

**Community Library Network  
Board of Trustees Special Meeting Minutes  
Friday 10 March 2023  
Post Falls Library Work Room**

**3:00 – 4:30 pm**

**We Empower Discovery**

Agenda

Call to order: Meeting was called to order at 3:00 pm

Roll call: Trustees: Katie Blank, Regina McCrea, Judy Meyer, Rachelle Ottosen, Vanessa Robinson  
Staff: Lindsey Miller-Escarfuller, Michelle Fansler  
Guest: June Garcia

Blank asked to add the following in future agendas - Set Special Meeting Dates: action item

Library Card for Minors discussion: *(25 minutes)*

- Garcia said, "The policy statement is the why and the regulations are the what." Policy is what is under the board's purview and the staff does the "how" in accordance with the regulations the board ultimately approves. The policy does not need to explain why we need library cards.
- Policy discussion:
  - McCrea asked if this is replacing a policy, does it fit in with existing policies?
  - Miller-Escarfuller responded, "This is a stand-alone policy. We adhere to CIN circulation policy. We do not have our own CLN circulation policy."
  - Meyer clarified "can" is to empower and "may" is to give permission. McCrea said there is no legal reason to change it. Board agreed to keep "can."
  - Blank likes that parents have total control of what level of access their child receives.
  - Meyer pointed out children can not get their own library card without a parent's consent until age 18.
  - Miller-Escarfuller confirmed age 18 was chosen because that is the age that parents are no longer responsible.
  - Board agreed to keep policy as it is written.
- Regulations discussion:
  - #1 – identity confirmed – board approved as written
    - Meyer asked if we get child's birthdate.
    - Miller-Escarfuller said, "We do record that."
  - #2 – current policy practice – board approved as written
  - #3 – legal guardians do not have to have their own card
    - Ottosen suggested we add "are encouraged, but not required" in replacement of "do not have."
    - Board agreed to Ottosen's change.
  - #4 – collection restrictions
    - Miller-Escarfuller suggested we clarify that restrictions would also mean no access to e-books (Libby), inner library loans, laptops, and computer lab so parents are not surprised and cause difficult discussions with staff.
    - McCrea suggested we could add a definition section or a footnote below to define Juvenile collection.
    - Board approved to keep #4a as written after discussion about #5, #4b & #4c

- #5 – limited access card
  - Garcia suggested we could add the clarification discussed above in this section.
  - Miller-Escarfuller clarified we could add “nor can a limited card have access to e-books, streaming content, or access to public library computers.” Miller-Escarfuller said this limited access card would not allow the child to log-in to the children’s computers. Parents could log into a computer with their own card.
- #4b – Miller-Escarfuller clarified that the Young Adult collection is for ages 13-15.
  - McCrea asked if we could call it “teen” collection instead of “young adult.”
  - Miller-Escarfuller said if we change “young adult” to “teen” it will require changing all of the labels on the books.
  - Blank and McCrea suggested we could have signs in the library that say “teen” like they do in Hayden without relabeling all the books.
  - Garcia mentioned we often refer to the “juvenile” items as “children’s collection.”
  - Miller-Escarfuller, “how do we define what is appropriate for 13-15 year olds? is a very important question. We want to get away from subjective decisions so each book is processed against the same standards. I would like to see this clarification included in the Materials Selection Policy.”
  - Garcia suggested we could update the policy to say Children’s cards - “these items are identified as juvenile” and Teen cards - “these items are identified as young adult.”
  - Ottosen suggested referring to it as children’s/juvenile and teen/young adult.
  - Blank felt the definition after the children’s and teens categories is sufficient.
  - Ottosen suggested adding “limited” in b and c.
  - Garcia said she started it that way then changed it. Board agreed not to add “limited.”
- #5 – board approved with changes mentioned above
- #6 – open access for current cards - board approved as written
- #7 – parents may change access level at any time - board approved as written
  - Ottosen suggested “a notice will be posted until (date)” and send a letter to all patrons.
  - McCrea agreed we need to let parents know of these changes but assumed it would go in the newsletter and online.
  - Miller-Escarfuller said that would be part of the implementation plan on how we will communicate with parents.
  - Garcia clarified communicating the implementation plan to the public is under the “how,” which is up to the staff.
- #8 – cards expire every two years - board approved as written
- #9 – card linked to parents
  - Miller-Escarfuller suggested changing “may elect to have” to “will” because it is automatic.
  - Ottosen suggested replacing “would” with “doing so enables the parent”
  - McCrea liked “limited access” vs. “open access” because it reveals the contrast between the cards and the purpose of the policy.

Executive session: (Idaho Code 74-206 (1)(a): To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need *(55 minutes)*

McCrea Moved to go into executive session per Idaho Code 74-206(1)(a) at 3:44 pm

Blank – Aye

McCrea – Aye

Meyer – Aye

Ottosen – Aye

Robinson – Aye

Miller-Escarfuller and Fansler left the meeting at 3:45 pm

McCrea Moved to come out of executive session at 4:32 pm and extend meeting to 4:45 pm

Blank – Aye

McCrea – Aye

Meyer – Aye

Ottosen – Aye

Robinson – Aye

Succession planning: action item (5 minutes)

- McCrea moved that following receipt of a clean background check that Blank and McCrea be authorized to contact the chosen director candidate and negotiate terms of employment including a start date. Board unanimously Approved.
- McCrea asked if we can extend the duration of our interim director. That can be discussed in the future.
- Blank said we will be meeting in executive session next week to be determined. It will probably be included with the Regular Meeting.
- Garcia suggested scheduling an executive session meeting regarding final negotiations and letter of agreement. First choice – Thursday, March 23rd 9-11 am at Post Falls work room. Backup date – Tuesday April 4<sup>th</sup> 2-4 pm.

Adjournment: action item

McCrea Moved to adjourn at 4:45 pm.

M, C – McCrea

Respectfully submitted,

Lindsey Miller-Escarfuller, Michelle Fansler

\*\*\*\*\*

Calendar of events:

|              |                 |              |             |
|--------------|-----------------|--------------|-------------|
| 16 Mar 2023  | Regular Meeting | 2:00 – 5:00  | Post Falls  |
| 18 Apr 2023  | Regular Meeting | 9:00 – 12:00 | Athol       |
| 18 May 2023  | Regular Meeting | 9:00 – 12:00 | Rathdrum    |
| 15 June 2023 | Regular Meeting | 9:00 – 12:00 | Spirit Lake |

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

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.