



# THE CITY OF EAGLE EAGLE PUBLIC LIBRARY BOARD MINUTES

Eagle City Hall, 660 Civic Lane  
May 19, 2021 6:00 P.M.

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1. **CALL TO ORDER** at 6:00 pm
2. **ROLL CALL: MORTENSEN, HYER, SOELBERG, LEWIS, HOPKINS** Lewis absent, others 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 April 21, 2021
  - d. Approval of Bills
  - e. Homebound Delivery Service Policy: Annual policy review. Homebound Delivery Service. This policy was adopted on January 14, 2014, and last reviewed and reaffirmed on May 20, 2020. There are no recommended changes.
  - f. Unscheduled Closures / Cancellations Policy: Annual policy review. Unscheduled Closures / Cancellations. This policy was adopted on May 20, 2020. There are no recommended changes.

Motion Mortensen  
2<sup>nd</sup>: Hyer  
Unanimously approved

## 5. REPORTS

- a. **Director's Report:** Circulation higher than last year when comparing numbers; circulation numbers will make more sense throughout the year. Expect higher circulation in coming months. Library has resumed regular hours. Children's in person programming begins in June; teen programs are a mix of in person and virtual, adult programming will remain virtual. Emily has moved to a full-time appointment, and positions are open and posted but very few applicants.
- b. **Friends of the Eagle Public Library:** Review of standard operations: book scouting program (online) accounts for 38% of revenue (packed 4,155 books last year), everyday book sale (excellent condition, 41% of revenue), or seasonal book sale (21% of revenue). Anything left over is gleaned by schools, prisons, etc. and then the remainder goes to a book seller. Inventory stored in shed near library. Currently need inventory and need library to accept donations. Hal Chapman: other libraries are accepting donations and having successful book sales.
- c. **Library Liaison / City Hall Reports:** no updates
- d. **Board Specialists Reports**
  - i. **Growth and Development:** Meeting was canceled and will be rescheduled
  - ii. **Finance:** nothing to report
  - iii. **Personnel:** nothing to report
  - iv. **Foundation:** nothing to report

## 6. OLD BUSINESS

## 7. NEW BUSINESS

- a. **ACTION ITEM: Interlibrary Loan Policy.** Approval of modification to policy to further define an account in good standing to include no overdue items and no account blocks. It was clarified that an account can be blocked by bad behavior.  
Motion to approve Interlibrary Loan Policy: Soelberg  
Second: Hopkins  
Unanimously approved.

- b. **ACTION ITEM: Library Use Policy.** Approval of modification to policy to further define an account in good standing to include no overdue items and no account blocks.  
Motion to approve Library Use Policy: Hyer  
Second: Soelberg  
Unanimously approved
  - c. **ACTION ITEM: Budget, Fiscal Year 2021-2022.** Approval of budget request for submission to City Council. 2018 population numbers were used because this is what the state uses.  
Motion to approve Budget, FY 2021-2022: Soelberg  
Second: Hyer  
Unanimously approved
  - d. **ACTION ITEM: Approval to cease using a collection agency for non-returned materials.**  
Motion to approve cessation of using a collection agency for non-returned materials: Hopkins  
Second: Soelberg  
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.
- No members of the public present.
9. **ADJOURNMENT:** adjourn at 6:41 pm