

**Community Library Network
Board of Trustees Regular meeting
Thursday 19 August 2021
Post Falls Library Meeting Room 2**

2:00 - 5:00 pm

We Empower Discovery

Agenda

Call to order: Meeting called to order at 2:00 pm

Roll call: Trustees: Katie Blank, Vanessa Robinson, Regina McCrea, Judy Meyer, Rachelle Ottosen
Finance Committee: Michele Veale
Staff: Amy Rodda, Janelle Sells, Nick Madsen (arrived at 3:17)

Public Comment

Speakers must live within the District.

Speakers must state name and address and speak for no more than 5 minutes.

Presentation of the Emerging Technologies annual report: Nick Madsen

Madsen introduced himself. He started working for the library as a Page in 2006. He recalled an interaction he had with a member of the public. Her daughter was a former It Club member and is now working for the library after her positive experience as a member.

Madsen discussed the Growth Mindset, Digital Literacy and Technology Access as the basis for the Emerging Technology department. Growth Mindset is changing from “I can’t” to “I can”. Digital Literacy helps teach new skills for workforce development. Technology Access brings computers and Wi-Fi access to members of the public that do not have these tools. During COVID, FM transmitters allowed programs for shut-in seniors. The Discovery Bus is starting to provide STEM style programs for the community, serving approximately 2000 students over the summer. Community outreach programs include parades, meteor shower viewing and festivals. The 3D printers have been in the libraries 2 years now. The platform to request 3D prints has been improved and another roving 3D printer has been added. The Library of Things will begin in September. This program allows members to check out non-traditional library materials like drones, build your own computers and sewing machines. The target audiences are low-income families and adults needing new work-force skills. Partnerships with other organizations like North Idaho College, Gizmo, public school districts and the Kroc Center are key to reaching these audiences.

Consent agenda: action item

Minutes of the regular meeting of 15 July - 9 changes

Minutes of the special meeting of 29 July - 1 change

Minutes of the CIN meeting of June 2021

July CIN Financial Statements

Community Library July 2021 reports

M, C - McCrea - with noted changes:

Minutes of the regular meeting of 15 July

- Replace first names with last names when referencing individuals - 7 instances
- Ani Matosian’s presentation: sentence six - change “added” to “adding”
- Introduction of Kristi Ellstrom: sentence one - change “introduce” to “introduced”, change “Krisi” to “Kristi”

- Legislative updates: sentence two - This fall, “the Board may”

Minutes of the special meeting of 29 July

- Sole Source expenditure: sentence six - remove “for the”

Community Library Network July 2021 financial statements: action item

Meyer noted several income lines that have exceeded budget expectations. Robinson asked about whether the Adult Programming and Children’s Programming lines will end close to budget. Blank mentioned that several expense lines have been impacted by COVID.

M, C - Robinson

Circulation Statistics: July

Rodda noted circulation and door count is increasing. She also noted the Children’s statistics are comparing July 2021 to July 2019, since there were no in-person programs in July 2020. Staff will confirm if Wi-Fi connection use for non-library equipment is part of the Internet & Computer Use statistics.

Director’s report

Rodda reported we have finished our Assistant Director interview process. An offer was made and Lindsey Miller-Escarfuller has accepted to become the Assistant Director for the district. July has been a very busy month with outreach. Although COVID numbers are increasing, there are still not mandates or restrictions instituted from the State or Panhandle Health District. Masks are recommended for staff when social distance cannot be maintained. Limited capacity will continue as the State is still in Stage 4 for Reopening Idaho. Stephanie Bailey-White’s informal meeting was held the end of August. Our district will be receiving \$20,000 in grant funds for Overdrive. North Idaho currently does not have a field consultant. The deputy state librarian, Tammy Hawley-House is our temporary point of contact. Once a field consultant is hired, they will be based out of Boise but will be required to travel to all the Northern libraries. Blank noted that Rodda has been on board for 90 days now. Meyer requested an executive session in the next month or two for a 90-day evaluation and update on the on-boarding plan.

Budget hearing debrief:

Blank summarized the meeting for trustees that were absent. She noted the friendly dialogue exchanged with seven members of the public. Robinson mentioned that members of the public were inquisitive of the full budget and had the same questions she had as a new trustee. One member of the public talked about the difficulty of finding Board information on the website. Blank requested that Board information be easier to locate. Rodda will be working with the Communications Coordinator and Webmaster to evaluate the website for ease of use. McCrea noted the calendar on the website is not easy to use. The calendar will be part the evaluation of the website. McCrea wondered if there is an app available for programs. The public noted that it is easier to attend meetings when they are in the evening. Blank suggested a forum offered several times a year where the public could come for a conversation about the library and operations. Meyer and Veale are in favor of offering this option. Meyer suggested an open house offered at the end of regular meetings, especially at the outlying libraries.

Break from 3:01 to 3:12

Madsen left the meeting at 4:02 pm

Budget discussion (Idaho Code 33-2720 or pg. 45 of Trustee Manual AND
Idaho Code 33-2725 or pg. 47 of Trustee Manual)

4th draft discussion: action item

Rodda stated that growth numbers came in less than expected and reduces the amount of property taxes budgeted. Approval for the e-rate discount was finally received resulting in a reduction to Internet Access and Telecom expenditures. The amount of the discount is proposed to be reallocated to Adult Programs, Children’s Programs, Collections, Communications/Marketing, OCLC/Databases, Training/Conference Travel, Capital Expenditures and Capital Asset Repairs and Replacement. Rodda noted that Adult Programs, Children’s Programs and Communications/Marketing have not seen any increases to their budgets for approximately 5 years. Collections are at 8.71% of revenue, below the national average. The increase proposed for OCLC/Databases would focus on workforce development for both the public and staff. The increase to Training/Conference would support a conference for the new Communications Coordinator. FY’22 is the year for the Public Library Association conference and will be held in Portland, OR. COVID significantly reduced the amount spent in FY’20 and FY’21 for Training/Conference Travel compared to the amount originally budgeted. The training budget is evaluated based on what conferences are available during the fiscal year. Ottosen moved to reduce Children’s Programming to \$35,000, a decrease of \$10,000 due to promoting a sexual agenda to children through the Rainbow Squad Club and a preschool story time done in conjunction with the Human Rights Education Institute regarding diversity. Rodda explained the preschool storytime themes were published ahead of time and were held off-site so parents could decide whether to attend. Books selected for the storytime were age appropriate. Rainbow Squad provides for a safe place to gather and is open to LGBTQ tweens and teens and their supporters. Activities include library crafts and snacks. McCrea noted targeting programming in this manner is censorship. Providing these programs does not imply library endorsement. Blank states that she does not consider these programs as sexual. Robinson noted that reducing the budget would not necessarily stop these programs from occurring.

M, Failed - Ottosen approved; Robinson, McCrea, Meyer opposed.

Meyer moved to extend the meeting by 20 minutes.

M, C - Meyer

Board calendar

Blank would like to add Strategic Planning to the September 2021 regular Board meeting. Robinson stated that a Programming Policy is also critical to address. Facility tours with the new trustees will be scheduled for September 14, 2021, beginning at 1:00 pm at Post Falls.

Legislative updates:

None

Community announcements:

None

Agenda discussion and requests

Set Special and regular meeting dates: action item

Adjournment: action item

Meeting was adjourned at 5:13 pm

M, C - McCrea

Respectfully submitted,
Amy Rodda, Janelle Sells

Calendar of events:

26 August 2021	Budget Approval	6:00	Post Falls
16 Sept 2021	Regular Meeting	2:00 - 5:00	Post Falls
21 Oct 2021	Regular Meeting	2:00 - 5:00	Post Falls
18 Nov 2021	Regular Meeting	2:00 - 5:00	Post Falls

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Phone: 208-773-1506 ext. 329

Email: ADAcordinator@communitylibrary.net

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