

**Community Library Network
Board of Trustees Regular meeting
April 15, 2021
Microsoft Teams**

We Empower Discovery

Trustees present: Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

Staff present: John Hartung, Rebecca Melton, Janelle Sells, Jill Roche

Guest: Rachelle Ottosen

Call to order: The meeting was called to order at 2:15 pm by Katie Blank, Chair

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

Public comment:

None

Presentation of the Athol Library annual report: Jill Roche via Teams

Roche presented her annual report with a PowerPoint about the last year's goals:

- Find ways to involve teens
- Create more of a presence on Instagram
- Promote e-resources on Facebook
- Involve the library in the community

Strategic plan:

- Action 11: Recognize staff creativity, initiative, and innovations: Golden Book Award was presented to all staff for learning how to make library service work during the pandemic. They rode the waves together!
- Focus Area B: Creating connected communities: Athol ramped up virtual programs and reached lots of members with virtual programs.
- Action 4: Help prepare preschool and school age children to be enthusiastic learners:
 - Athol YS staff visited Sunrise Daycare and Athol Elementary
 - Partnered with Farragut State Park for outdoor adventure walks
 - Created virtual programs for kids including Twilight Tales, Unicorn and Dinosaur yoga, Imagination Builders
- Action 5: Offer a variety of ...learning opportunities for adults:
 - "Now you're cooking" videos featuring Jill's culinary skills
 - Cross stitch embroidery with Janet
 - Mandala Rock painting with Lindsey
 - Grab and Go kits by Judy including sun catchers, clothespin magnets, gnome ornaments and pressed flower coasters
- Focus Area D: Providing accessible, inviting, safe and welcoming spaces...
 - Held contest to name the library dragon. Winning name was "Trix"
 - Decorated hand sanitizer stand
- Action 6: Expand partnerships with ...businesses: Partnered with Super 1 for Trunk or Treat and gave out over 250 books

Athol staff will continue working on the goals listed above for 2020-21 and Roche will connect with new Athol businesses and the Bayview community

Roche narrated a video tour of the Athol Library featuring relocated collections, public computers, member donated quilt, self-check, staff area, children's area, computer bar for public and the meeting room. She left the meeting at 2:49 pm.

Consent agenda: action item

Minutes of the March 11 special meeting

Minutes of the March 18 budget hearing

Minutes of the regular meeting of March 18

Minutes of the CIN meeting of February 2021

March CIN Financial Statements

Community Library March 2021 Reports including the Youth Services Reports

Cooperative Information Network March 2021 financial statements

Board accepted the consent agenda including the CIN January minutes which were resubmitted

M/C Meyer

Community Library Network March 2021 financial statements: action item

The Board requested that "CARRF" be spelled out as Capital Repair and Replacement Fund in the analysis and asked about the high percentage of the Post Falls maintenance budget already spent. The Director explained that the cost is for rebuilt compressors in the HVAC system which have failed. Other heat pump issues can be anticipated. He suggested adopting a plan to replace the whole system. It will be costly.

The second large tax check will be received in July. Until it is received, the District will run on a negative cash flow.

The Board accepted the March 2021 financial statements as presented

M/C Veale

Circulation statistics: March

Fish noted that the Overdrive e-books and e-audios have been separated in the circulation statistics.

The number of current cardholders was discussed.

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

The Board noted that the Little Discovery Corner is moving from the mall to a building on Seltice in Post Falls.

Discussion of Teams protocols for Board members: action item

Blank asked the Director to report on establishing protocols for the Board when meeting online. District's attorney said it is fine to request that Board members stay on camera during the meeting. Meyer asked if it was possible to extend an option for community members to participate in Board meetings via Teams. Logistical problems (bandwidth, camera angle) may be an issue for a member watching remotely.

COVID 19 policy review: action item

The Director reported that masks are requested but not required to be worn in District libraries. Board's policy to require masks was tied to the Panhandle Health policy which was rescinded. McCrea suggested dropping the quarantine requirement due to the new information from the CDC. She is hoping that the CIN quarantine practice can be eliminated. The Director will look at the administrative procedures for Idaho to see if public entities should look to local health department recommendations for guidance.

Revision to Rules of Conduct: action item

McCrea suggested the following changes: correct spelling of “definitions” on page 2; modify definition of “sales” to: “exchange of money or other financial gain”; definition of “solicitation” is too narrow. Staff guidelines are provided to help explain how staff can enforce Rules of Conduct.

The Board considered the following update (in red): to section 2.

2. Inappropriate use of library privileges or property

Using library privileges, materials, equipment, fixtures, furniture, buildings, or grounds in any manner other than intended

6. Photographing or recording for professional or commercial purposes **or photographing or recording children under the age of 18** is prohibited without prior written permission. **Pictures or recordings of children taken by library staff for in-house use are allowed.**

The Board supported the update as presented.

The revisions to the Rules of Conduct dated 4/15/21 were accepted as proposed with the spelling correction and the change to the definition of “sales” as noted above

M/C McCrea

Blank asked for the Rules of Conduct to be brought back to the Board with a revised definition of solicitation and a possible change to the word “patron”

Board took a break at 4:02

Board reconvened at 4:11

Facilities Manager job description: action item

The Board discussed the updated job description.

The following changes were suggested: In Technology section, page 3, “Effective” should be “effectively”; 2nd sentence in that section: replace “emergent technology” sentence with: “Applicant must possess the ability to deal with upgrades and changes to District technologies.”

In General statement of duties: change to “Responsible for...building, facilities, equipment and vehicles.”

In Position summary: change “supervises the facilities maintenance specialist(s)”

Board accepted the facilities manager job description dated 4/15/21 with the changes noted
M/C McCrea

Social Media Policy review: action item

Board comments on the proposed policy revealed some disagreement. Blank asked to have the policy brought back to the Board in May.

Facilities Management Policy: action item

Postponed

Executive session: IC 74-206 1 (a) Hiring a public officer. Action item

Guest left at 4:56 pm

Motion to extend the meeting to 6:00 pm

M/C Veale

Melton and Sells left the meeting at 4:57 pm

It was moved and carried to go into executive session at 4:58 pm per IC 74-206 1 (a) Hiring a public officer. M/C Meyer

Blank	Aye
Fish	Aye
McCrea	Aye
Meyer	Aye
Veale	Aye

It was moved to return from executive session at 5:33 pm. M/C Meyer

Blank	Aye
Fish	Aye
McCrea	Aye
Meyer	Aye
Veale	Aye

Succession planning: action item

Orientation plan

Contract for Director consultant: action item

After discussion, it was agreed that the Director consultant contract would be reviewed at the April 22 Board meeting. It was moved and carried that Rebecca Melton be named Interim Director from 5 pm, April 26 to 9 am on May 3, 2021. M/C McCrea

New Director outreach:

Hartung stated he would be talking with Amy Rodda on Monday, April 19, and will report to the Board on the 22nd.

Foundation activities: Fish

Postponed

Legislative updates:

Postponed

Facilities:

Hayden speed bumps

Hayden berm project

Both topics delayed until the meeting of April 22

Long range facilities planning, including the acquisition of land

Postponed

Community announcements:

None

Staff announcements:

None

Agenda discussion and requests:

No discussion

Set Special and regular meeting dates: action item

It was agreed that the meeting of April 22 would be in person at the Post Falls Library. Discussion of the June regular meeting (annual meeting): via Teams or Spirit Lake. No decision was reached, and the Board asked that the topic be put on the agenda for the meeting on the 22nd.

Adjournment: action item

The meeting was adjourned at 5:49 pm
M/C Veale

Respectfully submitted,
John Hartung, Rebecca Melton

Calendar of events:

22 April 2021	special meeting	Post Falls in person
20 May 2021	regular meeting	Rathdrum or Post Falls/Teams
17 June 2021	regular meeting	Spirit Lake or Post Falls/Teams

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Primary voice and text phone: (208) 449-6627

Secondary phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

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