

**Community Library Network
Board of Trustees Regular Meeting
Monday 18 July 2022
Harrison Library**

2:00 – 5:00 pm

We Empower Discovery

Agenda

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

Roll call: Trustees: Katie Blank, Regina McCrea, Rachelle Ottosen, and Vanessa Robinson
Treasurer: Michele Veale
Staff: Amy Rodda, Lindsey Miller-Escarfuller, Janelle Sells, and Ani Matosian

Pledge of Allegiance

Response to public comment (*5 minutes*)

- Rodda noted that some of the books quoted from at the last meeting may sound shocking when only an excerpt is read. When books are purchased, materials are evaluated as a whole.
- Ottosen wondered if no one was disturbed by the book *Tricks*, which is all about teen prostitutes. She wanted to know if there is any time a book is so bad that it would not be appropriate for the library.
- Robinson asked about the staff member speaking about the lack of a career pathway in the library. She agreed with Marianna and Viper that the books they quoted from at the last regular meeting are inappropriate for the library. She also wondered if there is a pathway for books to be removed through the reconsideration process.
- McCrea stated that her interpretation of Response to public comment agenda item is to provide Board members an opportunity to respond to public comment but not engage the Board in a discussion that is not on the agenda.

Public Comment

Speakers must state name and community and speak for no more than 3 minutes.

- Marianna Cochran, Rathdrum – She quoted from the 45 Communist Goals entered into the Congressional Record in 1963. The Community Library Network and Amy Rodda are facilitating the creep of Communism into the community. She also quoted from the book, *The Infinite Moment of Us* by Lauren Myracle with main characters as white, straight teens. According to the definition of pornography from Merriam Webster’s dictionary, the library is considered porn-purveyors and furthers the accomplishment of the Communist goals.
During the above public comment, Lis Worcester interrupted the speaker and shouted that the library was corrupting this town and promoting perversion. The individual was asked to leave multiple times and finally left the meeting.

Harrison Library Annual Report (*20 minutes*)

- Ani Matosian was introduced to the Board and she introduced Emma, her newest staff member. She was glad to welcome the Board to Harrison. Harrison staff have reorganized books to increase circulation. Harrison members really like to browse by genre. Book clubs are doing very well. The library is the town’s community center, especially in the winter. In summer, the young gamers are in the library. Tuesday is kids’ day at Harrison with story time, that has

grown to eleven kids. Outside programs in the summer are successful. Chopped and Hoop-making have been great teen programs. The Northwest collection helps tourists and new residents learn about the Harrison area. Matosian has a couple newsletters that she emails to members. Facilities staff have been working hard to eliminate the water problem at the back of the library. A local church donated a wooden submarine for people to take their picture in one of the portals.

Consent agenda: action item (*10 minutes*)

Minutes of the special meeting of 10 June
Minutes of the special meeting of 14 June
Minutes of the regular meeting of 16 June
Minutes of the CIN meeting of May 2022
June CIN Financial Statements
Community Library June 2022 reports

- McCrea noted 2 corrections and Ottosen noted one correction to the June 10, 2022 special meeting minutes. Ottosen noted one correction to the June 14, 2022 special meeting minutes.
- McCrea moved to accept the consent agenda with noted corrections.

M, C - McCrea

Community Library Network June 2022 financial statements: action item (*5 minutes*)

- Ottosen asked who was on the board for the Foundation. Rodda noted who they are, and they are actively recruiting for a third member. Ottosen also asked about the Forever Idaho grant. Rodda stated that it is continuing the Hygiene Hamper program. Robinson asked about the success and/or abuse of the program.
- Robinson moved to accept the June 2022 financial statements.

M, C - Robinson

Audit engagement: action item

- Rodda presented the engagement letter for Anderson Bros. for the fiscal year 2021-2022 audit to begin in November 2022.
- McCrea moved to engage Anderson Bros. to perform the annual audit.

M, C - McCrea

Circulation Statistics: June (*5 minutes*)

- Rodda stated the libraries were really busy in June. Blank would be curious to compare statistics to pre-COVID times in 2019. McCrea appreciates seeing the circulation numbers. Blank asked about the accuracy of people counters. Rodda noted that some locations have upgraded the counters. Veale pointed out the increase in Freegal usage.

Directors report (*10 minutes*)

- Rodda stated the District is well into the compensation study. Some staff are answering questionnaires and outside comparisons are being researched. A final report is estimated to be available in late fall. McCrea stated she knows of the consulting firm engaged for the salary study and they are a good firm.

Harrison library tour (*20 minutes*)

- Matosian gave a tour of the Harrison library. The tour began at 2:55 pm and concluded at 3:30 pm.

Budget Discussion (*45 minutes*)

2nd draft discussion

- Rodda presented the second draft of the budget. She noted that the financial committee recommended requesting 2% of the allowable increase. Growth is still just an estimate. There may or may not be any income from Urban Renewal District closures. Line items changed from the first draft

have been highlighted in green. Sales Tax Income fluctuates based on the economy. Rodda also presented the salary scale by job category for current year wages. Anticipated market corrections are estimated at \$135,000. 87% of scheduled wages, plus market corrections, is the budget request. The 87% reduction is due to staff that take time off and do not have paid leave and potential vacancies. A new 28-hour position for Adult Programming Assistant is being requested. Youth Services often rearranged hours when there are vacancies in the department. Currently, there is a vacant, 8-hour youth services position. The request is to add an additional 16 hours to this position. Another new position being requested is a part-time, 19.50-hour Graphic Designer. Robinson asked about using student interns as a graphic designer. McCrea asked about the increase of adding 7.50 hours per week to Hayden. Rodda noted that those hours would be added to some staff working 18 hours per week, increasing them to 19.50 hours per week. If approved in the budget, job descriptions for the Adult Programming Assistant and Graphic Designer will be created and presented to the Board at a later date. The compensation study may offer recommendations about part-time versus full-time staff ratios. Veale asked why the vacant 8 hours from Youth Services was not added to an existing staff. Some existing staff do not want more hours and Youth Services already has several full-time staff in the department. Ottosen asked if having an in-house graphic designer saves money, would the marketing budget be reduced. Rodda noted that marketing has been under-funded and adding a graphic designer would allow better marketing with the existing budget. Robinson asked about increasing the cost for copies and prints from the public. She would like to know how much the District is paying for ink and paper versus how much we are making in income. Adult Programming and Children's Programs were reduced by \$2000 each and Emerging Technology Programming will pick up \$4000. The Library of Things Collection has been reduced from last year. Software expenses have been estimated to be more than last year's budget due to additional software needs and increases to subscription renewals. Internet Access and Telecom has already received E-rate discount approval. State reimbursement is not factored into the budget as it is not always reliable reimbursement source. Further budget discussion on the budget will take place at the next special meetings, July 21, 2022 and July 26, 2022. Since the full board will be at the July 21 meeting, a vote on which scenario (0%, 1%, or 2%) will be taken. A Board vote must be made by July 26, 2022 to approve a budget for publication. McCrea noted that percentages for all line items are based on current revenues.

Strategic planning update (*10 minutes*)

- The consultants created a draft strategic plan. Rodda emailed the draft to the Board for the meeting on July 21, 2022. McCrea discussed the last meeting of the steering committee. She was very pleased to see the amount of community input included in the draft. The plan was developed based on the staff and community surveys, the community retreat, and one-on-one interviews with community partners and business leaders.

Trustee Continuing Education (*5 minutes*)

ICRMP training

- There will be a video training for open meetings sponsored by ICRMP held on July 20, 2022. The training is approximately 1 to 1.5 hours. Ottosen noted the Idaho Attorney General has a video about the open meeting law.

Facilities updates (*7.5 minutes*)

- Harrison water abatement is being addressed. Facilities staff have been doing a great job beautifying the libraries. Some free furniture/display units were obtained from Spokane Library.

Legislative updates (*2.5 minutes*) – none

Community announcements (2.5 minutes) - none

Discussion of future agenda requests (The board will decide via consensus whether these items will be moved to a future agenda) (2.5 minutes)

- Board self-evaluation (request from Meyer)
- Robinson would like to address copy machine costs versus income. The topic will be included in the regular budget discussion. She would also like to see items for future agendas included on the current meeting agenda.
- Ottosen would like to add an agenda discussion about materials that may be inappropriate for children. This will be addressed when the Collection Development policy is reviewed beginning in September. McCrea wants to address this issue at the policy level. Robinson asked if there can be two separate policies – one for children’s materials and one for adult materials. The reputation of the library can be addressed through the strategic plan.
- The salary discussion for the Director may be discussed in executive session in a future special meeting.

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

Adjournment: action item

McCrea moved to adjourn at 4:52

M, C - McCrea

Calendar of events:

21 Jul 2022	Special Meeting	2:00 – 5:00	Post Falls
26 Jul 2022	Special Meeting	3:00 – 5:00	Post Falls
11 Aug 2022	Budget Hearing	6:00	Post Falls
18 Aug 2022	Regular Meeting	2:00 – 5:00	Hayden

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Phone: 208-773-1506 ext. 329

Email: ADACoordinator@communitylibrary.net

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