

**Community Library Network
Board of Trustees Special Meeting Minutes
Thursday 21 July 2022
Post Falls Library Meeting Room 2**

2:00 – 5:00 pm

We Empower Discovery

Agenda

Call to order: The meeting was called to order at 2:00 pm

Roll call Trustees: Katie Blank, Regina McCrea, Judy Meyer, Rachelle Ottosen, Vanessa Robinson
 Treasurer: Michele Veale
 Staff: Amy Rodda, Lindsey Miller-Escarfuller, Janelle Sells
 Guests: Library Strategies consultants: Alayne Hopkins, Nick Dimassis, and Jennifer Patterson

Presentation of the draft strategic plan: Library Strategies (*60 minutes*)

- Staff and community surveys, a community retreat, and one-on-one visits with community members/partners/business leaders helped develop the draft strategic plan. Goals and strategies were presented. The goals and strategies are for the Board to approve. Staff will then develop and share an implementation plan to achieve the goals and strategies.
 - Goals one through three are what the library provides.
 - 1. Deliver unique and responsive programs driven by community needs and interests.
 - 2. Engage strategic partners to leverage shared expertise and enhance community services.
 - 3. Remove barriers to library services and improve customer experience.
 - Goal four is how to let the public know what happens at the library.
 - 4. Increase awareness of and engagement with Community Library Network programs and services.
 - Goal five is focused on staff.
 - 5. Build Community Library Network infrastructure and capacity.
- The consultants affirmed all the data gathered from the community was used to develop this strategic plan. A dashboard will be created to help measure progress.

Library Strategies consultants left the meeting at 3:12 pm

Discussion of strategic plan (*30 minutes*)

Adoption of strategic plan: action item

- McCrea moved to adopt the strategic plan as presented by Library Strategies. Ottosen expressed concern about the library's reputation and the push for the ALA agenda that is harmful to children. Robinson asked about the suggestions for implementing the strategies. The suggestions were just examples that could be used. She would like to review the suggestions. Upon approval of the strategic plan, next steps are for staff to create an implementation plan with action items. Veale feels that partnerships are critical to building the community. Ottosen moved to amend the current motion by adding Goal 6: cultivate public trust by implementing consistent, member-friendly policies and procedures. Blank asked about moving the proposed goal 6 to Goal 4, strategy point 5. Ottosen withdrew the amended

motion. She moved to add a fifth strategy to Goal 4: cultivate public trust by implementing consistent, member-friendly policies and procedures. Ottosen moved to remove strategy seven for Goal 1. Robinson asked why Ottosen would like to remove the strategy. Ottosen is concerned that individual libraries might lose their local flare. Ottosen withdrew her second motion. Ottosen would like more time to review the strategic plan.

Motion to accept the amendment to McCrea's motion.

M,C – Ottosen

McCrea requested to table her motion to accept the strategic plan until the next regular meeting. Consensus was to bring McCrea's motion to the next regular meeting.

Break from 3:53 pm to 4:01 pm

Budget Discussion (*90 minutes*)

2nd draft discussion

Budget for publication: action item

- Blank noted the table packet included examples of the last budget and how it was published. Rodda discussed Facilities and Maintenance expenditures. Janitorial expenses will increase in the next fiscal year. If 2% of the allowable increase is taken, additional carpet cleaning District-wide, parking lot resealing/restriping of the Hayden parking lot, replacing flooring in the meeting room at Post Falls, and replacing the ADA door openers at Rathdrum could take place. General Operations expenditures had a couple increases from the first draft. Legal and Professional expenses will include the Facilities Master Plan. Blank noted that CARRF can only be used for capital asset repairs and replacement. A capital project for replacing interior lighting at Post Falls can be accomplished by taking 1% or 2% of the allowable increase. The Harrison remodel for additional storage and HVAC are proposed to come from carryforward since it cannot be completed this year. The Hayden roof replacement is proposed to come from CARRF. Blank stated that Bob Fish from the Finance Committee recommended taking 2% of the allowable increase to support the aging facilities. Meyer noted that delaying repairs and maintenance is more costly in the long run. Rodda pointed out CARRF has been increased over the years. She also noted that some future CARRF projects could include replacing the Post Falls HVAC, other library remodels, or replacing vehicles when necessary. Robinson asked about the amount budgeted for Collections. Rodda said that many books and e-books are purchased, with e-materials being more costly. The national average is 10% to 15% for amount of revenues assigned to collection materials. The District is at 8.37%. Robinson moved to accept FY'23 with 0% increase and growth only as the budget for publication. Ottosen believes now is not the time to burden the taxpayers. McCrea thinks that not supporting facilities is wrong. Robinson stated that facilities can be supported by cutting from other lines, like Collections. Meyer noted that with the amount of growth in the area, collections and facilities are important to maintain. Ottosen stated that the library does not need to be all things to all people. Blank said facility needs have been put off for years. McCrea stated that most taxpayers may pay less in property taxes since the homeowner's exemption is increasing. Rodda noted the law changing how growth was factored has reduced the amount calculated for tax districts. She also noted costs are increasing daily.

M, Failed –Robinson; McCrea, Meyer, and Blank opposed

- McCrea noted that expenditures are not frivolous, but staff have presented expenditures that the community has also requested. Meyer moved to accept FY'23 Budget with 2% plus growth for publication. Robinson is still opposed and would rather spend down CARRF for projects when needed.

M, C – Meyer; Ottosen and Robinson opposed

Robinson moved to extend the meeting to 5:15

M, C - Robinson

Set Special and regular meeting dates: action item (5 minutes)

Set date for executive session (director's evaluation)

- An Executive Session to finish the director's evaluation is scheduled for August 11, 2022, at 4:30 pm in Post Falls
- A budget discussion meeting following the Budget Hearing will be held on August 11, 2022

Adjournment: action item

McCrea - Moved to adjourn the meeting at 5:21 pm

M, C - McCrea

Calendar of events:

26 Jul 2022	Special Meeting	3:00 – 5:00	Post Falls
11 Aug 2022	Budget Hearing	6:00	Post Falls
18 Aug 2022	Regular Meeting	2:00 – 5:00	Hayden

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Phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

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