

**Community Library Network
Board of Trustees Special Meeting Minutes
March 11, 2021
Post Falls Library/Microsoft Teams**

We Empower Discovery

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

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

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

Review of additional revenue and allocation recommendations for budget hearing on the 18th: action item

The Director reviewed the legal announcement and the additional carryforward totals. He explained that the Pinehurst bequest is a restricted fund to be used only at the Pinehurst Library. It will be tracked separately as it is expended.

FY '21 projects to come from carryforward:

1. Broadband equipment: additional money needed to complete project which fell in two budget years
2. Building repairs: roof repairs for Harrison and Hayden
3. Phone system: new system would serve the whole district more effectively, allow for District-wide branding and one phone number
4. Hayden remodel project: additional money would compensate for market conditions and extend new carpet
5. Security cameras: upgrade to Hayden and Post Falls systems
6. Assisted listening devices for ADA compliance: will be used for programs to help hard of hearing
7. Replace furniture, fixtures and equipment: new meeting room tables and easy-to-clean furniture for public spaces
8. Cloud based Windows management: one time cost for Microsoft accounts
9. CARRF: would assign rest of carryforward to future capital needs

The Board can accept the additional carryforward revenue at the budget hearing on the 18th and change the allocation to specific projects as needed.

Review of Hayden project and bid acceptance: action item

One qualified bid was received. The cost includes using a general contractor. The Director shared the bid numbers and blueprints with the Board.

Elements of the project include:

- staff circulation area:
 - ❖ expanded out to the posts and squared off to give more enclosed room for staff workroom
 - ❖ new doors will make this a safe space
 - ❖ new lighting
 - ❖ new furnace
 - ❖ current work counter would become new discharge area
 - ❖ sink would be moved to allow a small space for staff breaks
- three mobile circulation desks will become service desks
- large storage closet for circulating kits including Full Steam Ahead and Library of Things
- information desk moved temporarily for carpeting and put back
- new self-check stations will be added

An add alternate for additional carpet squares would cost \$7073.

Board comments on proposed Hayden project:

- ✓ Meyer: surprised by the cost of project and the fact that there was only one qualified bid; thinks Board has not had enough time to consider; asked if the District should wait for new director
- ✓ Fish: would like to walk through the Hayden building to get a feel for the project but does not have problem moving ahead
- ✓ McCrea: does not believe the Board had enough time to consider the project
- ✓ Veale: okay with approving it and accepting the bid; doesn't think the project should be delayed to wait for new director
- ✓ Blank: staff have been involved from the beginning of the project and may be unhappy if the project is delayed

Motion by Meyer to delay a decision on accepting the project bid until next week

Meyer: Yay

Fish, McCrea, Veale: Nay

Motion by Veale to accept the bid from Whitewater Construction including an additional \$7073 for new carpeting

Fish, McCrea, Veale: Yay

Meyer: Nay

Director volunteered to discuss the Hayden project with the incoming director. His goal is to make the project successful, share the details, and help the new director understand the project and how it came about.

Melton and Sells left the meeting at 3:55 pm

Executive Session: IC 74-206 1 (a) Hiring a public officer: action item

Look at engagement letter

The Board moved into executive session at 3:55 pm. M/C Meyer

Blank Aye

Fish Aye

McCrea Aye

Meyer Aye

Veale Aye

The Board moved out of executive session at 4:38 pm. M/C Meyer

Blank Aye

Fish Aye

McCrea Aye

Meyer Aye

Veale Aye

Succession planning: action item

After discussion, it was moved that the Board would send the chosen candidate the engagement letter with noted corrections. M/C Veale

Agenda discussion and requests:

None

Set Special and regular meeting dates:

No action taken

Adjournment: action item

The meeting was adjourned at 4:45 pm.
M/C McCrea

Respectfully submitted,
John Hartung, Rebecca Melton

Calendar of events:

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.

Phone: 208-773-1506 ext. 329

Email: 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.