

**Community Library Network
Board of Trustees Regular Meeting Minutes
Thursday 20 July 2023
Post Falls Library**

1:00 pm – 4:00 pm

We Empower Discovery

Agenda

Call to order The meeting was called to order at 1:00 pm

Roll call Trustees: Katie Blank, Tom Hanley, Rachelle Ottosen, Tim Plass, Vanessa Robinson
Treasurer: Julie Saad
Staff: Alexa Eccles, Michelle Fansler
Guest(s): Colton Boyles (online)

Pledge of Allegiance

Public Comment (*30 minutes*)

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.

- Heather Greenman, Post Falls – read some of the experiences and clubs that are offered in the summer reading program and questioned whether taxpayers should be paying for programs that do not have to do with reading. She is in favor of cutting down the budget and opposed to raising taxes.
- Jacob Tarnowski, Spirit Lake – pointed out that books are consumable as they get worn out or lost. He is in favor of all viewpoints being represented in the library collection to foster lifelong learning.
- Josiah Mannion, Hayden – wants all people to be accepted in the Community Library Network no matter what one’s circumstances, religious and non-religious beliefs, or how they identify.
- Megan Dardis-Kunz, Coeur d’Alene – stated statistics regarding people experiencing poverty and survival budgets in Kootenai County. Is opposed to library budget cuts because “those impacted by library cuts the most are those that often have the least.”
- Tamara Kermelis, Hayden - is opposed to cuts in books, music, and programs. Kermelis is opposed to the new lawyer hired by the Board and does not want the Board to select materials. Is in favor of paying the staff a living wage and for trained library staff to choose the materials.
- River Kermelis, Hayden – wants funding to continue for an extensive and diverse collection and programs.
- Emily Christopherson, Post Falls – gave examples of programs her children are motivated to go to the library to attend, which “opens the door to reading.” Feels the role of the library is free programs which is different than the KROC center or Parks and Rec. In favor of the library taking the 3% tax increase, which would only cost her \$2.43 individually.
- Meghan Alcalá, Spirit Lake – by cutting programs it will lessen the relationships with library staff and the public. Shared that outreach like star gazing brings in new library

card holders after the events. Referred to Goals 3 & 4 of the Strategic Plan, "Remove barriers to service and improve the customer experience" and "Increase awareness of and engagement with Community Library Network programs and services." Opposed to using volunteers to run programs because they are "not reliable enough." Opposed to closing the Harrison library.

- Suzanne Kearney, Post Falls – feels the library has lost its way. Instead of preserving culture she believes the library is manipulating culture and indoctrinating the public with WOKE publishers' material. She wants the library to have quality, great works. Is opposed to a tax increase. Is in favor of fiscal responsibility which could include budget cuts, fundraising, and using volunteers.
- Rebecca Priano, Post Falls – is in favor of raising taxes and raising staff wages. She mentioned libraries do fill a community center role in outlying areas like Spirit Lake and Harrison. She asked the Board not to cut programs.
- Michelle Lippert, Post Falls – quoted prior Post Falls Mayor Clay Larken, "Healthy boards hire the right people, give them the tools they need, establish trust, and then get out of the way and let them do their job." Asked the trustees not to "step out of their lanes and sow distrust."

Harrison Annual Report – staff presentation (*15 minutes*)

- Cassie Robertson, Communications Director, gave Ani Matosian's PowerPoint report for the Harrison Library. It included statistics from a population of 250 to the library's history since 1912. Programs like book clubs and writer's groups were highlighted. It was pointed out that the Harrison library is the unofficial community center and provides free 24-hour wi-fi internet access, tech help and a place for displaying community flyers.

Consent agenda: action item (*10 minutes*)

Minutes of the annual meeting of 15 June
Minutes of the special meeting of 20 June
Minutes of the special meeting of 22 June
Minutes of the special meeting of 6 July
Minutes of the special meeting of 7 July
Minutes of the special meeting of 14 July – not provided
Minutes of the CIN meeting of June 2023
May CIN Financial Statements

- Hanley noted two corrections to the June 22nd minutes. Ottosen noted one correction for the CIN minutes. Plass wanted to know why the Board must approve the CIN minutes and Hanley wanted to move the CIN minutes under reports. Eccles expressed CLN has a fiscal responsibility for CIN as the fiscal agent. Blank asked the Director to investigate whether it is appropriate to keep or remove CIN. Robinson wanted to know if the CIN minutes are approved by the CIN board. Eccles explained the minutes are draft minutes. Plass asked if the CLN board has any influence on CIN. Blank shared CLN is its own entity. Hanley said line item 66 on the proposed budget addresses CIN. Blank moved to accept the consent agenda with corrections. Ottosen asked for clarification on the Freegal budget for CIN vs CLN. Eccles said CIN voted not to continue with Freegal, but CLN continued with Freegal.

M, C - Blank

Community Library Network June 2023 financial statements: action item (*10 minutes*)

- Eccles said we are at 75% of time elapsed. Blank shared the far-right column shows what % of the budget has been used so far. Some of the ones that are over are because they are paid once a year, such as the audit. Plass asked why line 21 Health benefits is at 98% and if it is

done being paid for the year. Eccles said Janelle could answer that. Hanley observed we are slightly under budget. Plass noted line 72 for postage is at 101%. Blank mentioned there is no consequence if we go over budget in certain line items. Ottosen pointed out the narrative provided states the postage is over budget because of multiple postage increases. Blank moved to accept the June 2023 financial statements for nine months ending June 30th. Plass asked why line 40 for equipment is below budget. Eccles read the narrative explanation and explained it is based on the replacement cycle and there are still upcoming expenditures. Plass wants to know if we can move it into next year's budget. Eccles can bring more information next time.

M, C - Blank

Circulation Statistics June 2023 *(10 minutes)*

- Blank noticed there was an increase of 71,000 items in June 2023 compared to last year and asked for a reminder of what total circulation includes. Eccles explained total circulation includes Overdrive, e-books, audio books, and physical books. Blank said she is pleased to see the increase of usage in all our facilities since COVID. Eccles spoke with the Hayden and Post Falls managers and was told the libraries are busier now than they were pre-COVID. Hanley prefers seeing statistics in graphs and agreed that the graphs in the annual review will be sufficient. Plass wanted to know how we determine internet usage and number of people who come in the door. Eccles said public usage is tracked by wi-fi logins and computer logins and we have a door tracking device.

Director's report *(25 minutes)*

Community Library Network June 2023 monthly report

- Eccles pointed out the table packet includes the Library Managers report, adult programming report, youth services report, and media coverage. Ottosen brought up Total video use is zero on page 4. Eccles said she can take that out as the circulation report covers that. Plass wanted to know more about the cost of programs and pointed out specific programs pictured in the report. Hanley wanted programs to align with library functions and not luxuries. Eccles shared it is a combination of volunteers as well as paid performers and adult programming staff's time. Specifically, Sandy Weiss, line dancing instructor, was a volunteer and Hermann, a musician, was paid. Robinson looked at the general ledger and asked about \$1600 and \$1700 for musicians. Eccles said the performers are paid one time for multiple performances. Ottosen noted that the minor cards are keeping questionable materials out of the hands of minors. Plass asked about the statistics on the new minor cards. Eccles said she could bring those statistics in August. Plass asked about the ALA conference and mentioned his intention not to fund staff's attendance at future ALA conferences. Eccles said there is a conference for outreach in rural service coming up in October, but no more ALA. Ottosen asked what PNLA stands for. Eccles said it stands for Pacific Northwest Library Association and is in Moscow this year and there is no ALA affiliation. Ottosen asked if Eccles will write a one-page report like previous directors. Eccles said her style is more of a PowerPoint presentation.

Facilities updates

- Eccles said she is working with the facility manager and Architect/Engineer for Harrison library for the ramp, sidewalk, and water issue.

Bid award for Hayden roof: action item *(20 minutes)*

- Eccles said no bids received. Recommendation from the architect is to reevaluate it in early spring. October is not recommended due to the weather. Eccles will talk to our counsel as we may not need to go through the entire bidding process since there were no bids. We may be able to just hire a roofer. There is some water intrusion into the facility. Not much we can do. We were flexible with the terms. It is about a ten-day job. The architect's feedback was roofers have all the work they need for this year.

Hanley asked if we could get a commitment before spring to get on their schedule. Eccles will bring back more information in early winter.

Break (15 minutes)

FY24 Budget Discussion (30 minutes)

- Eccles reported since the July 18th meeting there were forty-eight emails from library Patron comments, thirty-two support 3% tax increase sixteen against tax increase. Eight emails asked to keep Harrison library open. Reminder on July 18th responses were twenty-one emails with seventeen in favor of a tax increase, three not in favor, one neutral.
- Database cuts - Eccles started the budget discussion on the Freegal contract. She reached out to our representative and asked for a discount. Our subscription for streaming runs from May 2023 to May 2024. The staff recommends the Board cut LinkedIn Learning for a savings of \$15,000 instead of Freegal based on usage. Freegal has a trend of growing use. Eccles mentioned there are a lot more options in Freegal to cut out obscene lyrics and would like to look at this again in October. Eccles can do a presentation on all our database options in the future. Ottosen asked why line 32 OCLC/databases went up from last year. Eccles deferred to Janelle when she gets back. Eccles encouraged the Board to explore the databases at home.
- Sunday Hours – Eccles went over Sunday open hour statistics for Posts Falls and Hayden libraries. Sundays are the slowest days. If we eliminated Sunday hours, we could reduce a part-time position per location that is currently budgeted at less than 20 hours per week. \$27,800 could be captured for the budget. Eccles recommended if desired, implementing closing Post Falls and Hayden on Sundays starting in September. Plass asked if other libraries in the District are open on Sundays. Eccles said, “No.” The staff that are currently working on Sundays would be redistributed from Monday through Saturday. Blank would like to know the door count for the other days of the week. Eccles mentioned we typically gather the data monthly. There is 162,000 annual door count and that we are busy. Blank recognized in order to look at raising employee salaries it still would upset the 103 people who come on Sundays. Eccles said we provide a lot of services on Sundays, and she is not sure eliminating \$28k is worth it. Robinson does not think it is a good idea to close down on Sundays all year long just to save \$30k. Eccles said she thinks we have an efficient model by having it open half day and only three staff so it’s pretty lean right now. Plass is not inclined to shut the libraries down on Sundays. He mentioned Sunday is a big homework day. Hanley is not in favor of further pursuing closing on Sundays. Ottosen is in favor of closing on Sundays. Blank is not in favor of closing on Sundays. Eccles stated we could look at the efficiency of our staffing next year for a long-term feasibility model.
- Latest Budget Worksheet - The handout Eccles provided compared option A debated at the last budget discussion and a column with numbers if we closed on Sundays. Since closing on Sundays is not going to be pursued, Option A was discussed. Janelle will put in the property tax numbers and real numbers for Tuesday’s special meeting scheduled for 7/25. A consensus was reached to move \$15k out of databases and move it into the collection. Eccles said we can talk later about which database to cut out. Consensus was not reached on Plass’ suggestion to move \$5k from communication. Eccles recommended only moving \$15k from databases and not cutting communications. Robinson and Blank agreed to add \$500 to emerging technologies on line 31. Blank pointed out emerging technology is teaching digital literacy. Ottosen was open to the idea but not ready to commit. Hanley abstained. Plass wanted to know more about Nick’s programs. Plass wanted to know what time of year we pay ICRMP’s annual insurance payment and how much it is. Eccles said it is very modest and will bring that in the future.

Trustee continuing education (5 minutes)

- Eccles mentioned Boyles was only able to partially attend online today. Eccles will review other training topics with Boyles. Eccles reviewed the Board of Trustees Job Description. With two hours of prep time per meeting and the meeting time themselves from June 15th to today we have had a total of 60 hours

spent by our Trustees. Eccles reviewed the purpose of the Trustee positions and that the Trustees and Director have complimentary roles.

Discussion of future agenda requests (The board will decide via consensus whether these items will be moved to a future agenda) (5 minutes)

- Robinson wanted to know how the Board decides when and why Boyles is going to be present in the future. Blank calculated at \$275 per hour Boyles would already be up to \$1100 so far and she would like more clarification on when he is being invited. Eccles asked if we want to add the topic of when to ask for a lawyer to attend meetings to a future agenda. Hanley asked what we have done in the past. Blank shared we never had an attorney present at every meeting. It was just for specific problems and the whole board knew why the attorney was coming. Robinson said an attorney was present to help with policy reviews. Blank asked for clarification to the attorney’s contract be added to the end of Tuesday’s agenda and wants to see the contract to discuss. Plass agreed that the status of all three lawyers’ contracts needs to be discussed. Ottosen agreed as long as we are finished with the budget. Personnel Policy manual (request from Ottosen) – to be scheduled.

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

- Eccles requested to go to Harrison library for a tour and will give some dates in the future. Blank proposed to meet at Post Falls on September 21 from 2-5 pm instead of Pinehurst and do a separate tour at Harrison and Pinehurst on a different day. Ottosen mentioned if we do not go to Pinehurst then there would not be an opportunity for public comment in Pinehurst. Blank said there was no public comment in Pinehurst last year. Robinson agreed with Ottosen to keep the September 21 meeting in Pinehurst. Ottosen clarified that the Board will keep the plan to go to Pinehurst. Robinson moved to adjourn.

Adjournment: action item

Last moved to adjourn at 4:00 pm
M, C - Robinson

Calendar of events:

25 July 2023	Special Meeting Budget Discussion	2:00-4:00	Post Falls
10 Aug 2023	Budget Hearing	5:30	Post Falls
17 Aug 2023	Regular Meeting	2:00 – 5:00	Hayden
21 Sep 2023	Regular Meeting	9:00 – 12:30	Pinehurst
19 Oct 2023	Regular Meeting	2:00 – 5:00	Post Falls
16 Nov 2023	Regular Meeting	2:00 – 5:00	Post Falls
21 Dec 2023	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: ADAcoordinator@communitylibrary.net

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