

Community Library Network
Board of Trustees Regular Meeting Minutes
Thursday 18 May 2023
Rathdrum Library

9:00 am – 12:30 pm

We Empower Discovery

Agenda

Call to order Meeting was called to order at 9:00 am

Roll call Trustees: Katie Blank, Regina McCrea, Judy Meyer, Rachelle Ottosen, Vanessa Robinson
Treasurer: Michele Veale
Staff: Lindsey Miller-Escarfuller, Janelle Sells, Michelle Fansler, Linda Mahon

Pledge of Allegiance

Meeting procedures

Public Comment (*30 minutes*)

Speakers must state name and community and speak for no more than 3 minutes.
Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting.

No personal attacks or disruptions from audience members will be tolerated.

- Bev Moss, Coeur d'Alene – She thanked Meyer and McCrea for their service.
- Marianna Cochran, Rathdrum – She noted the results of the election. She called for the Board Chair to resign.
- Luke Emmerson, Coeur d'Alene – He thanked Meyer and McCrea for their service. He appreciated their non-partisanship.
- Teresa Borrenpohl, Post Falls – She commented about a book she recently read. She thanked Meyer and McCrea for their service.
- Jessica Mahuron, Coeur d'Alene – She thanked Meyer and McCrea for their volunteerism. She noted that book banning is Fascism.
- Meghan Alcalá, Spirit Lake – She noted she is a former Youth Services librarian for the District. She thanked Meyer and McCrea for their service. She hopes the new trustees come on board with an open mind.
- Rebecca Priano, Post Falls – She thanked the trustees for their calmness in handling the attacks in the recent meetings. She talked about a book she recently read. Parents need to review what their children are reading.
- Ralph Shay, Coeur d'Alene – He is appreciative of what the Community Library Network does for the community. He thanked Meyer and McCrea for their service. He noted the newly elected trustees were not present at the meeting.
- Heather Greenman, Post Falls – She thanked the trustees for their service. She noted some misinformation that has been circulating. She asked for a parent committee to review books.
- Jeff Lewis – He voted based on his personal beliefs. He will be supporting the new trustees. He also supports a parent committee to review books.

Break from 9:30 to 9:37

Rathdrum Annual Report – Linda Mahon *(15 minutes)*

- Linda Mahon introduced herself. She noted some of the challenges over the past couple of years. She reviewed statistics on library usage. People come to the library for a variety of reasons, and most are looking for skilled staff to assist them. Access to many genres for all members of the community is provided through the Materials Selection Policy. The Library of Things is becoming more popular. Staff offer technological assistance for patrons. Internet access in Rathdrum is spotty and patrons utilize the library for this service. She shared a thank you note from a patron. Mahon reviewed some of the programs, events, and services offered at Rathdrum. Staff are always working to find new and inventive ways to serve the growing community. She thanked the Board for their support.

Staff introductions *(5 minutes)*

- Miller-Escarfuller introduced staff recently hired into vacant positions.
 - Cassie Robertson, Communications Coordinator
 - Marie Shockley, Adult Programming Coordinator

Consent agenda: action item *(10 minutes)*

Minutes of the special meeting of 11 April
Minutes of the regular meeting of 18 April
Minutes of the special meeting of 3 May
Minutes of the CIN meeting of February and March 2023
April CIN Financial Statements

- McCrea moved to accept the consent agenda.

M, C - McCrea

Community Library Network April 2023 financial statements: action item *(5 minutes)*

- Miller-Escarfuller noted the Communications line below budget, but increased spending will be forthcoming, especially with Summer Reading materials. Ottosen asked how much of Legal & Professional fees are for the District attorney. Staff will provide attorney hours spent during the past two years. McCrea moved to approve the financial statement for April 2023.

M, C – McCrea

Community Library Network April 2023 reports *(5 minutes)*

- Meyer appreciated the stories in the reports. She would like to see some portions of the reports shared on the website. Robinson asked when the program schedules for upcoming programs are available. Miller-Escarfuller noted that each library produces schedules, but she is hoping for quarterly program guides moving forward. McCrea noted the rawness of Denise's teen services report.

Circulation Statistics April *(10 minutes)*

- Miller-Escarfuller noted one of the campaign mailers stated that circulation has gone down. She clarified that COVID had a significant impact on circulation, and it has since seen increasing numbers.

Director's report *(15 minutes)*

- Miller-Escarfuller thanked the Board for trusting her to be the Interim Director. She provided an update on the implementation of the first stage for Library Card for Minors Policy. She noted that books that have been mentioned during public comment and are on lists that are circulating in the community are being reviewed. Staff training will begin in June. McCrea noted that legislators are intrigued and will be watching. Meyer thanked Miller-Escarfuller for her work. Miller-Escarfuller talked about changes to CIN procedures regarding Long Overdue Lost. Items are not being removed from the shelves. Items that are checked out to patrons that are Long Overdue Lost are removed from

availability within the library catalog. She also noted a book that had been removed from the library without being checked out was used at the Candidates forum. Ottosen noted that the Self-Check at Rathdrum does not always work properly.

Rathdrum Library Tour / Break *(15 minutes)*

Break and library tour from 10:27 am to 10:45 am

FY24 Budget Discussion *(30 minutes)*

- Miller-Escarfuller presented a second draft of the budget. She reviewed suggested reductions to come closer to a balanced budget. She also reviewed suggested salary changes. Scenario A moves the salary range to the low end of the current market. Scenario B would recognize staff longevity, but the salary range would still be in the low end of the market. Capital projects are suggested to be funded from Capital Asset Repair and Replacement funds instead of from current revenues for the next fiscal year. Miller-Escarfuller reviewed 2020 comparisons to Meridian and Latah for spending priorities. Meyer noted that the District is open more than double the number of hours than Meridian. District facilities are receiving more use. An "hours open" study may be needed. Future population growth will need to be monitored. A portion of the Forgone balance can be used for operational expenditures and/or capital projects. Sells reviewed how Forgone works. Miller-Escarfuller provided a ten-year review of the District levy rates. Ottosen noted the amount charged to property owners for the library did go up. Blank is suggesting a special meeting for further budget discussion. Ottosen suggested the new trustees attend.

Meeting Room Policy discussion: action item *(10 minutes)*

- Staff presented an updated Meeting Room Policy. Miller-Escarfuller reviewed the changes. Robinson asked about meetings being open to the public and if there needs to be a policy when the library co-sponsors a program or event. McCrea noted a spelling error. Bullet points can be added referencing the Code of Conduct and a definition of "Responsible Party". Meyer moved to approve the Meeting Room Policy dated May 18, 2023, with the three noted changes. Staff will bring the final policy back to the Board.

M, C – Meyer; Ottosen opposed.

Study Room Policy discussion: action item *(10 minutes)*

- Staff presented an updated Study Room Policy. Miller-Escarfuller reviewed the changes. Robinson asked about the age limit and who the responsible party might be for damages. Ottosen requested a bullet point referencing the Code of Conduct. Robinson moved to approve the Study Room Policy dated May 18, 2023, with noted changes referencing the Code of Conduct.

M, C - Robinson

Executive session: (Idaho Code 74-206 (1)(a): To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need: action item *(10 minutes)* – no executive session.

Succession Planning: action item *(5 minutes)*

- Onboarding plan
 - Blank noted that the new Director will begin June 5, 2023. Miller-Escarfuller will be developing the onboarding plan to be shared with the Board.

Trustee continuing education *(5 minutes)* – no discussion.

Facilities updates *(5 minutes)*

- The contract for the Hayden roof bid has been sent to the attorney for review.

Legislative updates *(2.5 minutes)*

- Legislators will be going back to Boise in the Fall, and it would be good for the Board to meet them.

Nominating committee (5 minutes)

- Robinson and Meyer will be working together to develop the slate of officers that will be elected at the next regular meeting. Positions to be elected are Chair, Vice Chair, Treasurer, and Clerk. The Treasurer and the Clerk do not necessarily need to be elected members of the Board.

Community announcements (2.5 minutes)

Public comment overview (5 minutes)

- McCrea and Meyer were very appreciative of the support. Blank noted a book discussed at the last meeting was from the adult section and was not owned by the District.

Discussion of future agenda requests (The board will decide via consensus whether these items will be moved to a future agenda) (5 minutes)

Personnel Policy manual (request from Ottosen) – will be scheduled after new Director is hired

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

- Budget meeting(s)
 - A special meeting for continued budget discussions will be held on May 23, 2023, from 2:00 to 4:00. Blank will invite the new trustees. Staff will notify the Board of the meeting location.

Adjournment: action item

McCrea moved to adjourn at 12:27 pm

M, C – McCrea

Respectfully submitted,

Lindsey Miller-Escarfuller, Janelle Sells

Calendar of events:

15 June 2023	Regular Meeting	9:00 – 12:30	Spirit Lake
20 July 2023	Regular Meeting	9:00 – 12:30	Harrison
17 Aug 2023	Regular Meeting	2:00 – 5:00	Hayden
21 Sep 2023	Regular Meeting	9:00 – 12:30	Pinehurst

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Phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

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