



**THE CITY OF EAGLE  
EAGLE PUBLIC LIBRARY BOARD  
MEETING  
MEETING MINUTES**

**Eagle City Hall, 660 Civic Lane  
August 19, 2020 10:15 A.M.**

---

---

- A. **CALL TO ORDER** at 6:06
- B. **ROLL CALL: HYER, THAEMERT, MORTENSEN, LEWIS** – all present; **SOELBERG** - absent
- C. ***ACTION ITEM: ADDITIONS, DELETIONS, OR MODIFICATIONS TO THE AGENDA***
- D. ***ALL CONSENT ITEMS ARE ACTION ITEMS. CONSENT AGENDA:***
- a. 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.
  - b. 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.
  - c. **Minutes of July 15**
  - d. **Minutes of August 3, 2020 special meeting**
  - e. **Minutes of August 17, 2020 special meeting**
  - f. **Approval of Bills**
  - g. **Selling and Soliciting on Library Premises Policy:** Annual policy review. This policy was adopted on February 10, 2014 and last reviewed and reaffirmed on August 21, 2019.
    - 1st: Mortensen
    - 2<sup>nd</sup>: LewisUnanimously approved
- E. **REPORTS**
- a. **Director's Report**

Circulation was better than June, still down compared to last year. Print has declined, digital has increased. Staffing changes due to Covid-19, splitting staff into two groups, ½ in building, ½ working from home to increase ability to keep building open. Numerous arguments/conflicts have come from patron due to precautions and mask requirement. This has taken a toll on library staff. Discussion on closing building to reduce stress to staff and improve safety to staff and community. Staff and Director felt that customer services has been impacted as well and the library could achieve the same letter of services or better if revert to curbside services only at this time, with implementation of delivery services. Staff estimate only 15-20 people coming into building per day. Decision made to close access to the building as of Monday August 24, with everything provided through curbside/delivery, with the exception of computer access due to safety and health concerns.
  - b. **Library Liaison / City Hall Reports**

Ms. Gold: Nothing to report.
  - c. **Board Specialists Reports**
    - i. **Growth and Development**

Mortensen: nothing to report
    - ii. **Finance**

Thaemert: nothing to report. Will plan to attend budget hearing
    - iii. **Personnel**

Hyer: nothing to report
    - iv. **Foundation**

Soelberg: nothing to report
- F. **OLD BUSINESS**
- a. **ACTION ITEM: FY 2020-2021 Budget**

City council budget hearing September 2<sup>nd</sup>. More to come following this meeting.

b. **ACTION ITEM: Doorstep Delivery**

Director provided formal written proposal. Will verify if liability and insurance are covered under city's policy for staff travel. If a city vehicle is not available and there is an increase in the need to use personal staff vehicles, Director will notify the board for further review.

Motion to approve doorstep delivery phase 1: Thamer

2<sup>nd</sup>: Hyer

G. **NEW BUSINESS**

None

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**

Motion to adjourn the meeting: Lewis

2<sup>nd</sup>: Hyer

Concluded: 6:57pm