

## UPPER SKAGIT LIBRARY BOARD OF TRUSTEES MINUTES

**September 10, 2020**

Location: Upper Skagit Library Via Zoom

Present:

**Board Members:** Jeff Maher, Linden Jordan, Mary Blythe, Kevin Crozier and Keith Alesse. Amanda Perez, Chazlyn Lovely, Loly Gomez, Tina Warren 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. Minutes for the August 13, 2020 regular Board Meeting -Keith moved to accept the minutes. Mary seconded. Motion carried.
3. **Public Comments:** none. Since no members of the public were present, Keith suggested we move on and preserve more time for the comment section at the end of the meeting.
4. **Foundation Report:**
  - a. Keith reported that he had received boxes of records from John Boggs.
  - b. He also has received the cash box which had no cash in it.
5. **Friends of the USLD:**
  - a. Betty reported that the Friends has received an anonymous \$100.00 donation.
  - b. They also received \$50.00 from book sales.
  - c. They are awaiting the Thrift book report.
6. **Financial Reports:** Attached. NOTE: The July payroll benefits are included this month since they had not been received from last month. Likewise, August's payroll benefits will be included in the October report.
  - d. County Reports-August..
  - e. Expenditures and Vouchers-August.
  - f. Payroll-August.
7. **Director's Report:** Attached.
  - a. Statistical Reports-attached.
    - i. Corrections to the County Report
      1. In Transmittals, Item Line C21 incorrectly placed the data from 4938 into 4930. This resulted in being 400% over budget. This has now been corrected at the County and in our records.

- ii. Keith noted the amount of money available for staff training and encouraged it be spent. Amanda indicated that the training that was already done was covered by a grant and other training sessions attended online have been free.
  - iii. Mary asked about a 500.00 deposit for Children's Programming. Amanda explained that this came from Friends of Skagit Libraries as part of their disbursement to all 6 Skagit Libraries.
  - iv. Kevin asked if there would be one more revenue sharing after property taxes are collected in October. Amanda explained that April is the large distribution, so there won't be another like that.
  - v. Amanda noted that there are still \$10,000.00 in grants still coming in.
  - vi. Kevin moved to accept the financial reports. Linden seconded the motion. Motion carried.
- b. Director Updates
- i. There are some errors in program attendance reporting as some confusion exists because of the different platforms being used for the programs. This is being worked on by staff.
  - ii. Curbside statistics aren't currently reflecting the patrons who are using the display window browsing. Staff is working to incorporate these numbers.
  - iii. In the traffic section of the USLD circulation report-there is a correction in attendance to 396.
  - iv. Shipments are slow coming in due to Covid so ordering stats look skewed month to month.
  - v. We are still in Phase 2 for reopening.
  - vi. A statewide vendor number has been attained which will allow for direct deposits of grant money into our account.
  - vii. The Marblemount drop box is now usable and open. Kevin asked about rotating the current Concrete drop box to Marblemount to replace that one. Amanda noted that the Concrete one is too old and won't be suitable to work anymore. It will be retired.
  - viii. Eleven hotspots will be obtained from Mobile Beacon and will be paid for by a grant. They will be available at the end of September for check out 3 weeks at a time. A decision needs to be made about how to deal with hotspots that are lost/damaged/not returned. The cost of each is \$135.00 which includes the acquisition cost and the service contract. Lots of options were discussed. Amanda will gather more information, and we will table this until the October board meeting.
  - ix. Staff were recognized individually for their accomplishments this last month.

NOTE: Jeff arrived to take over the Chair position for the remainder of the meeting.

#### **8. New Building Task Force Update:**

- a. Kevin sent an updated task force report out to be added to the website.
- b. New building exterior doors will be rekeyed at the end of the project. This will be paid for by the contractor.
- c. There is a problem with opening the front door that Kevin is working on.

- d. There have been no new reports of lights on in the building. Mary talked to some of the local businesses and asked them to alert us if they see anything.

**9. Old Business:**

- a. Board Review of Personnel Policies and Procedures
  - i. Joy Neal reviewed our suggestions for changes in the personnel policies and sent a list of her recommendations. Board members have reviewed these. Mary pointed out that the provision of health insurance for staff needs to be clarified in the manual. The text should include the use of stipends for medical insurance instead of providing medical insurance. Linden made a motion that we accept these recommended revisions. Mary seconded the motion. Motion carried.
  - ii. Joy will now be asked to draft the final version pursuant to her contract. The final draft will be on the October agenda for consideration.
- b. Online Board Training
  - i. All board members have completed this with the exception of Keith. He will submit his certificate when he has done this.

**10. New Business:**

- a. USLD Board Retreat Agenda
  - i. Scheduled for September 14 at noon. It will be conducted via Zoom. The public will be invited.
  - ii. Agenda items will include a review of the Bylaws and a consideration of the continuing use of Robert's Rules of Orders for parliamentary procedure. Keith suggested that we add the consideration of the bid proposal to the agenda. That would allow us to vote on that instead of needing a special meeting. It will be added to the agenda. This will satisfy the need to make the agenda item public should we decide to vote on it at the retreat.
- b. New Library Bids
  - i. Two bids have been received for the completion of the Library building. The name of the lowest bidder will be revealed once the contract has been accepted.
  - iii. Acceptance of the lowest bid contract will be voted on once SHKS and the Board has reviewed the bid.
  - iv. Additional considerations:
    - 1. Permitting fee for the Town of Concrete will be \$2,401.02. This may be lower since the lowest bid came in below our estimate of the total cost of the building construction. Keith moved that we approve payment of up to \$2,401.02 to the town of Concrete for the permit. Linden seconded the motion. Motion carried. Kevin will advise if he was able to get the amount lowered at the October board meeting.
    - 2. Electricity bill-construction costs will increase this bill. USLD will pay the bill unless the increase is significant. If it is, then the bill will be

negotiated with the contractor. The contractor will be advised of this. The same principal will apply to the propane bill.

3. Painting the exterior of the building-this will be left up to the contractor.
4. Role of SHKS regarding bids-Kevin advised that they will review the company reputation, former projects, reviews of performance on those, and any other relevant information that will help us as we deliberate. They only offer an opinion. It is the Board's responsibility to decide, sign the contract and monitor the completion of the contract.

**11. Public Comment: none.**

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

The next regular board meeting will be September 10, 2020 at 6:00 pm via Zoom.

  
Secretary

10/13/20  
Date