



THE CITY OF EAGLE EAGLE PUBLIC LIBRARY BOARD MINUTES

Eagle City Hall, 660 Civic Lane
May 20, 2020 6:00 P.M.

A. CALL TO ORDER at 6:06pm

B. ROLL CALL: HYER, THAEMERT, SOELBERG, MORTENSEN, LEWIS

All present and accounted for

C. ACTION ITEM: ADDITIONS, DELETIONS, OR MODIFICATIONS TO THE AGENDA

D. ALL CONSENT ITEMS ARE ACTION ITEMS. CONSENT AGENDA:

- Consent Agenda items are considered to be routine and are acted on with one motion. There will be no separate discussion on these items unless an Eagle Public Library Board of Trustees member, City Staff, or a citizen requests an item to be removed from the Consent Agenda for discussion. Items removed from the Consent Agenda will be placed on the Regular Agenda in a sequence determined by the Rules of Order.
- Any item on the Consent Agenda that contains written recommendations from the City of Eagle shall be adopted as part of the Eagle Public Library's Board of Trustees Agenda approval motion unless specifically stated otherwise.
- **Minutes of February 19, 2020**
- **Approval of Bills**
- **Mobile Hotspots:** Annual policy review. This policy was adopted on July 8, 2013, and last reviewed and reaffirmed on March 16, 2019. There are no recommended changes.
- **Unattended Children and Vulnerable Adults:** Annual policy review. This policy was adopted on April 13, 2015, and last reviewed and reaffirmed on April 17, 2019. There are no recommended changes.
- **Clothing Policy:** Annual Policy review. This policy was adopted on September 18, 2019. There are no recommended changes.
- **Homebound Delivery Service Policy:** This policy was adopted on January 14, 2014, and last reviewed and reaffirmed on May 15, 2019. There are no recommended changes.

Vote: 1st: Thaemart, 2nd: Hyer, Unanimously passed

E. REPORTS

a. Director's Report

Circulation for March and April was nil for hard copy due to closure. During closure the Library introduced a new e-book service, a texting service, and library chat feature. Instituted curbside delivery on May 1st. People have been grateful that have used it. Several people have asked for a bookmobile or book delivery service. Courier service will start next week. IT department is working to increase internet to outside of the building. Changes are being made to interior of the building. Collection maintenance/weeding is underway. Won Eagle Community Grant to help offset the cost of Family Library certification.

b. Library Liaison / City Hall Reports: Miranda Gold mentioned the grant for \$1,400.

c. Board Specialists Reports

- i. Growth and Development: Mortensen, no activity to report.
- ii. Finance: Thaemert, we will be discussing this later in the meeting.
- iii. Personnel: Hyer has been working with Steve on a personnel matter.
- iv. Foundation: Soelberg, one person agreed to be on the founding board. Still need two more. Progress is slow but incremental.

F. OLD BUSINESS

G. NEW BUSINESS

- a. ACTION ITEM: Volunteer Policy: Annual policy review. Updated policy clarifying volunteer tasks and change to exclude court ordered community service volunteers.

Vote: 1st: Thaemart, 2nd: Hyer, Unanimously passed



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- b. **ACTION ITEM: Guest use of Library Telephone Policy:** Staff requests that this policy be revoked as reconfiguration of Guest Services area reduces the need for the policy.
Vote: 1st: Mortensen, 2nd: Soelberg, Unanimously revoked
- c. **ACTION ITEM: Unscheduled Closures / Cancellations Policy:** Request for adoption of the policy. Minor tweaks to presented policy include wording to endeavor to make decision in consultation with the board, and change to reach out a board member instead of a specific board member.
Vote: 1st: Hyer, 2nd: Thiemert, Unanimously passed as modified
- d. **ACTION ITEM: Reopening Plan.** Request for formal adoption of the Library's reopening plan.
Vote: 1st: Hyer, 2nd: Soelberg, Executive Summary Unanimously passed, subsequent operational details will be left to Director's discretion and modification in this dynamic environment.
- e. **ACTION ITEM: COVID-19 related expenses** Request for authorization for funds to complete pandemic related services.
Support for some remodeling and new furniture expressed. Request for trailer and new delivery service was tabled until a more concrete plan was presented on staffing and capacity. Request for new wall around existing Friends book store was denied.
- f. **ACTION ITEM: Fiscal Year 2020-2021 Library Budget**
Vote: 1st: Thiemert, 2nd: Hyer, Unanimously passed
- H. **PUBLIC COMMENT:** This time is reserved for the public to address the Eagle Public Library Board of Trustees regarding concerns or comments they would like to provide to the Board regarding subjects **not** on the agenda. This is **not** the time slot to give formal testimony on a new business item or pending application or proposal. Out of courtesy
- I. **ADJOURNMENT** 1st: Lewis, 2nd Hyer adjourned at 8:25pm