

**Community Library Network
Board of Trustees Regular Meeting Minutes
March 18, 2021
Microsoft Teams**

We Empower Discovery

Trustees present via Teams: Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

Staff present via Teams: John Hartung, Rebecca Melton, Janelle Sells, Twylla Rehder joined at 2:22 pm

Guest via Teams: Rachelle Ottosen

Call to order: The meeting was called to order at 2:06 pm by Katie Blank, Chair

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

Motion to amend the agenda: action item

The agenda was amended to include the Succession Planning action item to extend the consultant's contract.

M/C Meyers

Introductions:

Guest Rachelle Ottosen was present but did not speak or appear on camera

Public comment:

None

Consent agenda: action item

Minutes of the 9 February 2021 special meeting

Minutes of the 12 February 2021 special meeting

Minutes of the 18 February 2021 regular meeting

Minutes of the 22 February 2021 special meeting

Minutes of the 23 February 2021 special meeting

Minutes of the 25 February 2021 special meeting

Minutes of the CIN meeting of January 2021

Community Library February 2021 Reports including the Youth Services Reports

Cooperative Information Network February 2021 financial statements

Board corrections:

- Meyer questioned the CIN minutes for the meeting in January 2021. On the back of page 3 is unrelated information. The Director said to ignore that information since it was printed by mistake and is not part of consent agenda. It will be reprinted.
- Regular meeting minutes February 18: McCrea questioned the name of auditor. She would like to have the name of the accounting firm, Anderson Bros., identified as Toni Hackwith's firm
- Feb. 25 special meeting minutes: McCrea would like to have the time the consultant left the meeting noted in the minutes. Consultant left at 6:45 pm.

The Board accepted the consent agenda with the changes noted above

M/C McCrea

Community Library Network February 2021 financial statements: action item

Meyer asked about property tax revenue received. Fish noted that the District has a positive revenue situation. Staff noted that will decrease as expenses are received and tax income stabilizes.

Motion to accept financial statements for 5 months ending February 28, 2021

Presentation of the Adult programming annual report: Twylla Rehder via Teams

Rehder began her annual report for adult programming by reminding the Board that things have certainly changed in the past year. No in-person programming has occurred since March of 2020. When she presented last year, she discussed that social isolation is a problem for many in our communities. With COVID, that isolation has increased. Libraries help to combat social isolation with adult programming. Building a sense of community with in-person programs and connections will be more important than ever.

When programs switched to virtual, staff learned to produce video programs, packaged and shared movie bundles, produced podcasts, and hosted virtual book groups and virtual yoga. The traditional spring Going to Seed programs were virtual with grab and go kits available for attendees. The recorded sessions were then posted on YouTube.

Rehder is excited about the Library of Things (LoT), which will allow items that members might only need once to be checked out of their library. LoT will build community and encourage civic responsibility as members can try items and hobbies before they buy. Examples of things include a podcasting kit, backpacks with binoculars for birding, and jewelry making kits.

Rehder thanked the Board for supporting her and adult programming.

Veale asked when the Library of Things will be available for members. Rehder explained that cataloging and distributing of “things” should happen soon.

The Board asked Rehder to estimate when groups might be able to gather for programs again. She said she was hopeful that small numbers could attend in early summer, especially outside.

Rehder left the meeting at 2:38 pm.

Circulation statistics: February 2020

Fish asked if e-audios can be separated out from the Overdrive total. The Director will ask.

Fish requested that older items by popular authors be purchased for Overdrive.

Circulation numbers for physical items are still low.

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

The Board suggested that staff and a trustee contact the new owner of the Silver Lake Mall to encourage the continuation, and perhaps the expansion, of the Little Discovery Corner. The loaning of STEM objects from Gizmo was encouraged on an ongoing basis.

Approval of the FY 2020 audit: action item

The Board discussed the requirement to send the yearly audit to the State Legislative Registry.

Motion to accept FY 2020 audit as prepared by Anderson Bros.

M/C McCrea

COVID 19 policy review: action item

The Director indicated that no Board action is needed until the Governor moves the state from stage 3 to stage 4. The Board discussed next steps and asked if libraries would continue to offer curbside. That service will be continued if the demand is there.

Guest left meeting at 3:14 pm

Board took a break at 3:14

Board reconvened at 3:24

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

Motion to go into executive session per IC 74-206 1 (a) at 3:25 pm.

M/C McCrea

Blank	Aye
Fish	Aye
McCrea	Aye
Meyer	Aye
Veale	Aye

Melton and Sells left the meeting at 3:25

The Board returned from executive session at 4:30 pm. M/C Meyer

Blank	Aye
Fish	Aye
McCrea	Aye
Meyer	Aye
Veale	Aye

Succession planning: action item

Orientation plan

Extend the consultant's contract: action item

After discussion, it was moved that the Board authorize additional consulting services from June Garcia per Paragraph 3(A)(2) to expand the scope of Stage 6(c) to include more extensive collaboration and support to the Board in developing a transition plan and orientation for the new Library Director. M/C/ McCrea

Foundation activities: Fish

Postponed

Legislative updates:

None

Long range facilities planning, including the acquisition of land:

Postponed

Community announcements

Staff announcements:

Postponed

Agenda discussion and requests:

None

Set Special and regular meeting dates: action item

Discussion of the April and May regular meetings: via Teams or at Athol and Rathdrum. It was agreed that the April meeting would be by Teams and that the Board would decide in April about the location and format of the May meeting.

Adjournment: action item

The meeting was adjourned at 4:52

M/C Veale

Respectfully submitted,
John Hartung, Rebecca Melton

Calendar of events:

15 Apr 2021	regular meeting	Athol or Post Falls/Teams
20 May 2021	regular meeting	Rathdrum or Post Falls/Teams

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

Secondary phone: 208-773-1506 ext. 329

Email: ADAcordinator@communitylibrary.net

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