

**Community Library Network
Board of Trustees Special Meeting
Thursday 01 December 2022
Post Falls Library**

2:00 – 4:00 pm

We Empower Discovery

Agenda

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

Roll call Trustees: Katie Blank, Regina McCrea, Judy Meyer, Rachelle Ottosen, Vanessa Robinson
Treasurer: Michele Veale
Staff: Lindsey Miller-Escarfuller, Janelle Sells
Guest: Jim McNall

Pledge of Allegiance

Robinson moved to add "Action Item" to the Executive Session item of the agenda
M, C - Robinson

Roles and responsibilities of elected officials: Workshop with Jim McNall (60 min)

- Jim McNall was introduced to the Board. He reviewed that Idaho Counties Risk Management Program (ICRMP) provides insurance coverage including property and liability. ICRMP provides training to agencies in order to reduce claims. He discussed the Idaho Tort Claims Act, Idaho Code Title 6 Chapter 9.
- McNall discussed the Roles and Responsibilities of being a Board. The Board sets policy and exercises its authority as a collective body. They have budget oversight including ensuring appropriate internal accounting controls, providing for the audit of the district finances, and reviewing the monthly Treasurer's report. Other roles include Personnel Management through an approved personnel policy, adopting other policies, budgets including salary/wages rates, and performance evaluation of the director. McNall referenced the Idaho statutes, including the role of the Director. Libraries by Statute are considered "for cause" employers. He reviewed how to conduct meetings. The purpose of meetings is to conduct the business of the agency. It is important to have meeting rules. Notice of a regular meeting should be posted 5 days before, special meetings should be posted 24 hours before the meeting, and emergency meetings do not need advance notice. Regular meeting agendas should be posted 48 hours before, special meeting agendas should be posted 24 hours before, and emergency meeting agendas do not need advance posting. All notices and agendas should be physical as well as electronic postings. Minutes create the history of the meeting, what was decided, and most importantly, motions and results of the vote. Entry into executive session requires 2/3 of the board by roll call vote. Any final actions/decisions must be made public. The library director should be included in executive session unless the topic is the evaluation of the director. McNall reviewed the penalties for violations of open meetings. Hearings differ from meetings. He discussed ethics, conflicts of interest, criminal actions, employing relatives, and penalties for violations.

Executive session: (Idaho Code 74-206 (1)(i): To engage in communications with a representative of the public agency’s risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed (50 minutes) – No executive session called.

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

Adjournment: action item

McCrea moved to adjourn at 3:57 pm

M, C – McCrea

Calendar of events:

15 Dec 2022	Regular Meeting	2:00 – 5:00	Post Falls
19 Jan 2023	Regular Meeting	2:00 – 5:00	Hayden
19 Jan 2023	Budget Hearing	5:30	Hayden
16 Feb 2023	Regular Meeting	2:00 – 5:00	Post Falls

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.