



THE CITY OF EAGLE EAGLE PUBLIC LIBRARY BOARD MINUTES

Eagle City Hall, 660 Civic Lane
April 21, 2021 6:00 P.M.

1. **CALL TO ORDER** at 6:00
2. **ROLL CALL: MORTENSEN, HYER , SOELBERG, LEWIS, HOPKINS** all present
3. **ACTION ITEM: ADDITIONS, DELETIONS, OR MODIFICATIONS TO THE AGENDA**
4. **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 March 17, 2021
 - d. Approval of Bills
 - e. Unattended Child and Vulnerable Adult Policy: Annual policy review. This policy was adopted on April 13, 2015, and was last reviewed and reaffirmed on May 20, 2020. There are no recommended changes.
 - f. Clothing Policy: Annual policy review. This policy was adopted on September 18, 2019, and was last reviewed and reaffirmed on May 20, 2020. There are no recommended changes.
Motion: Hopkins
2nd: Lewis
Unanimously approved
5. **REPORTS**
 - a. **Director's Report** Circulation up for the month of March. 10,000 more items in circulation in March as compared to February. Likely related to opening of the building.
New/old employee orientation for all staff which was held and felt to be worthwhile
Doorstep delivery was busy in winter but slowing with warmer months. Change to every other day to make more efficient. Many libraries returning to full operating status on or around June 1. Eagle will follow once everyone has been vaccinated. In person programming will likely resume in June outside.
 - b. **Friends of the Eagle Public Library**
Bettie Miller provided update of status of friends and hope for moving ahead. Visit with Steve for beginning to resume activities. Designated times for friends, designated space and location outside following CDC guidelines.
Hal Chapman- reported on research on the activities of other Friends groups within local libraries.
 - c. **Library Liaison / City Hall Reports** no one in attendance, no update
 - d. **Board Specialists Reports**
 - i. **Growth and Development** - Meeting set up in early may
 - ii. **Finance** – Meeting with Steve. Budget will be presented at a later time. Steve will develop preliminary budget and is within his purview
 - iii. **Personnel** – nothing to report
 - iv. **Foundation** – reviewed resources available, meeting held with Soelberg to understand previous work done and discussion of goals and ideas moving forward.
6. **OLD BUSINESS**
 - a. **ACTION ITEM: Capital Improvement Plan.** Discussion of the addition of library gazebo for Curbside Pickup to the City's Capital Improvement Plan requests.
Capital expense needed due to expenditure and permitted structure.
Motion to approve addition of gazebo to city's capital improvement plan: Hyer
Second: Hopkins
Unanimously approved.

7. **NEW BUSINESS**

- a. **ACTION ITEM: Reorganization.** Reorganization of open positions to better serve Library users.
FTE works out the same, but financially better
Motion to approve: Soelberg
2nd: Hyer
Unanimously approved

8. **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 for all who wish to speak, the Board requests each speaker limit their comments to three (3) minutes.

Gwen Ryza, 2330 E Holy Drive, Eagle Idaho. Asking if specific library items would make its appearance and when.
Response given by Director.

9. **ADJOURNMENT**

Motion to Adjourn: Lewis
2nd: Hopkins
Meeting adjourned at 6:34