

**Community Library Network**  
**SPECIAL Board of Trustees Meeting Minutes**  
**THURSDAY 06 July 2023**  
**POST FALLS LIBRARY**

**2:00 – 4:00 pm**

**We Empower Discovery**

Agenda

Call to Order Meeting was called to order at 2:02 pm

Roll Call Trustees: Katie Blank, Tom Hanley, Rachelle Ottosen, Tim Plass, Vanessa Robinson  
Treasurer: Julie Saad  
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells

Trustee continuing education (*15 minutes*)

- Eccles reviewed more of the Library Trustee manual; pg 22 and pg 133 specifically. She provided a copy of the Financial Management Policy. The treasurer's role is to review the financial statements for compliance. The PNLA conference is coming soon, and Eccles invited the Trustees to attend. She will be developing some training on community engagement.

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: Individual Agent (Legal) (*20 minutes*)

Robinson moved to go into executive session per Idaho Code 74-206(1)(a) at 2:15 pm

Blank – Aye  
Hanley – Aye  
Ottosen – Aye  
Plass – Aye  
Robinson – Aye

Miller-Escarfuller and Sells left the meeting at 2:15 pm

Move to come out of executive session at

Blank – Aye  
Hanley – Aye  
Ottosen – Aye  
Plass – Aye  
Robinson – Aye

Robinson moved to come out of executive session and at 3:15 pm

Miller-Escarfuller and Sells returned to the meeting at 3:15 pm

Engaging an Individual Agent: Action Item (*5 minutes*)

- No action will be taken regarding engaging an individual agent at this time. The Board will meet with a legal representative at the July 20th regular meeting to discuss hiring a legal firm.
- Plass will draft a letter to the Attorney General of Idaho seeking a legal opinion.

Budget Discussion (*75 minutes*)

- Eccles presented a budget analysis regarding each of the income and expense lines. She requested direction from the Board on how to proceed with the next budget draft. Hanley asked about the difference between the two salary scenarios. Miller-Escarfuller reviewed the differences. The current wage range is the temporary minimum. Plass advocates for moving salaries to the full, recommended minimum but not adding additional cost of living to the wage range. Blank would like to know what the cost-of-living increase for wages would look like. Eccles noted that Salaries/Benefits cost to income for the library industry is 70% to 75% of income. She also stated that staff are leaving CLN for jobs at other organizations. Blank asked about using the anticipated e-rate discount to balance the budget. Saad asked about reducing library hours and reducing staff to reduce total salary expenses. Staff reviewed the function of the CIN courier. Hanley would like to see more detail in several line items. Eccles will provide a summary of those specific line items.

Robinson moved to extend the meeting to 4:10

M, C - Robinson

Set Special and Regular Meeting Date(s): Action Item(s) *(5 minutes)*

Special meetings will be scheduled for July 17, 2023, and July 18, 2023, from 2:00 to 4:00 pm at Post Falls for budget discussion.

Adjournment: Action Item

Hanley moved to adjourn the meeting at 4:07 pm

M, C - Hanley

Respectfully submitted,  
Alexa Eccles, Janelle Sells

Calendar of events:

07 July 2023	Special Meeting   Budget Discussion	2:00-4:00	Post Falls
20 July 2023	Regular Meeting	1:00-4:00	Post Falls
25 July 2023	Special Meeting   Budget Discussion	2:00-4:00	Post Falls
10 Aug 2023	Budget Hearing	5:30	Post Falls
17 Aug 2023	Regular Meeting	2:00 – 5:00	Hayden
21 Sep 2023	Regular Meeting	9:00 – 12:30	Pinehurst

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Phone: 208-773-1506 ext. 329

Email: [ADAcordinator@communitylibrary.net](mailto:ADAcordinator@communitylibrary.net)

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