

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 20, 2021

Board President, Lisa Jones, called the meeting to order at 7:02 p.m. with the following Board members present: Mr. Gerber, Mr. McMahan, Mrs. Reese and Mr. Tibbitts. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Gerber moved to approve the Regular Meeting minutes of August 23, 2021. Reese seconded the motion. The vote was unanimous. (09-21-59)

Slife presented the September 2021 Director's Report. The following items were mentioned:

- Slife noted that public discussion and debate on issues such as equity, diversity and inclusion, and critical race theory, are now happening in our community. There have been several "soft challenges" to collection materials in recent months. There is a long-standing and consistently applied procedure in place for patrons to request the review of a collection item that may result in its removal from the collection, or a change in category/placement. If dissatisfied with the review outcome, the patron may appeal to the Board of Trustees.
- The personnel report and approval was moved under the Human Resources Committee agenda item.

Moutes presented the Fiscal Officer's monthly report, the August 2021 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$6,153,373; revenue \$84,129; expenses \$176,792; unexpended fund balance \$6,060,710; encumbrances \$700,100; and ending unencumbered fund balance \$5,360,610.

Jones moved to approve the transfer of 2021 General Fund Appropriations between objects as follows: \$500 from Contingency (8900) to Adult Programming (3911) to cover unbudgeted adult performance fees. McMahan seconded the motion. The vote was unanimous. (09-21-60)

Tibbitts moved to accept the August Financial Report. Gerber seconded the motion. The vote was unanimous. (09-21-61)

Under the Building and Equipment Committee, Slife noted that Burgeon Group resolved the discontinued adhesive issue and was moving forward with the kiosk, magnet wall, and end panels. The other piece that was presented, a wind moving device, was removed from the project. The funds will be used for other interactives. There is likely a twelve (12) week lead time from this point.

Slife reported that he is still awaiting information from Williams Architects regarding the Roof and façade assessment. He spoke with them this week and requested that the project be expedited. A contract for the façade repair is currently being reviewed by Bricker & Eckler. Slife is hoping the work will be completed during this season.

Slife is still awaiting the Lewis Land Professionals survey.

Slife is working on the replacement of the Integrated Library System (ILS), Sierra. Contracts for a new system, Polaris, were forwarded to the County Prosecutor's Office for review. A team of circulation supervisors will soon conduct a final review of the product and Slife is working on a presentation for delivery to the Building & Equipment Committee at its October meeting.

Under the Human Resource Committee, Mr. Sieber joined the meeting at 7:18 pm and an executive session was called.

At 7:19 pm, Reese moved to enter into Executive Session to discuss the employment of public employees. Jones seconded the motion. Roll call vote: Gerber – Aye, Jones – Aye, McMahan – Aye, Reese – Aye, Sieber – Aye, and Tibbitts - Aye. (09-21-62)

At 7:35 p.m. Gerber moved to leave Executive Session. Jones seconded the motion. Roll call vote: Gerber – Aye, Jones – Aye, McMahan – Aye, Reese – Aye, Sieber – Aye, and Tibbitts - Aye. (09-21-63)

Slife noted that the Library is still operating under Covid-19 Phase 5 procedures. Requiring masks is a hot-button issue throughout the community. Under Phase 5, masks remain voluntary for staff and patrons. Approximately 20% are masking. In-person programming returned to a full schedule. Social distancing is occurring naturally and the public is mindful of providing space to the staff during programs.

Slife moved the upcoming candidates' forum to the high school auditorium to accommodate social distancing. He will continue to monitor voluntary masking and move programming off-site if a larger attendance is anticipated. He remains most concerned with the comfort of staff who are presenting the programs.

There is no plan at this time to require masks. Exposure at the Library is different than at the schools because people are not as close to each other for as long a period of time. Thus far, Slife has not received any patron complaints, even with the increase in programming traffic. Staff still offer home delivery and drive up options for patrons that are not comfortable coming to the Library. He considers the Phase 5 procedures the best possible middle ground. There are still plexiglass barriers at the staff counters and the public computers are spaced 6' apart.

Slife is commencing with the review of the organizational structure that will include a review of job descriptions and the point factoring system. The steps for this process were

reviewed. Slife suggested an outside firm be engaged to evaluate the proposed point factor revisions and salary scale updates.

Slife noted that, as a result of Heather Evert's resignation, he would like to move the vacant, 20-hour Associate position from the CYO Team to the AM Team. This would be accomplished by approval of the Personnel Report.

Slife presented the September 2021 Personnel Report. Resignations: Deborah Kelley, Assistant, CAS, effective 08/25/21; Sharon Hoffman, Assistant, CAS, effective 09/10/21; Jennifer Coventry, Librarian, PS-CYO, effective 09/08/21; and Heather Evert, Associate, PS-CYO, effective 09/26/21. Effective Date Change for Increase in Assigned Hours: Hester Dailey, Associate, PS-CYO, effective 09/12/21. Position Eliminated: one (1) – Associate, PS-CYO, effective 09/27/21. Position Reinstated: one (1) – Associate, PS-AM, effective 09/21/21.

Reese moved to approve the September Personnel Report. Jones seconded the motion. The vote was unanimous. (09-21-64)

Under Old Business, Slife noted that Kelly Leong and Nicole Moore would be co-leading the 100th Anniversary celebration team.

Sieber moved to adjourn the meeting at 8:00 p.m. Jones seconded the motion. All were in favor. (09-21-65)