

**Community Library Network
Board of Trustees Regular Meeting Minutes
February 18, 2021
Microsoft Teams**

We Empower Discovery

Board members present via Teams: Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

Staff present via Teams: John Hartung, Rebecca Melton, Janelle Sells

Visitor present via Teams: Toni Hackwith

Call to order: The meeting was called to order at 2:02 pm by Katie Blank, Chair

Roll call: Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

Presentation of the 2020 Audit: Toni Hackwith with Anderson Bros., CPAs

Hackwith explained that the audit issued opinions on two questions: Are the results materially correct? Yes. Were there any instances of non-compliance? No.

The audit issued a clean report.

Hackwith explained that a yearly audit is required for the State and for grants. The process includes looking for the abuse of funds or fraud. Any irregularity would be brought to management and the Board.

She listed the net increase in revenue over expenses as \$456,722 with increases in property taxes and grant income. On the expenditure side, there was less capital spending, lower operating costs and higher staff expenses.

Approval of the audit will be on the regular March agenda.

Hackwith and the Board discussed the legislative bill for financial transparency in the Idaho legislature.

Hackwith left the meeting at 2:23 pm.

Public comment:

None

Consent agenda: action item

Agenda for regular meeting of February 18, 2021

Agenda for the special meeting of February 22, 2021

Agenda for the special meeting of February 23, 2021

Minutes of the January 21, 2021 regular meeting

Minutes of the January 26, 2021 special meeting

Minutes of the January 28, 2021 special meeting

Minutes of the CIN meetings of October and November 2020

Community Library January 2021 Reports including the Youth Services Reports

Cooperative Information Network January 2021 financial statements

The Board commented that candidate names should be removed from special meeting minutes for January 26 and 28 and agendas removed from the consent agenda.

The Board accepted the consent agenda with the following changes: candidate names were removed from the minutes of January 26 and 28; agendas were stricken from the consent agenda.

M/C Meyer

Community Library Network January 2021 financial statements: action item

The Board accepted the financial statements as presented.

M/C Fish

Budget issues:

Hayden remodel bid: action item

The Director discussed the Hayden remodel which would add additional space and efficiency for circulation staff. The project includes HVAC costs to replace an aging furnace and ductwork and a separate bid for carpet in the east end of the high space. One valid bid of \$150,000 has been received from Whitewater Construction. If accepted, the money for the project would include \$116,500 already budgeted and an additional \$35,000 from carry forward. The Director will assemble a packet for trustees which outlines costs and includes blueprints. The Board will consider approving the bid at the next regular meeting on March 18, or at a special meeting prior to that.

Discussion for re-opening the 2021 budget in March:

The Director suggested holding the public hearing to reopen the 2021 budget prior to the regular board meeting on March 18. He explained the carryforward sheet (FY' 21 Carryforward) that breaks out the expenses into line items.

Blank would like to see specific amounts for each line item per project sent out before the next meeting and reminded trustees that carryforward is spent on one-time expenses.

Circulation statistics: January 2020

Low circulation numbers were discussed. Board also looked at the return on investment (ROI) from using Unique Management to encourage members to bring back long overdue items. From January 2020 through January 2021, the ROI has been 17:1.

Director's report: update on Strategic Questions goals (new 2020 - 21 goals)

Veale reported that a library employee thanked her for the Board's decision to reopen libraries.

COVID 19 policy review: action item

All District libraries are set to reopen with limited capacity on Monday, February 22, 2021.

Review and approval of Internet safety policy: action item

The Board approved changing the name of the policy governing public computer use from Computer Use Policy to Internet Use Safety Policy. The policy, dated January 21, 2021, was approved at the January meeting.

M, C, Meyer

Executive session: IC 74-206 1 (a) Hiring a public officer. Action item

The Board went into executive session at 3:32 pm. M/C Meyer

- Blank Aye
- Fish Aye
- McCrea Aye
- Meyer Aye
- Veale Aye

The Board came out of executive session at 4:50 pm. M/C Veale

- Blank Aye
- Fish Aye

McCrea Aye
Meyer Aye
Veale Aye

Succession planning: action item

No action was taken.

Foundation activities: Fish

Postponed

Legislative updates:

None

Long range facilities planning, including the acquisition of land:

Postponed

Community announcements:

None

Staff announcements:

None

Agenda discussion and requests:

None

Set Special and regular meeting dates: action item

A special meeting for Thursday, February 25, 2021, 4:30-7:30 pm via Teams was set to debrief the in-person candidate visits.

Budget re-opening meeting: no meeting date set

Adjournment: action item

The meeting was adjourned at 5:00 pm

M/C Fish

Respectfully submitted,

John Hartung, Rebecca Melton

Calendar of events:

18 Feb 2021	regular meeting	Post Falls/Teams
18 Mar 2021	regular meeting	Post Falls/Teams

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.

Primary voice and text phone: (208) 449-6627

Secondary phone: 208-773-1506 ext. 329
Email: ADAcoordinator@communitylibrary.net

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