

**Community Library Network  
Board of Trustees Special Meeting Minutes  
Friday 05 May 2023  
Post Falls Library**

**1:30 - 3:00 pm**

**We Empower Discovery**

Agenda

Call to order Meeting was called to order at 1:30 pm

Roll call Trustees: Katie Blank, Regina McCrea, Judy Meyer (arrived at 1:37 pm), Rachelle Ottosen, Vanessa Robinson

Treasurer: Michele Veale

Staff: Lindsey Miller-Escarfuller, Janelle Sells, Michelle Fansler, Randy Zepeda

Executive session: (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 *(30 minutes)*

McCrea moved to go into executive session per Idaho Code 74-206(1)(a) at 1:31 pm

Blank – Aye

McCrea – Aye

Meyer – Aye

Ottosen – Aye

Robinson – Aye

Sells and Fansler left the meeting at 1:31 pm

McCrea moved to leave executive session at 1:50 pm

Blank – Aye

McCrea – Aye

Meyer – Aye

Ottosen – Aye

Robinson – Aye

Sells, Fansler, and Zepeda joined the meeting at 1:53 pm

Succession planning: action item *(5 minutes)*

- Robinson moved to have the Interim Director, Lindsey Miller-Escarfuller, continue as Interim Director through June 5, 2023, at 8:00 am.

M, C - Robinson

2024 budget discussion *(30 minutes)*

- Miller-Escarfuller provided a comparison of other libraries for spending on personnel and collections from revenues. The data is from 2020 taken from the Institute of Museum and Library Services. She noted that expenditures on personnel and collections for the District is low in comparison to libraries of like service area. Robinson asked what expenses the District pays for that other libraries may not have to. Blank noted the libraries that would be like comparisons. McCrea said that inflation may also be a factor. Miller-Escarfuller stated that service area refers to population. Blank would like more

information about what Meridian Library District and Spokane County Library District budgets look like compared to the District.

- Miller-Escarfuller provided copies of the salary scenarios again. Budget worksheets were also presented. Robinson asked for lines of expenditures that really cannot be adjusted. Miller-Escarfuller talked about expenditure lines that could be reduced. Blank recalled that wages for front line staff were the most out of line.

Facilities projects discussion: action item *(20 minutes)*

- Miller-Escarfuller noted the current budget for the Hayden roof replacement was approved for \$185,000 and the most recent quote is \$233,000. She may be requesting additional funds from CARRF to help cover the increased cost. Randy Zepeda presented information and pictures of the Hayden library roof. He showed areas of deterioration. The bid process for the roof will require a full Request for Proposal and advertising. Miller-Escarfuller reviewed the library’s contract procedures and the requirements from Idaho Code. By consensus, CARRF funds may be used for the roofing project. McCrea moved to publish an RFP to replace the Hayden roof.

M, C - McCrea

Robinson moved to extend the meeting to 3:20 pm

M, C - Robinson

Set Special and regular meeting dates: action item *(5 minutes)*

Adjournment: action item

Robinson moved to adjourn at 3:14 pm

M, C – Robinson

Respectfully submitted,

Lindsey Miller-Escarfuller, Janelle Sells

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Calendar of events:

18 May 2023	Regular Meeting	9:00 – 12:30	Rathdrum
15 June 2023	Regular Meeting	9:00 – 12:30	Spirit Lake
20 July 2023	Regular Meeting	9:00 – 12:30	Harrison

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Phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

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