

League of Women Voters of Pullman Observer Report

Name of Agency: Neill Public Library Board of Trustees Date: January 13, 2021
Observer Reporting : Francy Pavlas Bose Length of Meeting: approx. 2 hours
Members Present: Kris Boreen—Chair; Brandon Wolking; MaryJane Neill; Jann Hill
Others Present (i.e., media,): Ann Oaks

Meeting Content:

The meeting was called to order, followed by approving December minutes; Dec. and Jan. claims vouchers; and January salary warrants.

Friends of the Library Due to generous donations to the Friends of the Library they gave \$60,000 which will be used for youth and adult materials. A thank you letter will be sent by Jann Hill as well as Kris Boreen. Brandon Wolking will attend the next “Friends...” meeting. As part of the **financial report**, the Library will be **returning 62% of the budget to the City**, which is an increase from the 38% projected earlier in the year. A total of \$675,000 will be returned. (Cares Grant—being efficient with the budget/sharing and prudent with funds.)

Joanna Bailey, Director, reported a **brush with COVID-19** which created down-time, but was found clear of illness, before the Christmas season. There was a drop in access, but then increased to 4,500 items checked out in December. *See attached for the Directors Report.*

Reopening meeting was a productive meeting, although not too many changes from last report: Reopening was revised to fit with the Governor’s plan for phases one and two. The library will have two phases within each of the Governor’s phases one and two. When the library opens it will be by appointment for only 26 people with a 30-minute time limit. To control the length of the line, if people are only planning to pick up the books they have reserved they will be encouraged to do curbside, and allow people who want to browse to be one of the 26 invited inside. More staff will be brought back along with many revisions to the re-opening plan.

There is a **two year “working document” for Library Development** with multiple charts of the ongoing process. Some of the areas of the document include: Boosting WiFi—stronger signal to parking lot; Adapting Public Computers to move around the library; Youth Services—a lot is pending; Technical Circulation—a lot is ongoing and pending. Everything is tied to the city’s goals. An additional item is being developed given the distance to the new City Hall, a vehicle is needed and is still in planning changes as there are several levels to consider.

It was agreed that the board meeting will remain as the 2nd Wednesday of the month. The **Calendar** for 2021 was reviewed and agreed to by the board. **Time slips wage scale** are above minimum wage and will not be adjusted through 2022.

Since 2013 **Bad Debt** has been sent to collection. Over the last few years, patrons with outstanding fines were not allowed to check-out books until the debt was paid which has been helpful to substantially reduce bad debt.

Public Meetings of interest to League: I don’t recall any being mentioned.

Process & Protocol: This board continues to work very well together and are prepared for and participate in the meeting’s agenda.

Additional comments/opinions: See the **attached Director’s Report**