

**Community Library Network  
Board of Trustees Special Meeting Minutes  
Thursday 17 November 2022  
Post Falls Library Meeting Room 2**

**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  
Guest: June Garcia

Pledge of Allegiance

New salary schedule approval: action item

- Blank stated the postponed motion from McCrea from the November 15, 2022, regular meeting: McCrea moved to adopt Appendix A for the compensation and classification system. Meyer wanted to make sure there was enough carryforward requested to implement the plan. Rodda noted that it would take \$330,000 to implement wage increases to meet the full new minimums. McCrea said that other recommendations will need to be discussed at future meetings. Robinson asked if a staff member is on paid time off, if another staff member fills in the shift. Rodda noted that sometimes someone fills in and sometimes the libraries just work short-handed. Ottosen asked what the vacation range is currently. Rodda noted that vacation is accrued based on longevity. The recommendation is to combine vacation and sick accruals into one pot of paid time off. Rodda noted that paid time off offers staff more flexibility.

M, C - McCrea

Executive session: (Idaho Code 74-206 (1)(a): To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.: action item *(110 minutes)*

Meyer moved to go into executive session per Idaho Code 74-206(1)(a) at 2:16 pm

Blank – Aye

McCrea – Aye

Meyer – Aye

Ottosen – Aye

Robinson – Aye

Rodda, Miller-Escarfuller and Sells left the meeting at 2:16 pm

Meyer moved to come out of executive session at 5:00 pm

Blank – Aye

McCrea – Aye

Meyer – Aye

Ottosen – Aye  
Robinson – Aye

Rodda, Miller-Escarfuller and Sells returned to the meeting at 5:02 pm

Meyer moved to extend the meeting until 5:15 pm  
M, C - Meyer

Recruitment process next steps: action item *(10 minutes)*

- The Board discussed the characteristics of the ideal candidate and the initiatives the new director should undertake. Recruitment will begin December 12, 2022, applications due by January 22, 2023, screening interview to be held the week of January 30<sup>th</sup>, and have finalists onsite February 17-18, 2023. Appointed search committee members are Katie Blank, Vanessa Robinson, and Regina McCrea. The prior brochure will be updated for the recruitment process.

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

Adjournment: action item  
Ottosen moved to adjourn at 5:06 pm  
M, C - Ottosen

Respectfully submitted,  
Amy Rodda, Janelle Sells

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Calendar of events:

1 Dec 2022	Special Meeting	2:00 – 4:00	Post Falls
15 Dec 2022	Regular Meeting	2:00 – 5:00	Post Falls

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Phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

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