

**Community Library Network
Board of Trustees Regular Meeting Minutes
June 17, 2021
Post Falls Library**

We Empower Discovery

Trustees present: Katie Blank, Judy Meyer, Rachelle Ottosen, Vanessa Robinson, Michele Veale, Bob Fish; Regina McCrea joined by phone

Staff present: Amy Rodda, Rebecca Melton, Janelle Sells, Carol Ferguson

Call to order: The meeting was called to order at 2:00 pm by Katie Blank, Chair

Roll call: Katie Blank, Judy Meyer, Rachelle Ottosen, Vanessa Robinson, Michele Veale, Bob Fish, Regina McCrea

Recognition of trustees and staff: Blank, Meyer, and McCrea thanked Fish and Veale for their years of service on the Board.

Swearing in of elected trustees (Idaho Code 33-2719; pg. 56 of Trustee Manual oath of) Rachelle Ottosen and Vanessa Robinson read and swore to follow the oath of office to become trustees.

Public Comment:

None

Presentation of the Spirit Lake Library annual report: Carol Ferguson

Ferguson presented her 2021 board report which included:

- pictures of her great staff including Meghan, Jacob, Katie, Jackie, Nicole, and Crystal; talked about the Spirit Lake Library history
- old and new pictures of the library
- history of the town of Spirit Lake

The current population almost doubles with visitors between Memorial Day and Labor Day.

The Board thanked her for her traveling to Post Falls to present in person.

Election of officers: action item (Idaho Code 33-2719) Blank explained that Meyer was the nomination committee of one. Meyer moved to elect the slate of officers as follows;

Chair: Blank

Vice-chair: Meyer

Clerk of the Board: McCrea

The slate of Board officers was approved as presented. Meyer, McCrea, Robinson: Aye; Ottosen abstained

Appointment of treasurer: action item (Idaho Code 33-2722; pg. 47 of Trustee Manual) :

Blank explained the historical reason for the treasurer position in the District and the tasks that the position fulfills.

McCrea moved that Veale be appointed to the treasurer position for a term of one year.

McCrea, Meyer, Robinson: Aye; Ottosen abstained

Consent agenda: action item

Minutes of the regular meeting of May 17

Minutes of the CIN meeting of April 2021

May CIN Financial Statements

Community Library May 2021 reports

Minutes of the regular meeting of May 17, 2021; a comma is needed after “listen to” in Mahon’s report

Board asked why the District Board approves CIN financial statements. Blank requested that staff report next meeting on the relationship between the Community Library Network and CIN

Meyer moved to accept the consent agenda with a comma added to minutes of May 17

Motion passed unanimously

Community Library Network May 2021 financial statements: action item

Meyer mentioned that she finds the analysis helpful for understanding the income statement.

Motion by McCrea to accept the May 2021 financial statements

McCrea, Meyer, Robinson: Aye; Ottosen: abstained

Circulation Statistics: May

Blank explained to new board members that the circulation report displays the number of items checked out at District libraries.

Director’s report: update on Onboarding plan

Rodda gave a verbal report on her progress on the onboarding plan and announced that the Hayden remodel project has been postponed indefinitely. Hayden and facilities staff all agree that the construction plans should be reviewed. Since the contractor has not started the job and is very busy, he was agreeable to voiding the contract.

Rodda discussed a grant opportunity that staff applied for through the Idaho Commission for Libraries. Assistive listening devices, support for the purchase of additional Library of Things items, and a kid’s mobile were put into the grant request to meet the program theme of “Keeping students learning and/or adults earning.”

Ferguson left the meeting at 3:11 pm

Board took a break at 3:11 pm

Board reconvened at 3:24 pm

Budget discussion (Idaho Code 33-2720 or pg. 45 of Trustee Manual AND Idaho Code 33-2725 or pg. 47 of Trustee Manual)

1st draft discussion

Blank explained that Veale and Fish have been working as a two-person budget committee at her request. Fish distributed a spreadsheet with his budget information for the Board to review.

Staff reviewed the FY ’22 worksheet:

Revenue: proposal to ask for growth only; HB 389 makes the calculation more difficult than in past years since it is new; the draft budget shows an estimated growth amount of \$140,000 which may need to be reduced; final information will come in July. Suggestion made by Robinson to leave prop tax as it is and adjust later. Staff will continue to present budget with 0% increase and growth only.

Rodda went through the budget worksheet line-by-line and answered Board questions. McCrea expressed concern about the upper wage ranges; Blank and Rodda have discussed the need for a thorough examination of salary structure for a later date; McCrea stated that board approval for the salary portion of the budget would let staff make raise decisions.

Fish is concerned about the increase in this year’s repairs and maintenance lines increase and disagrees with the way telecom is budgeted. Telecom reimbursement through e-rate is federal money and unpredictable in timing. He proposed that money be set aside to cover the shortfall if e-rate is not awarded.

The line-by-line examination was discontinued to allow additional agenda items to be considered; a special meeting will be set to continue examining the budget worksheet.

Social Media policy: action item

A revised policy was presented to the Board to incorporate McCrea’s suggestions under section B.
Motion by McCrea to adopt policy
Social Media policy was accepted unanimously

Assistant Director job description: action item

Ottosen objected to the word “progressive” under “Experience and training.” The word “increasing” was substituted.
Motion by Meyer to approve the job description with the change noted above
Assistant Director job description was approved unanimously

Motion to extend meeting to 5:15

M/C Meyer

Trustee/Board Meeting Issues

- Discussion of Board Remote meetings policy: action item
Blank expressed concern that #5 may be too restrictive since Board meetings are open to the public. This may need to apply only to executive sessions. Because there were concerns with some aspects of this proposed policy, it will be considered at another meeting.
- Trustee Connections. Trustees were reminded about the webinar on Friday, June 18, at 10:00
- Trustee Contact Information. Trustees discussed what contact information should be posted on the District’s website. Idaho’s Attorney General suggested that the attorney for the District should be consulted. This topic will be added to next month’s agenda.

Legislative updates:

None

Community announcements:

None

Agenda discussion and requests:

The topics identified to be added to future agendas include trustee contact information, remote meeting policy, and the relationship between the District and CIN.

Set Special and regular meeting dates: action item

Trustees discussed if one more regular meeting will allow enough discussion time to finalize a budget for publication. Final growth numbers will not be available until the end of July, so at least one special meeting will be needed after the growth amount is known.
A special meeting to continue discussing the draft budget was set for 2:00 pm on June 24, 2021, at the Post Falls Library.

Adjournment: action item

Meeting was adjourned at 5:18 pm
M/C Ottosen

Respectfully submitted,
Amy Rodda, Rebecca Melton

Calendar of events:

| | | | |
|----------------|-----------------|-------------|------------|
| 15 July 2021 | Regular Meeting | 2:00 - 5:00 | Post Falls |
| 12 August 2021 | Budget Hearing | 6:00 | Post Falls |
| 19 August 2021 | Regular Meeting | 2:00 - 5:00 | Post Falls |
| 26 August 2021 | Budget Approval | 6:00 | Post Falls |
| 16 Sept 2021 | Regular Meeting | 2:00 - 5:00 | Post Falls |

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Phone: 208-773-1506 ext. 329

Email: ADAcordinator@communitylibrary.net

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