

AMENDED

**Community Library Network
Board of Trustees Regular Meeting Minutes
Thursday August 17, 2023
Hayden Library**

2:00 pm – 5:30 pm

We Empower Discovery

Agenda

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

Roll call Trustees: Katie Blank, Tom Hanley, Rachele Ottosen, Tim Plass (arrived at 2:04 pm), Vanessa Robinson
Treasurer: Julie Saad (arrived at 4:45 pm)
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells, Michelle Fansler
Guest(s): Colton Boyles (arrived at 3:06 pm)

Pledge of Allegiance

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.

- Derek Kohles, Coeur d'Alene – He stated the trustees are to serve all of the public using the library. He is in favor of increasing the budget.
- Meghan Alcala, Spirit Lake – She shared the five laws of library science. While she does not want her kids exposed to the ugliness of the world, books can be the gateway to learning about the world.
- Richard Kohles, Hayden – He stated the quickest way to destroy a public institution is to take money away.
- Theresa Birkett, Post Falls – She is an avid library user. She is not in favor of cutting programs. She is opposed to removing the Intellectual Freedom section of the Materials Selection Policy.
- Judith Farrey, Hayden – She is a lifelong library user. She referred to the District's current strategic plan. She is opposed to reductions in library programs and services.
- Lis Worcester, Post Falls – She talked about a sticker produced for Idaho Library Association.
- Olivia Heisey, Coeur d'Alene – She is opposed to reducing library hours. Libraries are for everyone and can be considered a safe place. It is up to parents to consider materials for their children.
- Judy Meyer, Hayden – She stated it is a large responsibility to be a trustee and listen to all community members. She encouraged the trustees to keep the public informed.
- Selene Thomas, Athol – She is disappointed in the actions of the Board. Reducing programs and services is harming children.

Executive Session, Idaho Code § 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Mr. Colton Boyles (*Roll Call. 30 minutes*)
Hanley moved to go into executive session per Idaho Code 74-206(1)(f) at 3:07 pm.

Blank – Opposed

Hanley – Aye

Ottosen – Aye

Plass – Aye

Robinson – Opposed

Blank noted this is not an executive session topic. Eccles noted a later agenda item may create a potential for litigation. Boyles discussed why an executive session with an attorney may be required. Ottosen stated it does not seem wise to waive confidentiality. Boyles noted this instance would be appropriate to go into executive session. Ottosen is not waiving confidentiality. Eccles asked if the attorney could send a memo to the Board for further review. Boyles advised not to close libraries on Sundays for solely religious reasons. Blank asked for this topic on a future agenda.

Hayden Library Report – staff presentation (*15 minutes*)

- Miller-Escarfuller noted the Hayden manager is out sick. The Hayden manager has given notice and her last day will be August 25, 2023. Miller-Escarfuller noted some statistics related to the Hayden Library and other departments under the same roof. Blank asked about the posting of the vacant manager position.

Consent agenda: action item (*10 minutes*)

Minutes of the special meeting of 14 July

Minutes of the special meeting of 17 July

Minutes of the special meeting of 18 July

Minutes of the special meeting of 20 July

CIN Financial Statements July 2023

- Blank moved to approve the consent agenda. Ottosen noted one correction to July 14, 2023 minutes. Hanley asked about CIN libraries use of courier. Plass asked if any CIN library is at risk of not paying their share. Blank moved to approve the consent agenda with changes.

M, C – Blank; Robinson opposed

Community Library Network July 2023 financial statements: action item (*10 minutes*)

- Hanley asked about Ag Equipment Income. Sells stated that the e-rate discount has now been approved. Eccles noted some legal invoices that were paid in July. More invoices will be paid in August. The Legal and Professional expense line will go over the amended budget. Robinson is concerned about how Boyles Law presented his invoice. The other law firms presented detailed statements. Eccles noted she has asked Boyles to produce a more detailed invoice. Ottosen encouraged Eccles to request more grant income. Plass asked about Dues Expense. Blank moved to approve the July 2023 financial statements.

M, C - Blank

Circulation Statistics: July 2023 (*5 minutes*)

- Hanley asked about Unique Management Services. Eccles noted year to date circulation, Overdrive, Freegal, and internet and computer use are above last year.

Director's report (*15 minutes*)

Director's Presentation

- The library will be at the North Idaho State Fair. A report will be coming soon regarding the Harrison library water problem. Eccles noted the significant increase in public records requests. A reduction in Collections will also reduce the amount available for e-materials. Eccles stated she is working to develop a report on contracts that the Board may need to approve, depending on what change may occur with the Financial Management Policy.

Emerging Technologies Presentation

- Nick Madsen provided a photo for the Board of the original bookmobile and the first employee of the Consolidated Free Library District. He talked about the expansion of the District and all the services and programs now being provided. Emerging Technology is one of the newest departments in the District. He provides programs that fall under digital literacy, technology access, and growth mindset. Critical thinking and problem-solving skills are important for youth in our community. Madsen's department sees over 11,000 students a year now. He reviewed the various programs and events that have been conducted. Students and adults participate in the programs.

Community Library Network | July 2023 Managers reports – new format

Break – Tour (*15 minutes*) Break taken from 3:40 pm to 3:55 pm

Reduction of CLN branch open hours: action item(s) (*10 minutes*)

- Blank asked about the change to this agenda item. Ottosen noted that Eccles had initially suggested closing on Sundays to save money. She would like the savings to go towards Collections. Robinson stated that most comments and emails from the public were opposed to closing on Sundays. Plass recalled other ideas suggested by Eccles to save money. Hanley noted the meeting discussing open hours. Robinson asked about what hours are being considered for reduction. Ottosen moved to close all Community Library Network libraries on Sundays starting in September. Eccles noted the District has received correspondence from the closing URD that a rebate is coming in the amount of approximately \$40,000. This is different from the new construction funds available that could be levied. A rejection of the rebate would cause the funds to be sent to the county. Plass would like more information about the rebate. Blank would like to hear from the URD and the county. Ottosen moved to call the previous question.

Motion to close all CLN Libraries on Sundays beginning in September

M, C – Ottosen; Blank and Robinson did not vote.

Ottosen noted that the motion to call the previous question should have been voted on first.

M, C – Ottosen; Blank and Robinson did not vote

Motion to close all CLN Libraries on Sundays beginning in September. Blank called for a roll call vote.

Boyles recommended going into executive session before voting on the main motion.

Ottosen moved to postpone the motion until after the executive session.

M, C – Ottosen; Blank did not vote

Ottosen moved to go into executive session per Idaho Code 74-206(1)(f) at 4:18pm.

Blank – Nay

Hanley – Aye

Ottosen – Aye

Plass – Aye

Robinson – Aye

Boyles recommended changing the executive session code for an emergency reason. Eccles suggested postponing the vote until after Boyles had an opportunity to provide the memo. Robinson is in favor of looking at all open hours not just Sunday hours. Eccles noted closing Sundays was not worth the cost savings. Plass and Ottosen would like the posted vacant positions removed. Robinson noted the current budget is balanced. Eccles stated it is in the best interest to hear from the experts before deciding. The Executive Session was not started.

Ottosen moved to table the discussion regarding Sunday hours until a later meeting.
M, C – Ottosen; Blank opposed

Budget Discussion: action item(s) *(15 minutes)*

Adoption of Community Library Network's FY2024 Budget

- Ottosen noted this discussion will be tabled until another meeting. Eccles provided a table packet regarding carryforward funds.

Financial Management Policy: action item *(10 minutes)*

- Plass moved to change the Contracting paragraph in the policy as he prepared and read. Robinson and Blank need time to review the changes before voting. Eccles is concerned about the separation of duties. She would like the auditor to review the suggested changes. Boyles is fine with staff suggestions or Plass' suggested changes. Hanley would also like more time. Blank would like this on next month's agenda. Plass would like confidential Board business kept from staff. Ottosen moved to substitute the motion to accept the Financial Management Policy draft dated August 18, 2023, as presented by staff.

Vote to accept substitute motion.

M, C – Ottosen; Blank opposed

Eccles is unclear if she will be able to engage an ICRMP appointed attorney for employment related decisions if this policy is passed. Plass moved to end discussion. Robinson asked if, since the ICRMP attorneys provide free advice, would Eccles be able to engage with the ICRMP attorneys. Plass moved to call the previous question. Boyles is open to working with ICRMP attorneys for employment issues.

Vote to call the previous question.

M, C – Plass; Robinson and Blank abstained

Vote to accept the Financial Management Policy draft dated August 18, 2023.

M, C – Ottosen; Robinson abstained, Blank opposed

Plass moved to extend the meeting by 10 minutes.

M, C – Plass; Blank and Robinson did not vote

Board's intent to engage Jimmy's Roofing for Hayden re-roofing: action item *(5 minutes)*

- Eccles presented the roofing proposal from Jimmy's Roofing. The proposal is below the architect's estimate. Pricing will remain if the timeline would be extended to Spring 2024. When payment is required, a resolution from the Board will need to be made to withdraw funds from CARRF. Plass moved to authorize the Director to sign the contract to proceed with the Hayden roofing project.

M, C – Plass

Materials Selection Policy Discussion: action item (25 minutes) – no discussion

Director Evaluation Policy committee (5 minutes)

- Ottosen appointed Hanley and Plass to develop a policy to evaluate the Director. Blank noted that Board committee meetings must comply with open meeting laws and the Director must be present. Eccles noted minutes are taken and brought back to the full Board for action.

Trustee continuing education (2.5 minutes) – no discussion

Discussion of future agenda requests (The board will decide via consensus whether these items will be moved to a future agenda) (5 minutes) – no discussion

Set Special and regular meeting dates: action item (2.5 minutes)

- Robinson wants to make sure all tabled agenda items are on a future meeting agenda.

Adjournment: action item

Blank moved to adjourn at 5:42 pm

M, C – Blank

Respectfully submitted,
Alexa Eccles, Janelle Sells

Calendar of events:

18 Aug 2023	Special Meeting	4:00 – 6:00	Post Falls
21 Sep 2023	Regular Meeting	9:00 – 12:30	Pinehurst
19 Oct 2023	Regular Meeting	2:00 – 5:00	Post Falls
16 Nov 2023	Regular Meeting	2:00 – 5:00	Post Falls
21 Dec 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

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