

**Community Library Network  
Board of Trustees Regular Meeting  
Tuesday 15 November 2022  
Post Falls Library**

**2:00 – 5:00 pm**

**We Empower Discovery**

Agenda

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

Roll call            Trustees: Katie Blank, Regina McCrea, Judy Meyer, Rachelle Ottosen, Vanessa Robinson  
                         Treasurer: Michele Veale  
                         Staff: Amy Rodda, Lindsey Miller-Escarfuller, Janelle Sells, Randy Zepeda

Pledge of Allegiance

Agenda amendment: action item

- Correction to "New salary schedule approval" needs "action item" added
- After Trustee Education agenda item, add Recruitment Process Next Steps agenda item
- McCrea moved to amend the agenda to add "action item" for the New salary schedule approval agenda item and add Recruitment Process Next Steps agenda item. Ottosen noted she did not receive the email in time to read the final report on the compensation study.

M, C – McCrea; Ottosen opposed

Public Comment

Speakers must state name and community and speak for no more than 3 minutes.

Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting.

No personal attacks or disruptions from audience members will be tolerated.

- Gideon Telford, Post Falls – He appreciates the staff and all their assistance. He believes the staff deserve a raise. He hopes the Community Library Network finds a new director that supports and represents all members of the community. What he needs from this library, from this Board, are policies that keep the libraries free from censorship.
- Michelle Lippert, Post Falls – She thanked the Board for their dedication to the community. Her family helped move books following construction of the library. She is a lifelong reader. She discussed some of the books she read while growing up. She encouraged her children to read *The Lord of Flies*, a frequently challenged and/or banned book. Parents/guardians are responsible for what their child reads. The Board's job is to ensure the library has a diverse, rich collection.
- Angela Drewien, Hayden – She is with the group, Right to Read. The group is collecting signatures to be presented to the Board. She read the petition. The library should be representative of all the community. Materials should not be segregated or censored. She calls for the Board to maintain the collection that represents minority members of the community that is only separated by reading level, affirm that parents/guardians are

responsible for what their family reads, and support library staff. Bias or political opinions should not lead the direction of the library.

- Suzanne Kearney was not present but sent an email.
- Marianna Cochran, Rathdrum – She read from the Idaho Commission for Libraries guide on trusteeship. She appreciates the additions to the Materials Collection Policy. She does not know how the staff will implement it. She would like members of the public to be part of collection development. She noted comments from the community survey of dissatisfaction from the Strategic Plan.
- Teresa Borrenpohl, Post Falls – She likes books that expand and affirm her life experience. She didn't see others like her, but she saw herself in books. She discussed some of the books she has read. She is here today to support the library.
- Anita Dupzyk, Rathdrum – She would like books that reference diversity, inclusion, equity, racism, and transgenderism be segregated into a separate section so children cannot have access to them. She noted the displays for Pride month and wondered if other sensitive subjects are displayed throughout the year.

#### Facilities Annual Report – Randy Zepeda (*20 minutes*)

- Randy Zepeda, Facilities Manager, introduced himself. He discussed some of the tools he uses to manage facility needs. Zepeda presented a spreadsheet about some of the projects that will be addressed in current and future years. This is just another tool - costs and timing of projects are just estimates. The children's room remodel in Post Falls is still in the discussion stage and may not happen until the next fiscal year. Meyer noted that costs estimates are current prices and over time, costs may go up. Zepeda said he seeks grants and rebates when possible. McCrea asked about what the Hayden workroom remodel will entail. Hayden is the last library that does not have a safe room for the circulation staff. The reconfiguration options of the workroom will still need to be discussed with the Hayden staff.

#### Consent agenda: action item (*10 minutes*)

Minutes of the regular meeting of 18 October

Minutes of the special meeting of 24 October

Minutes of the CIN meeting of August 2022

October CIN Financial Statements

Community Library October 2022 reports

- Rodda stated the minutes of the August 2022 CIN meeting have not been approved by CIN yet and cannot be part of the consent agenda. Meyer asked about the handicap lift on the bookmobile and wanted to make sure staff were addressing the problem. Ottosen, Meyer, and McCrea noted four changes to October 24 special meeting minutes. McCrea wanted to thank staff for providing the library reports. Ottosen would like a picture of the staff member writing the report and noted the pictures sometimes disrupt the format. McCrea moved to accept the consent agenda with changes noted.

M, C - McCrea

#### Community Library Network October 2022 financial statements: action item (*5 minutes*)

- Veale noted that she did not receive her Board packet. Rodda will track the packet and ensure the Veale gets a copy of the financial statements. Ottosen asked about the Teensgiving program. Rodda discussed the program will be for teens to have a meal together. Meyer asked about the Homeless Training. Rodda stated it is a subscription to the Ryan Dowd webinars. She noted staff are looking for additional safety training opportunities. Robinson moved to accept the October 2022 financial statements.

M, C - Robinson

Circulation Statistics: October (*5 minutes*)

- This is the first month of tracking statistics for the new fiscal year. Robinson asked about the use of Freegal. Usage increase during COVID but has since started to drop off. CIN will be monitoring usage.

Directors report (*10 minutes*)

- Rodda stated she really appreciated her time here and has enjoyed working with the staff. She is please that the compensation study was completed. Rodda noted staff provides materials and services for all members of the community. The Board thanked Rodda for her service to the library.

Break taken from 3:04 pm to 3:15 pm

Strategic plan update (*15 minutes*)

Implementation plan  
Strategic plan dashboard

- Rodda shared the implementation plan. The purpose of the implementation plan is setting timetables and strategies to achieve the Board approved goals. Staff will update the Board by using the Dashboard. Blank asked how often they will be updated. Rodda said a quarterly report should be expected but could also be more often as strategies progress. Meyer asked if the library reports will be changed with the new strategic plan. Staff will be using the new goals for the library reports. The Board asked for comments to be added to the Dashboard when strategy progress is updated.

Carryforward discussion (*30 minutes*)

- Rodda discussed why there is additional carryforward. The District received more revenue than budgeted and not all expenses were fully expended. Some staff positions remained vacant for 12 or more months. State reimbursement for internet access telecom has only been available the last several years and is not stable funding for budget planning. Several large capital projects have not been completed or have been postponed. Rodda reviewed how available carryforward was calculated. She discussed staff recommendations for assigning the available carryforward to Legal and Professional, Salaries and Benefits, Internet Access, Telecom, Repair and Maintenance, Capital, and CARRF. McCrea noted the Board had been reticent for using carryforward for salaries but is concerned that the district will not be applying the full recommended raises for staff.

Compensation Study findings and discussion (*30 minutes*)

McGrath Human Resources Group, Malayna Maes

- Malayna Maes completed her work on the salary schedule and has provided her recommendations. She reviewed her report from the prior meeting on methodology, comparables, market findings, and current challenges. Maes presented her recommendations. A Range Model offers more flexibility moving forward. Wage ranges within categories have been reduced from the prior ranges and more categories have been developed. Minimum starting wages have increased and a phased approach has been provided to ease the cost of transition over 2 fiscal years. She reviewed Salary Schedule Maintenance recommendations for keeping wages competitive. Maes offered some policy and benefit recommendations, especially benefits for part-time staff. McCrea asked for clarification about compression. Maes said one type of compression is when wages for positions in different classes are too close. Another type of compression is when positions within the same class and staff with longevity do not make tremendously more than a new staff member. McCrea asked if it is common practice among libraries to have 75% part-time staff. Maes noted that it is not entirely uncommon, but she did not look in depth. However, the District is at the higher end of organizations with significant part-time positions. Robinson asked if staff were aware of compression and how they felt about it. Blank thanked Maes for the report and their availability for moving forward. It will be at the discretion of the staff to show wages in annualized format. McGrath offers assistance with implementation at no charge. McCrea thanked Rodda for undertaking the compensation study during her tenure. Rodda

noted that the carryforward proposal will take wages to the temporary minimum and positions that are already in market and would receive a 3% increase. Rodda explained that Admin staff have included compression within like positions in the carryforward proposal. Rodda recommends moving to the temp minimum this fiscal year, the full minimum next fiscal year, and consider adding paid time off benefits for part-time staff soon. Blank noted that the high turnover is not giving the public the service they deserve. Meyer and Blank talked about the need to maintain the salary schedule.

Robinson moved to extend the meeting to 5:30 pm

M, C - Robinson

New salary schedule approval (*15 minutes*)

- McCrea moved to adopt the Appendix A as compensation and classification system. Meyer asked how the salary range would be implemented. If implemented, raises for staff would be retro-active to include the October 2022 payroll and the full minimums may be applied in the next fiscal year. Ottosen would like to wait until the special meeting on November 17, 2022, to vote on the motion. Meyer moved to postpone the motion on the floor to November 17, 2022, as first item on the agenda.

M, C – Meyer

Robinson moved to extend the meeting to 5:40 pm

M, C - Robinson

Trustee Continuing Education (*5 minutes*)

ICRMP training – Jim McNall will be available December 1, 2022, from 2:00 to 4:00pm

Facilities updates (*5 minutes*) – No discussion

Legislative updates (*2.5 minutes*) – No discussion

Community announcements (*2.5 minutes*) – No discussion

Public comment overview (*5 minutes*) – No discussion

Discussion of future agenda requests (The board will decide via consensus whether these items will be moved to a future agenda) (*2.5 minutes*) – No discussion

Board self-evaluation (request from Meyer)

Personnel Policy manual (request from Ottosen) – scheduled for January 2023

Set Special and regular meeting dates: action item (*5 minutes*)

- Special meeting on November 17, 2022, will be from 2:00 to 5:00 pm
- Special meeting set for December 1, 2022, from 2:00 to 4:00 at Post Falls

Adjournment: action item

- McCrea moved to adjourn the meeting at 5:38 pm

M, C - McCrea

Respectfully submitted,  
Amy Rodda, Janelle Sells

\*\*\*\*\*

Calendar of events:

17 Nov 2022	Special Meeting	2:00 – 4:00	Post Falls
01 Dec 2022	Special Meeting	2:00 – 4:00	Post Falls
15 Dec 2022	Regular Meeting	2:00 – 5:00	Post Falls

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.

Phone: 208-773-1506 ext. 329

Email: [ADAcordinator@communitylibrary.net](mailto:ADAcordinator@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.