

**Community Library Network
Board of Trustees regular meeting
Thursday 15 July 2021
Post Falls Library Meeting Room 2**

2:00 - 5:00 pm

We Empower Discovery

Agenda

Call to order: Meeting called to order at 2:06 pm

Roll call: Trustees: Katie Blank, Rachele Ottosen, Judy Meyer, Vanessa Robinson, Regina McCrea
Staff: Amy Rodda, Janelle Sells, Ani Matosian, Kristi Ellstrom
Finance Committee: Michele Veale, Bob Fish

Public Comment: No Public

Speakers must live within the District.

Speakers must state name and address and speak for no more than 5 minutes.

Presentation of the Harrison Library annual report: Ani Matosian via Teams

Ani Matosian presented her annual report. She has been here just a year now. Matosian discussed the demographics of Harrison and how it changes from winter to summer and how the pandemic changed the population. Staff created book lists and flyers to assist curbside members. She introduced her staff, including Alisha, Jamie (YS), and Emma - a volunteer intern. Interior improvements while the building was closed included moving the collection into genres and adding new end caps for displays. In partnership with the museum, they are helping sell historical items due to the limited hours the museum is open. Bookshelves are bulging. A new sign is on the outside of the building and is scheduled to be painted next week.

Matosian left the meeting at 2:20 pm

Introduction of new Communications Coordinator Kristi Ellstrom

Rodda introduced Kristi Ellstrom as the new Communications Coordinator for the District. Ellstrom talked about her love of libraries. She is from Nebraska and worked in publishing and health care communications. First thing she did upon moving here was to get a library card. She has been spending time getting to know the managers and their buildings. She is working on the continuing social media consolidation for the District. Promoting all of the great events and programs is a big endeavor.

Ellstrom left the meeting at 3:57 pm

Consent agenda: action item

Minutes of the regular meeting of 17 June - correction of 3 spelling errors of Ottosen's name

Minutes of the special meeting of 24 June

Minutes of the CIN meeting of May 2021

June CIN Financial Statements

Community Library June 2021 reports

M, C - McCrea with noted changes

Community Library Network June 2021 financial statements: action item

Note when semi-annual income payments are received. Add page numbers to the analysis.

M, C - Ottosen

Circulation Statistics: June

Rodda noted the circulation and visits are up. Adult programming events are beginning. Youth Services programs have been a little hit and miss but overall, statistics are up.

Director's report: update on Onboarding plan

Rodda highlighted events of the last month. Rebecca Melton has retired. She has attended several chamber meetings and the Innovia Foundation reception. We did not receive approval for the grant from Idaho Commission for Libraries but have applied for another federal grant for workforce development that we should hear about in October. The second round of interviews for the Assistant Director is being planned. There were 9 applicants with 2 to 3 strong candidates.

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

2nd draft discussion

Rodda discussed where e-rate discounts may be applied. Blank explained how carryforward works. Carryforward is needed to begin the fiscal year to operate the library from October through January when the first property tax income is received. Internet Access and Telecom lines receive e-rate discounts. A more detailed explanation how reimbursement works for these lines is needed. Ottosen proposed reducing the overall budget by any e-rate discounts that might be received. McCrea requests an amount be budgeted for Capital Asset Repair and Replacement. Fish noted that District buildings are old and need more maintenance moving into the future. Robinson asked if there were fees for Library of Things supply items that were used while borrowing, for lost or broken items, and how items might be cleaned and maintained. Rodda explained how procedures would be implemented.

Board took a break at 3:57 pm

Resumed at 4:07 pm

Fish left at 4:07 pm

Trustee/Board Meeting Issues

Discussion of Board Remote meetings policy: action item

M, C - McCrea - with removal of sentence 5 and renumbering the sentences.

Robinson asked for clarification on sentence 3 with regards to all other trustees must attend through remote means. Rodda clarified this policy is only for remote meetings.

Trustee Contact Information

Board attorney said there is no obligation to publish phone numbers. District provided email is sufficient.

Legislative updates

The legislature has not adjourned yet and there is a possibility they may reconvene to debate employer mandates for vaccines. This fall, the Board may join with Coeur d'Alene Library to visit with elected officials prior to the Fall Legislative session.

Community announcements

The new Idaho state librarian, Stephanie Bailey-White, will be in the area in early August. Meyer requested staff reach out to Bailey-White for a meeting with our Board, the Coeur d'Alene library Board and the Coeur d'Alene Director. Humanities annual dinner will be in September.

Agenda discussion and requests:

Invite Facilities Manager to attend meetings at the beginning of the next budget cycle.

Set Special and regular meeting dates: action item

Adjournment: action item

Meeting adjourned at 4:37 pm

M, C - Ottosen

Respectfully submitted,
Amy Rodda, Janelle Sells

Calendar of events:

28 July 2021	Special Meeting	2:00 - 4:00	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

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: ADAcordinator@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.