

**Community Library Network**  
**AMENDED Board of Trustees Regular Meeting Minutes**  
**Thursday, February 15, 2024**  
**Hayden Library**

**2:00pm – 5:45pm**

**We Empower Discovery**

Agenda

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

Roll Call Trustees: Katie Blank, Tom Hanley, Rachelle Ottosen, Tim Plass,  
Vanessa Robinson (left at 5:50 pm)  
Treasurer: Julie Saad (arrived at 3:25 pm)  
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Michelle Fansler  
General Counsel: Colton Boyles

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.

- Pat Raffee, Post Falls – expressed concern that the board majority might not be aware of how they hinder the attorney's effectiveness. She suggested holding only one meeting in March to allow staff time to address facility issues and urged the board to make positive changes.
- Theresa Birkett, Post Falls – recommended postponing changes to the Material Selection policy until the state legislature decides on S1289. She expressed concern about rising attorney fees and noted that only 20% of registered voters supported the current board majority. She urged the board to listen to Director Eccles, represent all Kootenai residents, and consider holding only one meeting next month.
- Dave Reilly, Post Falls – said he observed online posts regarding water damage in Post Falls and claimed to have retrieved undamaged videos from the dumpster, which he passed to the board, alleging fraud. He highlighted a video case of "Game of Thrones," citing its explicit content as evidence of pornographic materials in the library's collection, suggesting a cover-up.
- Pastor Matt Erickson, Post Falls – stated that mistrust of library staff and a lack of receptiveness to advice are hindering progress. As a regular library user who appreciates the staff's dedication to serving his family, he emphasized the importance of treating all staff members with trust and respect.

Robinson moved to go into Executive Session after public comment.

M, C – Robinson; Plass opposed

Board went into Executive Session at 2:14 pm. (*15 minutes*)

Executive Session | Idaho Code 74-206 (b): To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or

individual agent, or public-school student. Complaints against a public officer and/or individual agent.  
Blank moved to go into executive session per Idaho Code 74-206(b) at 2:14 pm

Blank – Aye  
Hanley – Aye  
Ottosen – Aye  
Plass – Nay  
Robinson – Aye

Miller-Escarfuller and Fansler left the meeting at 2:15 pm

Blank moved to come out of executive session at 2:58 pm

Blank – Aye  
Hanley – Aye  
Ottosen – Aye  
Plass – Nay  
Robinson – Aye

Consent Agenda: Action Item (*5 minutes*)

Minutes of the Regular meeting of January 18, 2023  
CIN November 2023 minutes  
CIN January 2024 financial statements

M, C – Robinson

Community Library Network January 2024 financial statements: Action item (*5 minutes*)

- Robinson proposed splitting line 70 into 70a for legal expenses and 70b for professional expenses to improve tracking and potentially adjust future budget allocations for legal counsel. The discussion revolved around the timing of implementing this change, with Eccles expressing no objections and suggesting it could be implemented as early as March.

M, C – Robinson

- Ottosen motioned to accept the January 2024 financial statements. Blank inquired if staff had any highlights to share. Eccles noted new revenue line items related to Idaho statutes regarding revenue and taxation. Plass and Hanley questioned if material purchasing had slowed due to temporary library closures. Miller-Escarfuller responded that materials are being redistributed to open libraries while also slowing down purchases. Eccles elaborated on managing hold cues with top sellers, purchasing large print when available and prioritizing community service. Blank pointed out that five other libraries remain operational.

M, C – Ottosen

- Ottosen proposed that legal reports only be added on the agenda when the board majority consent to it or it is both urgent and important. Blank asked if this was discussed with the Director. Robinson asked if this could be brought up later. Eccles is not sure what the implication is of who has invited legal counsel to meetings. Ottosen chose to stop discussion and move on.

Discussion of Community Library Network January 2024 carryforward balance analysis (*5 minutes*)

- Eccles stated due to the new state funds we are now over \$237k. Without the new state funds, we would have been \$85k short. The second semi-annual state funds anticipated are \$322k.

Circulation Statistics: January 2024 (*5 minutes*)

- Robinson pointed out people are taking advantage of the kid's cards.

#### Director's Report (15 minutes)

- State Replacement Funds - The board received a handout from the Kootenai County clerk outlining the State Replacement Funds received. They also received an email from a tax accountant in the auditor's office regarding HB292, detailing funds received from training. While it was anticipated that some funds would be received, the exact scope was unknown during the budgeting process. Plass emphasized that these funds are not new money from taxpayers. Eccles clarified that CLN did not have prior knowledge of the exact amount and did not dispute Plass' statement.
- Report on Moving books - Eccles presented a report requested by a trustee regarding the movement of books in the minors' and adult collections. The report highlighted that the Community Library Network has never housed obscene materials and adheres to legal standards regarding obscenity and harmful content to minors. Eccles provided details on books relocated due to reconsideration requests and shared statistics on the number of items in each collection and the types of library cards issued. Blank sought clarification on the different card types, which Miller-Escarfuller explained, distinguishing between minor, minor limited, and teen limited cards based on age restrictions and access to library materials. Robinson clarified that parents could obtain a teen limited card for their 17-year-old child.
- Update on Post Falls and Athol Libraries – Eccles stated Post Falls and Athol are in an emergency state potentially posing harm to the facilities or individuals. The insurance provider, ICRMP, is reviewing the claim with legal counsel, and Eccles expects a response by tomorrow or early next week. She outlined potential costs for content removal, depending on the insurance claim coverage. Immediate water removal using commercial equipment has already been initiated, but the full extent of damage, including potential mold remediation, remains uncertain until walls are inspected. Eccles emphasized that if the board needs to allocate CLN funds for repairs, they should be involved in decision-making processes.

#### Review and approval of temporary lease: Action item (20 minutes)

- Eccles expressed gratitude for a community offer of discounted storage and office space, valued at approximately \$75,000, including utilities and snow removal, for six months with flexible month-to-month renting. The library staff researched other options but found most required a three-year lease. If approved by ICRMP, it will not need board action; otherwise, it will be categorized under other expenses. Benefits include accommodating displaced workers and providing climate-controlled storage for materials. Boyles conducted a market analysis, revealing this option is significantly cheaper than other commercial properties. Concerns were raised about space sufficiency and maintaining public service during construction. Options for material protection during construction were discussed, with cost being a factor. Blank moved to conditionally approve the lease, sparking further discussion. Some trustees cautioned against micromanaging staff. Not all trustees agreed to the lease option. Eccles clarified that the decision falls within her authority as director due to its cost and emergency circumstances, even if the board votes against it. She will provide further details in a future meeting.

M, Failed – Blank; Hanley, Plass opposed, Ottosen did not vote

#### Break (15 minutes)

#### Discussion of motion requiring collection reports. Legal opinion if it makes CLN more vulnerable; Action item (10 minutes)

- Boyles outlined that the report would not include patron information, estimating it would take staff around two hours to compile and export monthly data. He expressed concern that creating a

chronological report could potentially expose the library to legal liability regarding purchasing decisions and viewpoint discrimination. He also mentioned having these records could also help defend against such claims and demonstrate compliance with purchasing policies. Plass supported the idea, seeing value in maintaining a record of library purchases for both public transparency and board oversight. No decision was made.

Discussion on receiving legal advice regarding public policies. Review of when and how legal can provide advice including in writing, in a public meeting, or in an executive session: Action Item *(15 minutes)*

- Plass proposed keeping legal advice confidential from the public, while Blank highlighted the requirement of the open meeting law and mentioned written material is available through public records requests for transparency. Boyles mentioned statute 3205 exempting certain communications but noted limits to confidentiality for government agencies. He emphasized the board's authority over his meeting participation and communication methods. Eccles suggested staff draft policies, present them to the board for edits, and then send them to legal counsel for review. No consensus or decision was reached on the matter.

Discussion of Materials Selection and Acquisitions Policy, Withdrawal and Reconsideration Policy: Action item *(20 minutes)*

- The trustees discussed issues regarding policy prioritization, edits management of the policies, and screen usage during board meetings. Eccles proposed realistic timelines for policy reviews and asked for board meetings to only be once a month, while Robinson raised a point of order about displaying drafts on a screen. Ottosen tried to make progress by reading a paragraph she wanted added, and discussions ensued about the role of staff in policy creation. Eventually, consensus was reached for Plass to edit policies during the meetings and to send electronic files to staff. Staff will provide written drafts of edited policies being worked on in every board packet.

Discussion on Insurance Options: Action item (40 minutes)

- Blank, Robinson, and Eccles noted Redman's recommendation for CLN to remain with ICRMP until October, referring to insurance policy renewal option 1. Eccles discussed the additional expenses associated with options 2 and 3. Plass moved to engage Redman Insurance for option 3's full coverage and cancel existing ICRMP and Great American policies. Ottosen made a substitute motion for option 3, contingent on no other insurance quotes before February 23rd, accepting Wright/American Family quotes, binding the insurance on February 23rd, and promptly canceling ICRMP and Great American policies upon completion. Blank objected to Ottosen's motion within a motion, while Boyles suggested calling it a friendly amendment. Plass withdrew his motion, allowing Ottosen to proceed with her motion. Eccles questioned the board's criteria for option 3 and criticized the decision as reckless, urging a more conservative approach in line with the Financial Policy. Blank moved to postpone/table Ottosen's motion. Not brought to a vote. Plass expressed frustration with ICRMP for lowering insurance coverage while maintaining premiums. Eccles urged the board to act conservatively. Plass moved for a 10-minute extension of the meeting and called the question. Ottosen brought it to a vote.

M, C – Plass – 10-minute extension

Blank – nay

Hanley – aye

Ottosen – aye

Plass – aye

Robinson - nay

M, C – Plass – end discussion and vote on the motion

- Blank - nay
- Hanley – aye
- Ottosen – aye
- Plass – aye
- Robinson – aye

M, C – Ottosen – option 3 – bind Wright/American Family quotes on Feb 23, cancel ICRMP & Great American

- Blank - nay
- Hanley – aye
- Ottosen – aye
- Plass – aye
- Robinson – nay

Blank moved to adjourn 5:51 pm

M, Failed – Blank; Hanley, Plass opposed. Robinson absent.

Discussion of Public Comment Policy, public etiquette, and signs: Action Item *(10 minutes)*

- Chair agreed with Eccles to postpone because Robinson left the meeting at 5:50 pm and was the one that proposed this topic.

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

- Hanley wants to add facility considerations. Eccles explained the board’s action to change insurance company can affect ICRMP’s pay out.

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

Adjournment: Action item

Blank moved to adjourn at 5:58 pm.

M, C – Blank

Respectfully submitted,  
Alexa Eccles, Michelle Fansler

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Calendar of events:

21 Mar 2024	Regular Meeting	2:00 – 5:30	Hayden
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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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