:**

- a. Keith reported that he had received some donations.
- b. No further activities.

5. **Friends of the USLD:**

- a. Betty reported that the Friends received \$109.00 from the Thrift book sale from August. This results in a total of \$900.00 from Thrift.
- b. They also received \$50.00 from general book sales in September.

6. **Financial Reports:**Attached.

NOTE: The August payroll benefits are included this month since they had not been received from last month. Likewise, September's payroll benefits will be included in the October report.

- a. County Reports-September.
 - b. Expenditures and Vouchers-September.
 - c. Payroll-August.
 - d. The November board meeting will begin at 5:00 for consideration of the budget proposal for 2021 from 5-6:00 pm.
- Keith moved to accept the financial report. Linden seconded. Motion carried.

7. **Director's Report:** Attached.

- a. Statistical Reports-attached.
- b. Director Updates
- i. We are still in Phase 2. Movement to Phase 3 depends on the Governor's declaration and coordination with other Skagit Libraries.
- ii. Grants-Grow with Google grant has been received. We are one of 15 finalists for the Legislature's capital projects grant. We applied for \$209,000.00. These funds are not guaranteed, so we await the Legislature's decision.
- iii. Both drop boxes are now functional.

iv. The awaited hot spots will be available for check out starting 10/13.

8. New Building Task Force Update:

- a. Highlights from Kevin
 - i. The front door at the new building has been fixed.
 - ii. The propane tanks have been removed in preparation for the new slab.
 - iii. TriCo will start work on 11/2. Completion must be done within 90 days.
 - iv. Contracts will be signed 10/9 and keys will be given to TriCo officials.
 - v. All permits have been obtained.
 - vi. Upon completion, there will be 30 days allowed for inspection.
 - vii. Our website will be updated to reflect this news. The Director's Report in the Concrete Herald will also include this information.

9. Old Business:

- a. Board Review of Personnel Policies and Procedures
 - i. This will be tabled until November pending receipt of the completed version from Joy Neal.

10. New Business:

- a. Robert's Rules of Order-table until December for further discussion.
- b. Electronic Signature Resolution 2020-1
 - i. Keith moved to adopt this resolution which will allow the use of electronic signatures. Linden seconded. Motion carried.
- c. Vacation roll-over
 - .Keith moved to adopt the proposal to allow vacation roll-over. Kevin seconded. Motion carried.
- d. SaviBank signature updates
 - .This will be tabled until November.

11. Public Comment: none.

12. Board member reflections

- a. Linden suggested that the board consider how best to do community outreach as we get closer to working on the new building and ultimately moving in. Public relations will be very important.
- b. Kevin noted a desire to recognize the original donors, volunteers and board members who have worked to make this move possible. Linden commented that we should think about how to mark the completion of the project with a celebration.

Linden moved to adjourn. Kevin seconded. Motion carried. Meeting was adjourned at 7:11 pm.

The next regular board meeting will be November 12th, 2020 at 6:00 pm via Zoom.

DocuSigned by:

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Secretary

11/16/2020

Date