

**Community Library Network
Board of Trustees Regular Meeting Minutes
Thursday 21 October 2021
Post Falls Library Meeting Room 2**

2:00 - 5:00 pm

We Empower Discovery

Agenda

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

Roll call: Trustees: Katie Blank, Vanessa Robinson, Rachelle Ottosen, Regina McCrea, Judy Meyer arrived at 2:05
Treasurer: Michele Veale
Staff: Amy Rodda, Janelle Sells, Brenda Ludwick

Public Comment: No Public

Speakers must live within the District.

Speakers must state name and address and speak for no more than 5 minutes.

Presentation of the Pinehurst-Kingston library annual report: Brenda Ludwick

The Board introduced themselves to Brenda Ludwick, Pinehurst library manager.

Ludwick started the year in review

- Team: Ludwick talked about how the most important asset is the staff. She introduced herself and her staff. Ludwick has been with the library nearly 15 years. Isabelle Briggs has been with the library for over 15 years. Ann Cooper is one of the newer staff members. Kim Ferguson transferred from Post Falls to the Pinehurst library. Jamie Law is the new Youth Services staff and is shared with Harrison. Volunteers: Ellie Arguimbau has her MLIS, Marylinn Heikkila has been with the library since the beginning of the library and recently passed away.
- The Space: Ludwick showed pictures of the recent remodel. A variety of displays and DVD racks make a barricade to keep members on the public side of the circulation desk. She discussed some of the ideas she would like to use with some of the bequest money. A new hot water heater has been installed. The storage shed has been cleaned and organized. The work room table has been replaced with a standing table and new counter-height chairs. The bathrooms have been named so members know which key opens the door.
- Programs: Programs are an important part of the library. Grab & Go kits are a hit and will continue. Outside programs were weather dependent (heat, smoke, rain, fire) and inside programs have a reduced capacity in order to maintain social distancing. Cleaning materials as they are returned is on-going, especially during cold and flu season. Laptops have replaced stationary desktop computers. Curbside by request is also continuing for members.
- Future: A large bequest from long-term members enabled staff to dream big about the future of the library building. Options include covering all or part of the back patio and maybe replacing the outdoor storage shed.

The board asked about the service area of Pinehurst. Pinehurst serves more than just the city of Pinehurst. It extends into many unincorporated areas surrounding the city.

Ludwick left the meeting at 2:30

Consent agenda: action item

Minutes of the regular meeting of 23 September

Minutes of the CIN meeting of August 2021

September CIN Financial Statements

Community Library September 2021 reports

The Board asked about including pictures of the managers in the library reports. They also asked if the library reports were made available to the public. These reports are for in-house use only. If they were made available to the public then pictures of minors would need to be redacted or receive permission from parents to publish pictures of minors. A request was made for the communications coordinator to be at the next regular meeting to discuss how she presents her statistics.

M, C - Meyer

Community Library Network September 2021 financial statements: action item

The financials presented are the unaudited year-end statements.

M, C - Meyer

Carryforward discussion: action item

- Rodda talked about re-opening the FY'21 budget to accept income that was in excess of the budgeted amount. Property Taxes were over budget due to taxes collected from prior years.
- Estimated carryforward to begin FY'22: Rodda explained what the estimated year-end cash available to operate the district for the first 4 months is \$2,201,223. There is additional carryforward over budget of \$253,755 that will need to be accepted into budget. Many income lines came in over budget and expenditures under budget, including cancelling the Hayden remodel.
- Allocate estimated carryforward: Estimated actual carryforward less carryforward needed for the first three to four months of operations, less assigned expenditures equals \$442,345 to assign to future expenditures/projects.
- Carryforward FY'22 Proposal: Increases proposed for Janitorial, Staffing/salary study, Databases, building addition for Harrison, Capital projects and Repairs & Maintenance, IT equipment and Capital Asset Repairs and Replacement. Ottosen requested Rodda look into the reasons for staff turnover. More discussion for the proposed items at the next regular meeting.

Circulation Statistics: September

A comparison to pre-COVID statistics would be nice to see.

Director's report

Rodda shared that our new assistant director will begin October 25, 2021. The historical project has launched and is available at ourcommunityhistory.net. Turnover has seen an increase recently. Hours, pay and benefits are themes seen in exit interviews and the recent staff evaluations. We also have had staff moving out of state or pursuing full-time job opportunities. Many organizations and businesses are seeing a higher than normal turnover during this last year. The Hayden library manager is leaving the district and the position has been advertised. The admin team is working with the communications coordinator on improving internal communications and staff morale. As staff leave, it may be possible to combine positions to create a full-time position.

Strategic planning discussion

Rodda presented a needs proposal for what a consultant would provide which includes a description of the district and scope of work to be produced. Request to add dialogue with the Board to the Scope of Work. Measurement tools to determine progress and success is important and should be added to the beginning paragraph. Ownership of the data should be added. The board authorized Rodda to seek quotes from consultants using the proposal with additional notes from the discussion.

Board calendar: action item

Blank shared the calendar for FY'22. The calendar lists the major topics that need to be discussed at meetings.

M, C - Meyer

Emerging Technology/Outreach Specialist job description: action item

Rodda explained this is a merged position. McCrea requested that all references to public be changed to "members". McCrea moved to accept the job description with requested change.

M, C - McCrea

Programming policy draft discussion

Rodda presented the programming policy. She researched several policies from around the nation. This is a new policy for the District. Robinson would like to add under the "Library will not provide": #4 Programs that support or oppose a specific sexual orientation. Programs may not promote or champion a particular sexual orientation. Ottosen would like to also add: #5 Programs that are reasonably considered controversial, sexual, immoral or illicit for minors. Blank would like to see the research and sources regarding statistics voiced by Ottosen and Robinson. McCrea is unaware of library programs that are perceived to be detrimental to minors. She believes libraries are free for all to seek information and ideas from all points of view. Meyer believes that libraries provide access to accurate information to the public and that parents are responsible for what their minor children access. Meyer asked about clarifying "research-based" programs - should it include some phrasing regarding "accurate or factual"? Discussion will continue at the next regular meeting.

Executive session: Director evaluation 90 day - review onboarding plan (Idaho Code 74-206(1)(b) Employee Evaluation)

Tabled to special meeting set for Monday, October 25, 2021 at Post Falls from 3:30 to 5:00 pm

Legislative updates

None

Community announcements

None

Agenda discussion and requests

- "The director's authority to unilaterally impose any medical procedures/restrictions/requirements on employees" - Request from Rachelle

Tabled to special meeting set for Monday, October 25, 2021 at Post Falls from 3:30 to 5:00 pm

Set Special and regular meeting dates: action item

A special meeting for executive session and agenda discussion and requests scheduled for October 25, 2021 from 3:30 to 5:00 at Post Falls.

Adjournment: action item Meeting adjourned at 5:05 pm

M, C - McCrea

Respectfully submitted,
Amy Rodda, Janelle Sells

Calendar of events:

18 Nov 2021	Regular Meeting	2:00 - 5:00	Post Falls
16 Dec 2021	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: ADAcordinator@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.