

**Community Library Network**  
**SPECIAL Board of Trustees Meeting Minutes**  
**MONDAY 17 July 2023**  
**POST FALLS LIBRARY**

**2:00 – 4:00 pm**

**We Empower Discovery**

Agenda

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

Roll Call Trustees: Katie Blank, Tom Hanley, Rachelle Ottosen, Tim Plass, Vanessa Robinson  
Treasurer: Julie Saad arrived at 2:13 pm  
Staff: Alexa Eccles, Michelle Fansler  
Guest(s): Boyles arrived at 2:05 pm

Budget Discussion (*115 minutes*)

- Blank reminded everyone, “parliamentary procedure specifies that we use Roberts Rules of Order for small boards. This whole book applies to us. There are five or six rules that are relaxed for us. One we use all the time is we don’t have a second. We are allowed to start discussion on the agenda before a motion is made. All other rules apply to us. At the last meeting we had two motions where discussion wasn’t allowed. Those parliamentary procedures apply to us. When a motion is made and stated by the board chair, the previous discussion before the motion does not apply. Those motions did not have discussion. I’m concerned it may be nullified by that. I would like to ensure from now on that discussion will be allowed after a motion is stated. The other one is everybody getting to speak once before others speak again.”
- Ottosen said, “Everyone gets an opportunity to speak. I personally did not like it when we went around because I felt it was a time waster if someone didn’t have something to say.”
- Budget discussion started at 2:06 pm
- Eccles referred to the packet given to the board. The main difference between a 0% tax increase and a 1% tax increase was the collection budget would be \$300k at 0% and \$350k at 1%. The worksheets with items in yellow were the changes. Recommended salaries were attached. The general ledger that was requested of several items was included. The current working budget shows:
  - \$13k reduction in adult programs (AP)
  - \$23k reduction in youth programs (YS)
  - Move collection down to \$300k
  - \$2k reduction in Library of Things
  - \$2k reduction in Emerging Technology
  - \$40k reduction in equipment
  - \$2k reduction in dues
  - Reducing conference and training budget
- Robinson asked about using some of the money in carry forward.
- Carry Forward and E-rate discussion.

- Eccles passed out a hand-out for using the carry forward and included the E-rate reduction and said, "We haven't done that before as it is slightly more risk." Eccles explained that by using carry forward and budgeting with the expectation of receiving the e-rate reduction that allowed her to add \$200k back into the budget. \$100k in Carry Forward and \$97k in E-rate. Blank, Hanley, and Robinson are in favor of budgeting with the E-rate reduction and making a Note: If the E-rate reduction is not received list what we will take it out of. Plass is opposed to budgeting with the E-rate reduction, but if we get E-rate Plass wants it to go to the collection. Blank would want the E-rate reduction to go toward salaries.
- Tax Increase discussion.
  - 0% or 1%. Blank and Robinson in favor of a 1% increase from taxpayers. Hanley, Ottosen, and Plass are opposed to a tax increase.
- Freegal discussion.
  - Saad said it would save \$17k if we got rid of Freegal (a music streaming service). Ottosen and Robinson are in favor of discontinuing Freegal. Ottosen asked if we can get a refund from Freegal by discontinuing it. Eccles will look into that.
- Library of Things discussion.
  - Reduce to 0. Robinson said, "I don't have a problem with Library of Things being reduced. I don't think we need to add more items this year."
- Carry Forward discussion revisited.
  - Blank wanted four months of operating expenses in Carry Forward to get the District through the first four months of the fiscal year from October through January when the next big check comes in. Plass wanted two months of operating expenses in carry forward and wanted to see a saw-tooth chart showing the money received in July and January with the cost of operating expenses and the balance decreasing until the week before the checks come in, so he knows historically what the balance is at its lowest amount. He also wanted to refund taxpayers for any extra in carry forward above the two months' worth of operating expenses. Hanley wanted six months of operating expenses in carry forward.
- Salary discussion.
  - Eccles said, "I respected Hanley's comment to have less staff and paying them well. I did include one staff change" referring to not filling the 24-hour, PERSI qualified Facilities Specialist position. Blank wanted to go back to scenario A worksheet 7/6/23 to increase wages so "we would just be 1 1/2 years behind." Plass wanted to increase staff wages by 10 1/2% and maybe next year do better than a 3% COLA. Ottosen and Robinson are in favor of moving staff from the beige column to the blue column and not doing a cost-of-living adjustment (COLA). Hanley was in favor of going to the blue column and giving COLA later in the year, about one to two months before the fiscal year ends. Hanley would like to see the pay "scale kept reasonably current." Eccles could save some money in staffing by outsourcing preparing books to be shelf-ready and reducing library open hours.
- Equipment discussion.
  - Eccles explained the equipment line is more than computers and it is already very tight. The industry standard for computers is a five-year life cycle. The library has a seven-year life cycle. If the equipment line item is reduced by \$40k it would mean computers would end up on a nine-year life cycle and many would break down and we would not be able to replace them. Eccles said, "We have 101 staff computers and 141 patron computers. On average we replace 30-40 computers per year." Plass wanted a list of things from the IT department of what things

are in "dire straits." Eccles said, "I would not recommend more than \$5-10k reduction in the equipment line item. There's just not a lot of meat on those bones." Eccles mentioned that 80% of this year's budget has already been expended on software. Plass wanted to know more about the laptop loaner program. Eccles said she thinks it's only ten chrome laptops that are only loaned inside the library, but she will bring more information about that.

- Collection discussion.
  - Eccles commented, "collection, programs, and equipment is pretty low." Topic was changed to programming by Blank.
- Program discussion.
  - Hanley, Ottosen, and Plass wanted programs outside of the library like star gazing at Farragut State Park cut out and get rid of music concerts and cooking programs because they "do not align with literacy" and are more like a community center. Blank said, "I'm appalled by the amount that is being taken away from taxpayers who walk in the door." Consensus reached on keeping the summer reading program. Consensus reached on discussing "What is the role of CLN?" in the future. "Are we a community center?" Hanley, Ottosen, and Plass want the library to rely on volunteers to do programs.
- Communications and Marketing.
  - Plass wanted to cut communications and marketing down by \$20k. "If we do less programs, we don't need to do as much marketing."
- Storage rental discussion.
  - Plass wanted to know what we are storing and why. Blank said, "We've always had some sort of storage rental for the 7 years of records required."
- Plan for tomorrow's discussion. Eccles said, "I will bring statements from June and December. Look at the blue column for staffing with no COLAs, keep the cuts in adult and children's programming, put \$0 for Library of Things this year. Would like to put a little more back into equipment." Ottosen and Robinson were ok with only cutting \$5-10k in equipment.

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

Adjournment: Action Item

Calendar of events:

18 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

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](mailto: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.