

**Community Library Network  
Board of Trustees Regular Meeting Minutes  
May 17, 2021  
Post Falls Library**

**We Empower Discovery**

**Trustees present:** Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale  
**Staff present:** Amy Rodda, Rebecca Melton, Janelle Sells, Linda Mahon

**Call to order:** The meeting was called to order at 2:00 pm by Katie Blank, Chair

**Roll call:** Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

**Public Comment:**

None

Blank requested the Public Comment Policy be reviewed at the next meeting.

**Presentation of the Rathdrum Library annual report: Linda Mahon**

Mahon presented her annual Rathdrum report to the Board. The past year has been difficult due to COVID restrictions. In light of that, she titled her presentation “A year of precautionary and innovative operations.”

Though she noted a few negative interactions with members, Mahon was pleased to report that no Rathdrum staff were sick. Members were eager to get something to read and listen to, pick up Grab and Go kits, digital resources, and curbside pickup were important. For staff, virtual meetings and trainings were frequent and helped keep everyone engaged and informed. The INCOL fall workshop about the importance of promoting our collection to members was valuable. Mahon acknowledged the great staff at Rathdrum and expressed her gratitude for their adaptability and service.

Stress was a prominent theme and both members and staff felt it. Mahon described a phone conversation with a member who was brought to tears when told her \$200 in fees would go away if she returned her late items. Mahon emphasizes the need to remember that new processes like self-check or online holds can be stressful for members at first.

Mahon noted that her library has two new shelving units for new items or themed displays and a security camera system was installed. She shared a positive note from a member who really appreciates the Rathdrum library. The member’s family spends summers in Idaho and likes the STEAM kits, Grab and Go kits, and displays.

The Board asked if the current location serves the Rathdrum community well. With new city development centered south of town, the library might be better placed on Lancaster where Kootenai Electric and city hall are building.

Mahon left the meeting at 2:24 pm

**Consent agenda: action item**

- Minutes of the April 6 special meeting
- Minutes of the regular meeting of April 15
- Minutes of the April 22 special meeting
- Minutes of the CIN meeting of March 2021
- April CIN Financial Statements
- Community Library April 2021 reports

A typo in the April 22 minutes was noted: in line #2 under Consultant contract, the “which” should be changed to “consistent with each other”

The consent agenda was accepted with the change to the minutes of April 22 as listed above  
M/C Veale

**Community Library Network April 2021 financial statements: action item**

Meyer requested that donors be listed in analysis if they are not opposed to that.

The Board expressed concern that some repairs and maintenance (R&M) lines are ahead of budget projections. Some of the higher cost is due to the unanticipated increase in material costs.

The financial statements dated 4/30/2021 were accepted as presented

M/C Veale

**Resolution of change to bank signature cards: action item**

Board accepted CLN 05.17.2021-1 to change the signatures for District bank accounts

M/C Meyer

**Circulation Statistics: April**

Trustees noted that April statistics compared to last year seem to be rebounding

**Director's report: update on Onboarding plan**

The Director discussed her report that reflects the progress in meeting the onboarding plan. She has visited each library and department. Library staff reported feeling a little isolated during COVID and managers would like to see additional benefits and full-time opportunities for staff.

The Director and Board Chair will start looking at appropriate measurable performance objectives to bring back to the Board for consideration.

**Budget discussion: Salary discussion**

An initial salary proposal was presented for Board consideration; the full budget draft has not been developed.

The Director explained two proposals to increase pay to the lowest paid staff. An additional 50 cents would be added to the beginning wage for circulation specialists, from \$12.89 to \$13.39. Circulation assistants would see a \$1.00 increase from \$10.96 to a starting wage of \$11.96. Raises for most other staff would be 2% with a few getting a 3% increase based on merit.

McCrea requested that staff provide a salary range for each job title. The proposed staff to total budget percentage is under 63%.

Proposals for additional hours already included in draft salary budget:

- Adding 16 hours to current vacant facilities specialist to bring the position to full time. The work for our facilities staff is continually increasing with some projects being delayed for lack of staff hours. No qualified people have applied for this position which has been vacant for 2 years. (estimated \$17,000 in salary plus benefits estimated at \$12,000)
- Social media position would add 12 hours to a current staff person. With social media transition, it would be very helpful to have a staff member that could dedicate time to this responsibility versus having staff try to add it current workloads. (estimated \$10,000 in salary plus potential benefits estimated at \$9,000)
- New 12-hour position at Harrison There are only have 2 staff at Harrison to cover all open hours. Staff do not feel comfortable taking time off and leaving the other alone. With services growing at Harrison, an additional staff member would help with safety and efficiency. (estimated cost \$8,000)
- Outreach services/emerging technology specialist combined position would add benefits. Both positions are currently vacant and approved, these positions require a CDL license and by

combining, there will be a significant cost savings in CDL training. Would also help these departments continue to work closely together. (estimated cost \$10,000)

Blank asked if an admin assistant is needed. Staff do not see a need at this time.

The Director asked for Board input on what scenario should be used for the draft budget to be presented at the June meeting. The Board requested a draft budget with growth and a zero percent increase.

A special meeting will be needed on July 27 or 28 to approve the budget for publication.

Board took a break at 3:50

Board reconvened at 3:57

**COVID 19 policy review:** The Director reported that District libraries are no longer quarantining materials. Idaho is currently in Stage 4. A Managers' meeting is scheduled for May 19 to discuss the next steps for reopening.

Fish left the meeting at 4:30

**Communications Coordinator job description: action item**

McCrea presented the following changes: in Position Summary, change "coordinates district promotions" to "coordinates district marketing efforts"; under Ability to, second bullet, change "accommodate fundraising" to "organize fundraising"; ninth bullet, reword to read "Use a camera to capture high quality and attractive photographs and/or video footage"

The Board accepted the Communications Coordinator job description with changes as noted above  
M/C McCrea

**Social Media policy review: discussion**

McCrea presented some suggested edits to the policy. It will be brought back to the Board in June.

**Revision to Rules of Conduct: action item**

The Board noted two changes: in the Public rules, "patron" in second bullet point was changed to "member"; in Staff Guidelines, under #2 Inappropriate use... in #6, "commercial purposes or children was changed to "commercial purposes of children"

The Board approved the revised Rules of Conduct with changes as noted above  
M/C McCrea

**Facilities Management Policy: action item**

The Board accepted the Facilities Management Policy dated 5 17 21 as presented  
M/C McCrea

**Trustee/Board Meeting Issues**

**Discussion of Teams protocols for Board meetings: action item**

McCrea's draft policy was presented and will be looked at again at the June Board meeting

**Treasurer position: discussion**

Trustees will consider appointing a non-elected member of the public to the Board Treasurer position at the June Board meeting. This appointed position is a non-voting Board member that performs financial duties and attends Board meetings.

**New board orientation: discussion**

The Director commented on the orientation processes that she is familiar with which can vary in length from several hours to a full day. Topics covered would include roles and responsibilities, Idaho

Code, values, mission, strategic plan, and the scope of library. The orientation is appropriate for new and existing trustees.

A Trustee job description was shared but no action was taken. It will be discussed next month.

**Agenda discussion and requests:**

Public Comment policy will be added to next month's agenda.

**Set Special and regular meeting dates: action item**

McCrea noted that she is not available to attend the June 17 meeting in person and will attend via Teams.

**Adjournment: action item**

The meeting was adjourned at 5:05 pm

M/C Meyer

Respectfully submitted,  
Amy Rodda, Rebecca Melton

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**Calendar of events:**

17 June 2021	Regular Meeting	2:00 - 5:00	Post Falls
15 July 2021	Regular Meeting	2:00 - 5:00	Post Falls
12 August 2021	Budget Hearing	6:00	Post Falls
19 August 2021	Regular Meeting	2:00 - 5:00	Post falls
26 August 2021	Budget Approval	6:00	Post Falls
16 Sept 2021	Regular Meeting	2:00 - 5:00	Post Falls

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Phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

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