

Community Library Network
SPECIAL Board of Trustees Meeting Minutes
Wednesday March 6, 2024
Hayden Library

2:00pm – 4:15pm

We Empower Discovery

Agenda

Call to Order Meeting was called to order at 2:00 pm

Roll Call Trustees: Katie Blank, Tom Hanley, Rachelle Ottosen, Tim Plass
Vanessa Robinson (absent)
Treasurer: Julie Saad (absent)
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Michelle Fansler
General Counsel: Colton Boyles

Discussion on Insurance Adjuster Reports and Pending Claims Status: Action item *(10 minutes)*

- Hanley raised concerns about the progress with the insurance adjuster. Eccles then shared an email received by the board indicating a preliminary estimate of \$1 million per building from the ICRMP adjuster, based on information from MKK. Plass asked what the insurance adjuster expects the cost to be for each library. Eccles replied the district has not received invoices from Belfor or construction quotes yet. Eccles provided rough estimates of costs for Post Falls and Athol libraries, mentioning that there was no business interruption coverage. The estimated costs included expenses for various aspects such as content removal, construction, and collections. These costs were expected to be under \$1 million per library and could potentially be reimbursed by ICRMP. Eccles also mentioned initial expenses for water removal and repair work at Post Falls but hadn't discussed all details with the adjuster yet and did not anticipate extra cost for the district to cover.

Discussion of Current Insurance Coverage for Pending Claims: Action item *(10 minutes)*

- Hanley raised concerns about the director signing a lease at \$4,380 per month against the board's directive. Eccles emphasized the need for urgent repairs but cautioned against premature cost estimates due to ongoing emergency conditions. Belfor handled immediate water removal, but an invoice has not been received yet. Construction quotes within insurance limits have been obtained. CLN lost 7,100 items. Replacement costs for lost items are estimated at \$400k. Despite a \$1 million allocation, full restoration is not guaranteed. Eccles clarified the lease spans two to six months, with the first two months covered by the Athol claim. Various moving options have been explored to minimize costs including self-moving the Post Falls collection with staff and volunteer efforts.

Executive Session: 74-206 1(f)

- Ottosen proposed moving the executive session to the end of the meeting. Eccles said she did not believe the parameters for going into the executive session had been met.

Discussion on Restoration Cost Estimates and Contractors Consulted: Action item (20 minutes)

- Hanley inquired about contacting contractors and inventory of lost items. Eccles outlined risk mitigation steps including water removal by available contractors and vetting construction cost through the ICRMP third party construction estimator. It took 5 ½ weeks to receive the estimate from ICRMP due to numerous floods in the area. Quotes from Compass Construction and Devries moving company totaled around \$200k for content moving, leaving \$800k for both claims. Efforts have been made to identify cost-effective options. Lost materials have been documented but not itemized. Plass requested written numbers of the estimates. Eccles wrote the following on the whiteboard:

Athol	Post Falls
\$40k Belfor	\$100k Belfor
\$75k Compass (\$45k-remove, \$30k – return)	\$50-75k Content – library staff remove
\$300k construction	\$500k construction
\$50k other (books, tables)	\$300k-600k Books
Estimated cost = \$485k	Estimated cost = \$950k
Lease for about 2 months	Lease for about 4 months

Discussion on Restoration Plan for Post Falls and Athol Libraries: Action item (20 minutes)

- Eccles explained ICRMP has approved up to \$1 million per library. The content, furniture, and staff will be in the leased office space during demolition and construction. Ottosen asked staff to make a note of the two ladies with blond hair in the front row may be trespassed if they continue to be disruptive. Hanley wants to see the list of damaged items that were disposed of. Eccles explained change orders and capital funds would come to the board. The adjuster will create a scope of what was damaged. Hanley clarified he wants to know anything outside the scope of what was damaged.

Initiate Insurance Full-Coverage Applications for 2024/25 Regular Term: Action item (15 minutes)

- Hanley moved the director submit the completed application to Redman insurance for full coverage by March 14, and take the necessary action to have quotes from no fewer than two other companies ready to be presented to this board by July 18. Eccles expressed concern about the tight timeframe, suggesting it's unusual for annual quotes and proposing a public notice for transparency. Plass emphasized the need for additional quotes from brokers other than ICRMP. Hanley prioritized obtaining the best price. Eccles mentioned all necessary information was provided, but there seemed to be a delay at Redman's end. She also cited Article 14, advising against reckless actions, and discouraging legal advice for the director and board members. Ottosen called for a brief recess and requested two individuals to leave the meeting. Hanley suggested police intervention if they didn't comply.

Break (5 minutes)

- Ottosen asked the two individuals to leave the room, expressing a preference to avoid involving the police or resorting to trespassing measures. Blank mentioned she wasn't disturbed and believed involving the police would infringe upon their First Amendment rights. Ottosen instructed the director to call the police. The director assigned the task to the assistant director.

M, C – Ottosen – called to question to end debate, Blank opposed.

M, C – Hanley - insurance

Blank – nay

Hanley – aye

Ottosen – aye

Plass – aye

- Eccles said, "For the record, I feel I am being denied access to legal counsel."

Library Director Tasking to Provide Paper Copy Position Descriptions for all CLN Staff Positions, deliverable at the next Regular BoT Meeting: *Action item* (10 minutes)

- Hanley moved that the library director provide interested board members with paper copies of all CLN staff position descriptions at the April 18 regular board meeting. Eccles queried the urgency of this matter given the emergency status. Plass asked if the job descriptions are available online. Eccles explained job descriptions are digitized and available in a staff only online workroom and the authority for those records is on leave. Blank was not in agreement with this request. Eccles was asked for a recommended course of action and suggested utilizing the third-party compensation study consultants McGrath Human Resources Group.

M, C – Ottosen – called to question to end debate, Blank asked for a roll call vote.

Blank – nay

Hanley – aye

Ottosen – aye

Plass – aye

M, C – Hanley – director provide all staff job descriptions to the board. Blank asked for a roll call vote.

Blank – nay

Hanley – aye

Ottosen – aye

Plass - aye

Recessed at 3:33 pm Police arrived and asked two individuals to leave the meeting. They left.

Meeting called back to order at 3:34 pm

Library Director Tasking to Provide Short and Long-Term Staff Employment Report for Closed, Water Damaged Libraries, deliverable at the next Regular BoT Meeting: *Action item* (10 minutes)

- Hanley moved that the library director provide the board with a reasonably detailed staff utilization plan for staff normally assigned to the Athol and Post Falls libraries at the next regular board meeting, March 21. Discussion ensued on whether it should be given verbally or in writing. Eccles agreed to provide information at a level that is appropriate, keeping staff's privacy in mind and asked for an extension to the April regular meeting. Hanley suggested the information could be done in an executive session. Blank stated the board is only in charge of the director according to Idaho code and would want to know what the plans are for serving the public, not what the employees are doing. Eccles agreed with Blank and mentioned personnel policy reduction in force must be driven by a budget decision. Eccles did not believe the board has authority to reduce force and suggested the board ask legal for counsel.

M, C – Hanley – called to question to end debate, Blank opposed.

M, C – Hanley – staff utilization plan on March 21 regular meeting. Blank asked for a roll call vote.
Blank – nay
Hanley – aye
Ottosen – aye
Plass – aye

Library Director to provide Rationale for Periodic Overdrive Reports Denial, Explain Library Director’s Abstention Vote, and Provide Required Report at the next Regular BoT meeting: *Action item (10 minutes)*

- Hanley read a prepared statement regarding the CIN email stating there is no report available. Hanley stated the board wants a list provided by CLN staff of books purchased every two months. Eccles does not have authority over Overdrive or CIN. Eccles said she has a 400-page report to give the board in the next packet. There is not currently a report in Koha to generate the report sorted the way the board wants. That would cost extra funds. Eccles said CIN does not require an explanation for why she abstained. Blank was pleased the director abstained from the CIN vote.

2024 CLN Budget Impact: Library Director Tasking to Provide Preliminary Budget for Post Falls and Athol Water Damage Restoration: *Action item (10 minutes)*

- Hanley made a motion to initiate a six-month hiring freeze. Blank said she does not think that is legal. Eccles said the motion is outside of the scope of the agenda. Boyles agreed with Eccles. Hanley withdrew the motion. Plass sought consensus for the board to receive a written, more detailed estimate of construction costs for Athol and Post Falls libraries like what Eccles presented on the whiteboard. Eccles countered, noting it is not on the agenda and highlighted the additional costs incurred by the board, including legal counsel and insurance, which need addressing. She emphasized that such tasks fall under the adjuster’s purview, not the directors, and the timeframe proposed was unrealistic. Eccles reiterated her schedule constraints and the unreasonable expectations placed on her. She also mentioned \$500,000 in unassigned property taxes, which had not been factored into the budget due to not knowing how much it would be. Plass insisted on the board’s right to know the director’s vision, and the board majority requested to receive written construction costs.

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

Adjournment: Action item
Blank moved to adjourn at 4:18 pm.
M, C – Plass

Respectfully submitted,
Alexa Eccles, Michelle Fansler

Calendar of events:

21 Mar 2024	Regular Meeting	2:00 – 5:30	Hayden
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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.