

**Community Library Network  
Board of Trustees Special Meeting Minutes  
Monday 24 October 2022  
Post Falls Library Meeting Room 2**

**2:00 - 5:00 pm**

**We Empower Discovery**

**Agenda**

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

Roll call: Trustees: Katie Blank, Regina McCrea, Judy Meyer, Rachelle Ottosen, and Vanessa Robinson  
Treasurer: Michele Veale  
Staff: Amy Rodda, Lindsey Miller-Escarfuller, and Janelle Sells  
Guest: Katie Brereton with Lake City Law

Pledge of Allegiance

Executive session: (Idaho Code 74-206(1)(b): the Board shall retire into Executive Session to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student  
and  
(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 *(95 minutes)*)

Meyer moved to go into executive session per Idaho Code 74-206(1)(b) and Idaho Code 74-206-(1)(a) at 2:02 pm  
Blank - aye  
McCrea - aye  
Meyer - aye  
Ottosen - aye  
Robinson - aye

Miller-Escarfuller and Sells left the meeting 2:02 pm

McCrea moved to come out of executive session at 3:54 pm  
Blank - aye  
McCrea - aye  
Meyer - aye  
Ottosen - aye  
Robinson - aye

Miller-Escarfuller and Sells returned to the meeting at 3:56 pm

Hiring a recruitment consultant: action item *(10 minutes)*

- Robinson moved to approve hiring a recruitment consultant for hiring a new director. Meyer asked Blank to research consultant

M, C - Robinson; Ottosen abstained

Material selection policy discussion: action item *(60 minutes)*

- Rodda noted heading changes based on the discussion in September. Withdrawal of materials section is based on condition, usage, and demand. Meyer noted that computer systems are used to determine material needs. Gifts section was not changed. The Reconsideration of Materials have been updated to add procedures that occur during a reconsideration. The district is a member of a consortium so only Community Library Network residents can submit requests for only Community Library Network materials. A timeline for appeals to the Board was added. Items can be reviewed once in a three-year period. Robinson noted that the policy is reviewed every three years and she is fine with materials being reviewed once every three years. She would like “library staff” added about the review team and a bullet point that the Board will review if the policy has been followed. A sentence should be added about the Board evaluating whether staff appropriately used the policy during the review process. Ottosen moved to strike the sentence that an item will be reviewed once every three years. Robinson asked if a second review request was received if library staff could provide the initial results. McCrea does not agree to remove the sentence but suggested a log or file to provide results from prior reviews. Ottosen wants to make sure if a member of the public brings new concerns, they have the opportunity to be heard. Blank thinks items may need to be re-evaluated if new concerns were presented. Robinson suggested one year per review. Blank asked how long a review takes. Rodda noted that it depends on the size of the material, number of copies, and number of reviews that have been submitted, but it can take at least several hours per staff member on the review team. Ottosen stated that PLA encourages libraries to use ALA undergraduates that would be free. McCrea noted that the attorney has already vetted the policy and she did not see the time restriction as a liability. McCrea called the question to remove one sentence. Discussion regarding a reviewed item receiving another request but with new concerns.

M, Failed - Ottosen; Meyer, Blank and McCrea opposed, Robinson abstained

Blank asked staff to modify the sentence to incorporate items receiving more requests for review due to new concerns. Ottosen asked how “forms of expression not covered by ...” would be implemented. Rodda noted several tests staff can use to implement the practice. Ottosen moved to insert “not withstanding Idaho Code 18:15-17(d),” prior to “materials for minors...” Meyer asked what the code was. Ottosen noted that code was the exemption for libraries to disseminate materials that are harmful to minors. McCrea read the code. Ottosen noted this change is only policy and does not change the law. McCrea stated adding these terms is confusing. McCrea asked for the information and attorney names that Ottosen received advice from regarding this section. Rodda noted policy language is to make it clear what staff are to do. Veale believes it is confusing and will undermine staff.

M, Failed - Ottosen; Meyer, McCrea, and Robinson opposed to added “not withstanding...”

Discussion to continue at next meeting.

Set Special and regular meeting dates: action item (15 minutes)

- A special meeting is set for Friday, November 4, 2022, from 2:00 to 4:00 pm

Adjournment: action item

McCrea moved to adjourn at 5:03 pm

M, C - McCrea

Respectfully submitted,  
Amy Rodda, Janelle Sells

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Calendar of events:

|             |                 |             |            |
|-------------|-----------------|-------------|------------|
| 15 Nov 2022 | Regular Meeting | 2:00 - 5:00 | Post Falls |
| 15 Dec 2022 | 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](mailto: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.