

**Community Library Network  
Board of Trustees Regular Meeting Minutes  
Thursday 16 June 2022  
Spirit Lake Elementary**

**2:00 – 5:00 pm**

**We Empower Discovery**

Agenda

Call to order: Meeting called to order at 2:02 pm

Roll call: Trustees: Katie Blank, Vanessa Robinson, Regina McCrea, Rachele Ottosen, and Judy Meyer  
Treasurer: Michele Veale  
Financial Committee: Bob Fish  
Staff: Amy Rodda, Linsey Miller-Escarfuller, Janelle Sells, Carol Ferguson

Pledge of Allegiance

Response to public comment

- Rodda commented about the software, Collection HQ. This collection management software has been in use since 2015. Reports utilized included outdated materials, materials not circulated in more than 2 years, grubby materials, and selected popular materials/authors. The Diversity Equity and Inclusion module was only made available in the last 6 months. It reports the amount of the collection that is DEI. The reports are informational, and the staff still follow the Collection Policy when selecting materials. Collection HQ is paid for by the Software expense line and not the Database expense line. Collection HQ has really helped streamline materials procurement. Blank asked if the Trustees would like more information about the software. Rodda will forward more information and/or videos to the Trustees for more review.

Public Comment

- Speakers must state name and community and speak for no more than 3 minutes.
- Kyla Weems, Post Falls – She enjoys her job at the library. She feels the District does not see the value of staff. There are 26 part-time staff at Post Falls, there are only 3 full-time positions. She researched other positions in the area and she makes more than \$2.00 per less than market value and has more responsibility than a receptionist. She wants her career to be in libraries.
- Marianna Cochran, Rathdrum – She displayed a photo of books on a shelf in the Teen section at the Post Falls library. She quoted from the book “Tricks” by Ellen Hopkins, one of the book authors in the photo. She questioned why library staff would feature such a deviant book.
- Lis Worcester, Post Falls – She asked if the Board and staff saw what happened at Pride in the Park. She said that as leaders of the community, we needed to prevent it from happening. She noted that Collection HQ is a trojan horse for Marxism.
- Mike Birdsong – He asked how many are mothers or have been sexually accosted. He quoted from a book about sexual abuse. He asked if this book is acceptable when it is available for children 13 years of age and older. These books should not be available to children. It is the parents’ job to teach about these subjects.

## Board Procedures

- Blank noted that she will be keeping track of each trustee's opportunity to speak. She introduced Bob Fish. He is on the Financial Committee.

## Spirit Lake Library Annual Report

- Carol Ferguson introduced herself. She introduced her staff, how long they have been with the library and their duties. Ferguson talked about her staff's creativity with programming and decorations for various holidays. New paint and light fixtures have brightened the library. A new flagpole is on order. She talked about her work as president of the Spirit Lake chamber, library tours for kids and programs with various schools, story time with Mrs. Claus was held at city hall, Lego Day, and Naturebrary held at Farragut State Park. She talked about some of the happenings around Spirit Lake, including a new mayor, the building permit moratorium is back in place after issuing over 300 building permits, new water wells, and replacing water and sewer lines. There still are many options being discussed for the future of the Woolen Brown building. McCrea asked about her board report regarding the panic button. Ferguson noted that a fix is in the works. She noted that the library will need to grow as the population in the area continues to grow. Meyer thanked Ferguson for helping work with the school district to allow use of the elementary school for the meeting. Blank asked about attendance at programs. Ferguson noted that it is increasing.

## Election of officers: action item

- Blank explained this will be a two-step process. First will be the election of officers from the elected officials. Meyer presented the slate of officers to be **nominated**: Blank for Chair, Meyer for Vice-Chair, and McCrea for Clerk. Meyer moved to approve the presented slate of officers. Robinson asked what the Clerk does. McCrea and Meyer explained the duties of the Clerk and that the Clerk does not have to be an elected trustee.

M, C – Meyer, Ottosen abstained.

- The second step is the nomination for Treasurer. Julie Saad expressed interest in being Treasurer. Meyer is nominating Michele Veale to continue as Treasurer. McCrea noted the continuity that was reflected in the audit as presented. McCrea asked Sells to discuss her work interaction with Veale. Sells noted that Veale has been the most involved Treasurer during her tenure. McCrea moved to nominate Veale as Treasurer. Meyer explained the Idaho Code for appointing a Treasurer and their duties. Meyer has asked Saad to provide more information about herself. Saad was under the impression that a replacement Treasurer was needed but she does not want to take away a position from some one that wants to continue and that the rest of the Board is happy with. Saad is a certified public accountant and is new to the area. She discussed her experience as a CPA, has her master's degree in business, and is interested in contributing to the community. Blank invited Saad to participate on the Financial Committee with Fish. Fish noted how he works with the library financials and would be pleased to have Saad work with him. Saad stated she would work on the Financial Committee. Blank expressed concern **about** having a person inexperienced in library finances installed as Treasurer in the middle of the budget process. Ottosen expressed she felt it was fraudulent to exclude another interested party as Treasurer. Ottosen moved to amend the motion to nominate Julie Saad as Treasurer.
- Break taken to verify proper procedure for multiple nominations and amendments to motions.
- Per Robert's Rules of Order, candidates can be voted on in the order they were nominated.
  - Motion to appoint Veale as Treasurer:
    - McCrea and Meyer – Aye; Robinson and Ottosen – opposed
  - Motion to appoint Saad as Treasurer:
    - Robinson and Ottosen – Aye; McCrea and Meyer – opposed
  - Blank voted for Veale to break the tie.
  - M, C – McCrea, Robinson and Ottosen opposed

#### Consent agenda: action item

Minutes of the regular meeting of 19 May

Minutes of the CIN meeting of April 2022

May CIN Financial Statements

Community Library May 2022 reports

- Meyer asked why the Children's librarian at Post Falls was leaving. Rodda noted they left for another position as a pre-school teacher. McCrea noted two corrections. Robinson asked about E-book income and expense lines in CIN. Sells explained that only the contract obligation was budgeted for Income and Expenses. Additional contributions beyond the contract are accepted causing both Income and Expense lines to be over budget. Robinson commented on notes from the All Staff Day. Ottosen asked how the library cards were issued for the elementary school students. Rodda explained our standard process for issuing library cards to send library card registration home with the students for parental consent prior to library field trips.
- McCrea moved to accept the consent agenda with changes.

M, C - McCrea

#### CIN overview

- Sells explained that CIN made a purposeful decision several years ago to reduce their carryforward. Rodda noted that CIN is a consortium with a joint powers' agreement. Voting members are the Directors of member libraries. CLN acts as Fiscal Agent for CIN as the largest of the CIN members. As a consortium, all member libraries can save money on catalogue software and can share materials across the entire consortium. The size of the consortium aids in contract negotiations.

#### Community Library Network May 2022 financial statements: action item

- Robinson moved to approve the May 2022 financial statements. Ottosen asked about the bank service charges. More than the average number of Stop Payments for checks have been issued.

M, C - Robinson

#### Circulation Statistics: May

- The statistics were presented in the table packet.

#### Director's report

- The compensation study is in progress.

#### Spirit Lake library tour

#### Budget Discussion

1<sup>st</sup> draft discussion

- Rodda discussed the initial first draft of the FY'23 budget. She noted two scenarios for income – one with 0% plus growth and a 1% plus growth. A couple Urban Renewal Districts will be closing but at this time no estimates are available. E-rate discounts have already been approved. Income and expenses are presented as a percent of revenue. Fish provided a copy of his analysis. Fish does not include Carryforward Designated as Income or Funds from CARRF for Capital Projects in current revenues. He stated expenditures from those lines are Balance Sheet items. Fish said that in the past it was recommended that Salaries should not exceed 63%. Rodda noted a significant Capital project to replace the Hayden roof is slated for this next fiscal year. Rodda stated that Fish's report states the estimated actual for the current year, but the salaries budget was approved at 63% for FY'22. Salaries have been presented at the current wages with an anticipated market correction resulting from the compensation study. Once the study is complete, staff will present the Board with a new salary schedule. Several proposals have been presented adding new hours or increasing current hours for staff. Implementing

the compensation study recommendations may take years to accomplish. McCrea asked if the salary range within job categories will be addressed in the compensation study. Rodda said it will.

Break at 4:05 from 4:29 for tour of Spirit Lake Library.

Strategic planning update

- The Community Survey was presented in the Table Packet. Over 700 community surveys were received. The retreat had a very engaged group and additional one-on-one interviews were conducted with other business leaders. Key take-aways and themes were presented in the summary. The consultants will be presenting a final report in July.

Trustee Continuing Education – None at this time  
ICRMP training

Facilities updates

- For FY'23, two capital projects are planned for - Hayden roof replacement and Harrison remodel.
- Funds planned for the Hayden berm project have been re-allocated to repair the Spirit Lake parking lot.

Legislative updates – None at this time

Community announcements – None at this time

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

- Meyer - Board Training and Self-Evaluation
- Robinson - Increase copy/print prices to the public

Set Special and regular meeting dates: action item

- The Strategic Plan consultants are scheduled for a virtual meeting on Thursday, July 21, 2022. Time to be determined. Rodda will email the time.
- The regular Board meeting may be scheduled for Monday, July 18, 2022, from 2:00 to 5:00 pm or Thursday, July 21, 2022, 9:00 to 12:00 noon at Harrison. Blank and Rodda will contact trustees confirming a date and time.
- A special meeting to approve a budget for publication to be held Tuesday, July 26, 2022, at Post Falls from 3:00 to 5:00 pm

Ottosen moved to extend the meeting to 5:30  
M, C - Ottosen

Adjournment: action item

- McCrea moved to adjourn at 5:14 pm

M, C - McCrea

Respectfully submitted,  
Amy Rodda, Janelle Sells

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Calendar of events:

21 Jul 2022	Regular Meeting	2:00 – 5:00	Harrison
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11 Aug 2022	Budget Hearing	6:00	Post Falls
18 Aug 2022	Regular Meeting	2:00 – 5:00	Hayden

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](mailto:ADAcordinator@communitylibrary.net)

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