

**Community Library Network
Board of Trustees Regular Meeting Minutes
Thursday 23 September 2021
Post Falls Library Meeting Room 2**

2:00 - 5:00 pm

We Empower Discovery

Agenda

Call to order: Meeting called to order at 2:03 pm

Roll call: Board Trustees present: Katie Blank, Vanessa Robinson, Judy Meyer, Rachelle Ottosen, Regina McCrea
Financial Committee: Michele Veale
Staff Present: Amy Rodda, Kristi Ellstrom, Karen Yother

Public Comment: No public present

Speakers must live within the District.

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

Presentation of the Youth Services annual report: Karen Yother

Yother introduced herself. She has been with the District for 23 years on October 1st and has served on many local and state boards. Yother started the presentation by introducing her staff: Lauren (Hayden), Tim (Hayden), Amanda (Homeschool), Sara (Leaving), Bethany (Athol), Kelsey (Outreach Specialist), Jamie (Pinehurst), Karin (Rathdrum), Meghan (Spirit Lake), Cheri (Post Falls), and Denise (Young Adult). She will highlight four main Youth Services initiatives: American Sign Language and Braille, Full Steam Ahead, Homeschool Libratory, and Juvenile Detention Center.

1. *American Sign Language and Braille.* Mr. Tim is in the process of finishing a degree in American Sign Language. This summer, he started a weekly ASL playgroup at the park for deaf, hard of hearing, and signing families which gives children the opportunity to engage and learn new skills. Starting in 2019, we provided adapted children's books into braille. ASL Family Summer Camp is in its 2nd year. The camp includes resources to family and children - deaf, blind, both and is supported by Friends groups. Program is all in sign language. First presenter flew out from Cincinnati. President from Idaho Council of Deaf and Hard of Hearing spoke. Kids got on the Discovery Bus, used Stem Kits, and received t-shirts. The camp was free for families. This summer the district also purchased Assisted listening devices which are available for any of the libraries to use for a program.
2. *Full STEAM Ahead.* Classroom and family kits. Teachers would request staff to come in and do programs and they wanted us to leave behind materials. Wrote grants to supply 230 kits. 65 of those went to classrooms. Kelsey handles Full STEAM Ahead kits. This program serves 1,600 kids. Innovia Foundation wanted to support the Harrison community, made contribution of \$2,500 for kits and materials for learning. This provided 27 new kits just for Harrison.
3. *Homeschool Libratory.* In 2019, staff started assessing the need for working with homeschool families. Last year there was a big increase in need due to the pandemic. A parent guide was developed to help families navigate available resources, and this summer Amanda Brown was hired specifically for homeschooling. She creates 200 "To-Go Kits" each week based on STEAM topics. Amanda also conducted a parental needs meeting. YS will continue to assess and grow the program.

4. *Detention Center* - Four staff attend programming at the Juvenile Detention Center. This program started 5 years ago and runs twice per month. YS Staff recognized this was an audience they needed to serve and wanted to build relationships. A grant was received to construct a way for them to access library books. Yother noted their reading scores are 20% higher because of the library. The teens there love to play trivia, paint, and write poetry. YS staff want them to think of libraries as a safe place when they get out. One of the most rewarding programs for staff.

Yother stated Community Partners are key to success. School districts, City of Rathdrum, North Idaho State Fair, Farragut State Park, and more are all working together to promote reading and programs across North Idaho. Moving forward, the Youth Services team will continue to develop programs, participate in trainings, evaluate programs, and shift gears as needed. Yother left at 2:45 pm.

Consent agenda: action item

Minutes of the budget hearing of 12 August
Minutes of the regular meeting of 19 August
Minutes of the special meeting of 26 August
Minutes of the CIN meeting of July 2021
August CIN Financial Statements
Community Library August 2021 reports

M, C - McCrea with following changes noted:

- Regular meeting minutes from August 19 - at the top Regular Meeting is not capitalized.
- August 19 Regular Meeting - second page, paragraph Directors Report: Two typos: as to has. Next paragraph - public noted it IS easier to attend meeting - is missing.
- Page 3 - Rodda stated growth came in. Growth budget line. Growth numbers. Growth factor. Define what growth is.
- Correction on August 12 Budget Hearing - halfway down first page, end of paragraph capitalized word FUND. On back page, first paragraph, small reduction per year. Should be \$1.71 per year per household.
- August 12 Budget Hearing - bottom on first page - Swoboda, meeting. More should be taken out not "more available".

Community Library Network August 2021 financial statements: action item

Discussion occurred about the Board's role in making sure the library is being fiscally responsible.

M, C - Robinson

Circulation Statistics: August

Rodda noted the trend in circulation has been up each month over prior month. Libraries continue to get busier. There are more cardholders in the month of August (increase over July). Meeting room usage is up as well. Youth Services stats - Post Falls, Rathdrum, Hayden had big number programs. Kids go back to school so September will see a decline.

Director's report

Rodda reported she spent last month doing a lot of internal work, helping different managers, hiring, plus community events. She highlighted a unique partnership - Kootenai Health. We provided audiobooks for patients last year. They reached out to us for newly converted Covid ward. They provided iPads to patients of Kootenai Health and gave them guest library cards to access some of

our online resources. The district is looking forward to Banned Books week - celebrating the freedom to read and sparking conversations about why they are banned.

Website update

Rodda reported she worked with staff to make the budget and financial reports accessible on website. The last three years are on the website and are located in the Financial report sections under About Us. The district will continue to work on the public policies for the website and update as needed.

Trustee continuing education

Discussion on the recent Library Tour: Four Board Members attended. Robinson stated it was a good use of time and has relayed to the public how the library is a well-oiled machine. She also enjoyed meeting all the different employees and seeing their passions. Discovery Bus was amazing. Ottosen relayed similar sentiments to Robinson and added employees were fun and kind. McCrea said it was cool to see the book bikes.

Workshop with Caitlin Kling, District Library Attorney: Kling offered to give the Board a workshop on legal aspects, board duties, and elected official legal ramifications. Rodda stated the rate would be \$160/hour (her regular rate) to bring her in. Consensus was yes.

Break from 3:24 pm to 3:34 pm

COVID-19 policy review: action item

Rodda's comments concerning the policy: It is never good to have a policy that is outdated. Some precautions have stopped because they are unnecessary (such as quarantining materials). Board and staff would like to review the policy and make it something that can be followed with the ebb and flow of COVID-19 cases. The last 4-6 weeks have seen positive employee cases. The district has been following the current policy's isolation and paid leave provisions and we encourage staff to wear masks. It was suggested to remove the statement about discipline.

Discussion on if the District is legally responsible for providing safe environment to employees and patrons. Are two policies necessary - one for public and one for staff? Robinson made a motion to rescind the Covid-19 policy.

M, Failed - Robinson; Robinson, Ottosen approved. Meyer, McCrea, and Blank opposed.

The Trustees discussed the first paragraph in current policy. A suggestion was made to change it to: The Community Library will follow all constitutionally sound applicable federal, state, local and panhandle health district laws and regulations regarding Covid-19 in order to protect staff and library members. It was also suggested to have the district attorney review the draft policy. Blank asked to table COVID-19 policy and said the current policy will stay in place until a new one is approved. Rodda will present a rough draft for next board meeting and then start the discussion from that point.

Audit engagement: action item

Rodda reported the auditor would review our financials within timeframe allotted. Audit expenditure will not exceed \$15,000.

M, C - Meyer

Janitorial contract approval: action item

Final number \$110,160 for janitorial (general cleaning only - carpet cleaning is separate). Trustees asked about cleaning the Discovery Bus and Bookmobile. This contract includes cleaning the

Bookmobile once a week but not the Discovery Bus. Rodda will inquire about cost for cleaning Discovery Bus.

M, C - McCrea, Meyer abstained.

Strategic planning discussion

Looking for a consultant to do strategic planning for the library and walk us through a plan from start to finish with measurable results.

A job description is needed for what we want the consultant to do. Rodda will create a description for scope of work by next board and bring a list of firms to the next meeting.

Following items tabled to October board meeting -

- Board calendar: action item
- Programming policy draft discussion
- Legislative updates
- Community announcements
- Agenda discussion and requests
“The director’s authority to unilaterally impose any medical procedures/restrictions/requirements on employees” - Request from Rachelle
- Executive session: Director evaluation 90 day - review onboarding plan (Idaho Code 74--206(1)(b) Employee Evaluation)

Set Special and regular meeting dates: Board training by Kling and COVID-19 policy discussion. October 14th (afternoon).

Adjournment: action item

Meeting was adjourned at 5:10 pm.

M, C - McCrea

Respectfully submitted,
Amy Rodda, Kristi Ellstrom

Calendar of events:

21 Oct 2021	Regular Meeting	2:00 - 5:00	Post Falls
18 Nov 2021	Regular Meeting	2:00 - 5:00	Post Falls
16 Dec 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: ADAcoordinator@communitylibrary.net

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