

**Community Library Network  
Board of Trustees Regular Meeting Minutes  
January 21, 2021  
Microsoft Teams**

**We Empower Discovery**

**Board members present via Teams:** Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

**Staff present via Teams:** John Hartung, Rebecca Melton, Janelle Sells, Karen Yother

**Call to order:** The meeting was called to order at 2:08 p.m. by Katie Blank, Chair

**Roll call:** Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

**Youth Services annual report: Karen Yother**

Yother greeted the Board members and shared the youth services year in review.

For the YS team, 2020 was the year that kept them waiting. Yother explained that a snow globe was a fitting analogy, showing that things were shaken up and plans were disrupted. When libraries closed, the team shifted gears several times, participated in training, and supported each other as projected dates kept shifting. The team is now looking at summer of 2021 as the first chance to get back together with families.

These vocabulary terms became familiar:

- Grab n' go Kits: STEM activities for kids to explore that can be taken home; 12,000 distributed
- Video programs: staff recorded video story times and other programs to take the place of in-person programs. Some staff were mildly anxious about being on camera, but they rallied and produced dynamic videos. Yother shared a video with Mr. Tim who explained that the process starts with an idea, progresses to planning and development, filming, then editing and more editing. Finished videos are uploaded to YouTube.
- Virtual program rooms: themed virtual spaces where members click on images to be taken to other virtual locations like museums

New initiatives:

- Little Discovery Corner in the Silver Lake Mall: initially funded with a grant from the Idaho Community Foundation to purchase STEM equipment; 8000 visitors so far; TDS Fiber will pay to lease the space for the next 6 months
- Readers advisory: helping members find good books with libraries closed to browsing has become a top priority; videos, reader's rescue requests, book lists, and preselected books for childcare locations and teachers are helping fill the need
- Braille collection and American Sign Language books; these new collections meet the unique needs of deaf and sight impaired populations
- Just Hear for the Books: provides middle grade kids a chance to relax and listen to a book or story being read aloud twice a month
- Drive-in programming; provides a socially distanced alternative to virtual programs by using FM transmitters to present programs to members in their cars. Includes a 15-20 minute live performance and large props

Where does YS programming go from here? Staff will continue to meet, train and support each other. Summer programs will include outside, in-person and virtual offerings along with Grab n' Go kits.

Early learner programs being planned: Little Green Thumbs gardening, bike rodeo, Touch a Truck, drive-in programs, fandom and diversity story times, stuffed animal sleepovers

Kids programs being planned: American Sign Language Camp, Grimm v. Disney Jeopardy, Oculus virtual reality training, Little Weird painting club, Just Hear for the Books, Perseids meteor shower family event, Citizen Scientist activities, and an Olympic party. Teen programs being planned: hiking club, Dungeon & Dragons, Rainbow Squad, Anime Club, Nailed It! Sculpture challenge, a dog fashion show, and guitar instruction with Matt Smith. Yother presented a video introducing each YS staff person. Despite the challenges, Yother and her awesome team plan to get outside to interact with families this summer. Yother left the meeting at 2:35

**Public comment:**

None

**Consent agenda: action item**

Minutes of the special meeting of December 15, 2020

Minutes of the regular meeting of December 17, 2020

Minutes of the CIN meeting of December 16, 2020

Community Library December Reports 2020 which includes the YS December Reports

Cooperative Information Network December 2020 financial statements

The consent agenda was accepted as presented

M, C, Veale

**Community Library Network December 2020 financial statements: action item**

The financial statements were accepted as presented

M, C, Veale

The Director explained the paper included in the Board packet that shows the District levy rate has declined because property values are rising.

**Review and approval of Internet safety policy: action item**

The Board looked at District policy addressing internet safety and the Child Internet Protection Act (CIPA) which needs to be reviewed every 3 years. As dictated by the policy, all library computers are filtered to meet CIPA protections. Policy review was recommended by e-rate consultant and the policy has been vetted by the District's attorney. The Director noted that the title on the document should be changed to avoid confusion with the computer use policy that governs members' use of library computers. He suggested the Board approve the content of the policy and rename it at the next regular meeting.

Computer Use Policy dated 1/21/2021 was approved as presented. The Board will consider it again at February meeting.

M, C, McCrea

The Board chair requested that the length of the meeting be extended to allow for additional information from consultant and housekeeping items related to job search in the Executive Session.

The meeting end time was extended to 5:45 p.m.

M, C, Meyer

**Circulation statistics: December 2020**

The Board reviewed the creative ways libraries are helping members to find items and asked if all libraries have signage to let people know about computer appointments.

**Review of COVID-19 policy**

Emergency powers are being debated in Idaho legislature. The Board will make the decision to reopen libraries when the state mandated phase allows that.

**Director’s report: update on Strategic Questions goals (new 2020 - 21 goals)**

No comments

Board took a break at 3:15 p.m.

Board reconvened at 3:26 p.m.

**Executive session: IC 74-206 1 (a) Hiring a public officer. Action item 3:30 pm**

It was moved and carried to go into executive session at 3:30 pm. M, C, McCrea

Blank	Aye
Fish	Aye
McCrea	Aye
Meyer	Aye
Veale	Aye

The Board returned from executive session at 4:53 pm. M, C, McCrea

Blank	Aye
Fish	Aye
McCrea	Aye
Meyer	Aye
Veale	Aye

**Succession planning: action item:**

**Interview prep:**

The Board discussed the interview process set for the week of the 25<sup>th</sup>. Katie reminded the trustees to get to the interview meetings on Tuesday and Thursday at 8:30 am.

**Review of timeline:**

It was agreed that the timeline to date was accurate. No action was taken.

**Foundation activities: Bob**

Postponed

**Legislative updates:**

John reported briefly on legislation that might affect libraries and agreed to monitor the legislative session closely.

**Long range facilities planning, including the acquisition of land**

**Phase 2 of Hayden remodel**

Postponed

**Community announcements:**

**Staff announcements**

Postponed

**Agenda discussion and requests:**

None

**Set Special and regular meeting dates: action item**

The Board agreed with the dates of the special and regular meetings scheduled. No action taken.

**Meeting review:**

None

**Adjournment: action item**

Meeting was adjourned at 5:15 pm.

M, C, Fish

Respectfully submitted,  
John Hartung, Rebecca Melton

\*\*\*\*\*

**Calendar of events:**

18 Feb 2021	regular meeting	Post Falls/Teams
18 Mar 2021	regular meeting	Post Falls/Teams

Please let us know if you need auxiliary aids or services to enjoy our libraries. This includes providing a sign language interpreter, assistive listening devices, or print materials in a digital format. We can also modify programs, services, or activities, within reasonable limits. Please request these services through Randy Zepeda, ADA Coordinator, preferably 15 days in advance, but no later than 72 hours before the event.

**Primary voice and text phone: (208) 449-6627**

**Secondary phone: 208-773-1506 ext. 329**

Email: ADAcoordinator@communitylibrary.net

The Community Library Network does not discriminate on the basis of disability in its programs, services, activities or employment practices. The Library Network has a policy on ADA compliance and the complete policy is available for review upon request. In addition, a grievance procedure is available to resolve complaints. If you need this notice in large print or Braille, let us know.