

**Community Library Network
Board of Trustees Regular Meeting Minutes
October 15, 2020
Post Falls Library**

We Empower Discovery

Trustees present: Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale
Staff present: John Hartung, Rebecca Melton, Janelle Sells, Randy Zepeda, Nick Madsen

Call to order: The meeting was called to order at 2:01 by Katie Blank, Chair

Roll call: Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

The agenda was modified to move the Director Search to the end of meeting and add an executive session due to information received at the morning special meeting.
M, C, Meyer

Harrison Library Manager introduction (Ani Matosian) and remodel video.

The new Harrison Manager, Ani Matosian, was introduced via a video in which she described her recent move to Harrison and her career as a library cataloger. She gave a virtual tour of the remodeled Harrison Library, showing the new craft area, redecorated kids area, relocated computer stations, new signage, relaxed reading area, expanded Northwest collection, focused YA area, re-organized DVDs, new displays, classics for homeschool families, fiction organized by popular genre, and the 3D printer objects. She recognized Alisha Parsons, circulation specialist, for her friendly customer service and invited the Board to visit in person.

Facilities and ADA Transition Plan: Randy Zepeda

Zepeda introduced the draft ADA transition plan. He discussed that the Americans with Disabilities Act is about civil rights and equal access. The District is a Title 2 entity, so we cannot use cost as an excuse for noncompliance. The transition plan, when finalized, will explain the steps the District will take to meet the requirements of ADA. Communications coordinator Denna Grangaard and webmaster Diane Van Etten are updating the website to help meet accessibility requirements. Lighting in Hayden and Post Falls should be updated but the cost is steep (about \$20,000 per library). Once the transition plan is adopted, grants may be available. Zepeda's approach is to tackle the conditions that pose the greatest risk first. Blank asked him to identify hazardous items and prioritize them. He will bring an updated list to the Board in November. Meyer asked to have target completion dates extended to include two budget years. Blank would like to hear from the communications team about the ADA adaptations for the website.

The Board congratulated Zepeda on doing a great job with the draft transition plan. Zepeda left the meeting at 2:38.

Emerging Technology report: Nick Madsen

Madsen delivered his annual report for emerging technology with an update on the Discovery bus and details about his District-wide efforts to offer technology training to staff and members.

The Discovery Bus is about extending access to programs and events for community members who may not have motivation or transportation to get to a library. The bus is ADA compliant with a wheelchair lift and roomy enough to get a wheelchair from the front to back of the bus. It was purchased and upgraded with grant funds from Innovia and the Idaho Stem Action Center.

Improvements include a branded wrap, installing a generator behind the driver's seat and updated internal lighting.

Idaho Community Foundation funded community programming featuring a STEM activity, a free book, and a healthy snack. The Idaho Commission for Libraries has sponsored hotspots and devices. TDS Fiber will help continue the community programming into the fall months with STEM education, books, and snacks.

Meyer asked about a permanent parking place for the Discovery Bus. Madsen is pursuing a possible location at the fairgrounds during the winter months.

In addition to his bus adventures, Madsen has worked to improve access to technology training and resources for staff. After Youth Service staff received in-depth training on 3D printing, Miss Bethany from Athol used the printer to make dragons that were then raffled off during story time. Madsen designed and printed the letters for the Little Discovery Corner using 3D technology also.

As a member of the Video Production Team, Madsen trained adult programmers on making and posting videos to our YouTube channel and social media. Staff gained confidence with the processes and even had some fun creating 30 second videos.

All Staff Day will be a digital event this year with Madsen as the emcee. He has coordinated very short videos of each staff person to be played during the event and will serve as host to our presenters.

Virtual reality programming is also something that Madsen is delivering and promoting to allow more community members to experience this awe-inspiring technology. He is participating in the Library of Things collection coming soon to all our libraries. This will allow members to check out non-traditional items and programming kits. Some emerging technology items will be part of the collection.

The Board thanked Madsen for his enthusiastic presentation. He left the meeting at 3:16 p.m.

The Board took a break at 3: 20

The Board reconvened at 3:32

Consent agenda: action item

Minutes of the September 17, 2020 public hearing

Minutes of the September 17, 2020 regular meeting

Minutes of the September 2, 2020 special meeting

Minutes of the CIN meeting of August 19, 2020

Community Library September Reports 2020 which includes the YS September Reports

Cooperative Information Network September 2020 financial statements

The Board accepted the consent agenda as presented

M, C, Veale

Community Library Network September 2020 financial statements: action item

The Board approved the September financial statements as presented

M, C, Fish

Circulation statistics: September 2020

Staff and the Board noted that circulation is slowly increasing.

Review of COVID-19 situations: action item

Schools report: The Director reported on the metrics used by local school districts to determine the status of in-person education. The District assesses its pandemic response based on the governor's guidelines, while school districts respond to local conditions. The Board encouraged a conservative, proactive approach.

Bereavement leave:

Board consideration of proposed changes was postponed until November

Review of Policy for COVID-19: action item:

The Board reviewed the COVID-19 Policy with amendments approved last month. There were no additional changes.

Director's report: update on Strategic Questions goals (new 2020 - 21 goals)

Staff invited the Board to share comments with staff for All Staff Day on October 29.

Budget: when to re-open the 2020 and 2021 budgets: action item

The Director discussed that re-opening the 2020 budget in November would be possible but would be too soon for the 2021 budget. December or January may work for the 2021 budget. The hearings would be held at the beginning of the regular board meetings.

Progress report on the Broadband acquisition project:

Most of the equipment has been installed, but a fan unit is holding up completion of the project.

Job description: Facilities Specialist revisions: action item

Consideration of the job description was postponed until November

Facilities report and discussion:

The Hayden project will be delayed until next calendar year due to the involved bidding process that needs to be followed.

White paper on expansion of facilities: Continued discussion

Long-range facilities planning, including the acquisition of land

Board discussion on facilities was postponed

Legislative updates:

Non-partisan election discussion: Kootenai County Republican Central Committee's list of questions for non-partisan elections was discussed.

Community announcements:

None

Agenda discussion and requests

None

Set Special and regular meeting dates: action item

McCrea notified the Board that she cannot attend the regular meeting scheduled for November 19. The meeting was moved to November 17, 2-5, at Post Falls

Succession planning: action item
Debrief of meeting with consultant

The board moved to go into executive session at 4:12 pm per IC 74-206 1 (a) Hiring a public officer. M, C, McCrea

Blank	Aye
Fish	Aye
McCrea	Aye
Meyer	Aye
Veale	Aye

The Board moved to return from executive session at 5:03 pm. M, C, McCrea

Blank	Aye
Fish	Aye
McCrea	Aye
Meyer	Aye
Veale	Aye

Meeting review:
None

Adjournment: action item

The meeting was adjourned at 5:04 pm.

M, C, Fish

Respectfully submitted,
John Hartung, Rebecca Melton

Calendar of events:

Nov 17:	2 - 5	Post Falls	regular meeting
Dec 17:	2 - 5	Post Falls	regular meeting

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

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.