

## **Board Packet**

11.16.23 Board Meeting

**Community Library Network  
Board of Trustees Regular Meeting Minutes  
Thursday, October 19, 2023  
Post Falls Library**

**2:00pm – 5:30pm**

**We Empower Discovery**

Agenda

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

Roll Call Trustees: Katie Blank, Tom Hanley, Rachelle Ottosen, Tim Plass, Vanessa Robinson  
Treasurer: Julie Saad (arrived at 3:43 pm)  
General Counsel: Colton Boyles  
Staff: Alexa Eccles, Janelle Sells, Karen Yother, Karin Hall, Michelle Fansler

Pledge of Allegiance

Public Comment *(30 minutes)*

Speakers must state name and community and speak for no more than 3 minutes. Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting. No personal attacks or disruptions from audience members will be tolerated.

- Leslie Wilde, Hayden – She was a teacher for elementary children. She shared her experiences with Youth Services and her grandchildren. She spoke about librarians needing continued professional development.
- Michelle Lippert, Post Falls – She spoke about the book, "Democracy in America". It discussed concerns about the tyranny of the majority. The selection of materials based on the dominant community values leaves no room for intellectual freedom.
- Suzanne Kearney, Post Falls – She spoke, in an analogy, about the safety of children. She noted the minor card policy is not protecting children.
- Theresa Birkett, Post Falls – She noted Hanley's press article regarding the Kootenai County Sheriff. She is opposed to removing intellectual freedom from the materials selection policy. She is opposed to disaffiliating from ALA.
- Heather Greenman, Post Falls – She thanked the Board majority for disaffiliating from the ALA. She understands librarians need professional training and there are other organizations that can provide that. She noted a discount available for books from Ken Ham.
- Regina McCrea, Post Falls – She spoke that the public needs to have an opportunity to respond to changes in policy before the policy is approved. She noted some suggested changes will infringe on adults' First Amendment rights.
- Teresa Borrenpohl, Post Falls – She noted local boards disaffiliating with related national professional organizations. She related this to isolationism.
- Evan Koch, Spirit Lake – He noted when Elvis Presley was shown on TV from the waist up. Society accepts the LGBTQ community and accepts talking openly about sex.
- Pat Raffey, Post Falls – She thanked Blank and Robinson for their support of the library. She spoke about stewardship. She noted bullying behavior is not appropriate.

Fansler left the meeting at 2:27 pm

Consent Agenda: Action Item (*10 minutes*)

Minutes of the Special meeting of September 8  
Minutes of the Special meeting of September 15  
Minutes of the Regular meeting of September 21  
Minutes of the Special meeting of September 27  
Minutes of the Special meeting of September 28  
Minutes of the Special meeting of September 29  
CIN September 2023 financial statements

- Consensus to remove meeting minutes of September 27<sup>th</sup> and September 29<sup>th</sup> for review and bring back to the next regular meeting. One correction noted for September 28<sup>th</sup> minutes. Blank moved to accept the consent agenda with noted correction and without meeting minutes of September 27<sup>th</sup> and September 29<sup>th</sup>. Ottosen is opposed due to confusing minutes from September 8<sup>th</sup>.

M, C – Blank; Ottosen opposed.

Community Library Network September 2023 financial statements: Action item (*5 minutes*)

- Hanley asked about the Telecom expense line. Sells explained the District does not budget for support from the State and budgets full cost for July, August, and September. Plass asked about the Bond Levy Income line. Sells noted the Bond Levy Income line was fulfilled during the first few months of the fiscal year. Hanley asked about the findings on the water issue at Harrison. Eccles noted plans for the ADA path to the library have been provided but no additional information regarding the water issue. Blank is concerned about the Legal and Professional expense line. Eccles noted the largest expenses for the year were for Director search consulting and legal fees. Plass asked about URD Closure Income. Blank moved to accept the September 2023 financial statements.

M, C - Blank

Circulation Statistics: September 2023 (*5 minutes*)

- Plass would like to know how many patron cards are dropped each month. Eccles noted that particular statistic is usually reported annually but can easily be included on the report. She will need to review the procedure and timing of cards removed. Eccles stated statistics with new cards based on card type.

Youth Services Report: staff presentation (*15 minutes*)

- Karen Yother introduced herself. She and her staff provide programs for children ages 0 to 18. She reviewed training for new and existing staff. Programs are developed based on research-based best practices for child development and literacy standards. Over 55,000 were served in the past year. She is anticipating a 12% increase in attendees. Yother noted that libraries are more than books, they are about relationships. Programs provide learning about many topics. She reviewed some of the programs offered through community partners and gave examples of community partners used by the library. Yother introduced some of her staff and reviewed the programs they deliver. She noted the Youth Services team are leaders in the state. Robinson asked about the budget changes. Blank is pleased with the commitment to literacy and partnerships. Plass asked about some of the programs and funds that may be from the communications budget.

Outreach Services Report: staff presentation *(15 minutes)*

- Karin Hall introduced herself. She has worked for the District for 23 years. She is proud to provide this unique service. She talked about the purpose of a bookmobile and outreach services. She showed pictures of all the bookmobiles utilized by the District over the years. Some of the original rural areas are still being serviced. The Sprinter van services many senior living facilities. Bookmobiles service many schools including schools that do not have libraries in the schools. Outreach also hosts programs. Hall reviewed the many parades and events they participated in. She reviewed the statistics from the last year. A commercial driver's license is required to drive the bookmobile and she reviewed several of the requirements prior to getting behind the wheel. She introduced her staff and invited all to stop by. Plass asked about how many staff have CDL's. Robinson asked about where some of the stops are located. Blank asked about the change in service bookmobile over the years. Hanley asked what a "pop-up" bookmobile stop is.

Director's Report *(10 minutes)*

- Eccles noted her table packet with FY2024 Carryforward. She reviewed that carryforward is less than optimal. Plass asked about Accounts Payable. Accounts Payable are expenses that occurred during FY'23 and were not paid prior to year-end. Eccles stated that expenditures do not occur in equal measure throughout the year. Blank is concerned there is not a full two months of emergency funds available. Eccles provided a second document in the table packet noting FY2024 expenditure concerns regarding Insurance and Legal & Professional expenditures. She noted for FY'24, Legal & Professional expenditures may go over budget by more than \$50,000. Eccles would like the Board to make a decision about how to fund these two expenditure lines.

Legal Counsel Report *(15 minutes)*

Report on disaffiliating with ALA

- Boyles reviewed the resolution. He noted he received some concerns about the resolution. He stated he does not see any federal or statutory concerns for adopting the presented resolution. Blank understands not wanting to spend money but is concerned about staff access to information needed for their job. Eccles noted her concerns especially for restrictions that have no financial obligation. She stated she did provide an alternative resolution to legal counsel. Blank restated her concerns and asked if the resolution is in conflict with Idaho Code. Ottosen noted the policy was already approved pending legal review. Hanley stated nothing prevents individuals from spending their own money for training. Robinson asked if Idaho Commission of Libraries or other CIN libraries are affiliates or organizations associated with ALA. Boyles stated his definitions for affiliates.

Discussion to disaffiliate with ALA and its subsidiaries: Action item *(15 minutes)*

- Ottosen noted the prior discussion relates to this agenda item. Ottosen requested the Director provide her alternative resolution. Boyles recommended the Board provide a specific effective date. Hanley moved to disaffiliate with the ALA in accordance with the resolution as distributed to the Board. Blank still has concerns that the resolution is in conflict with Idaho Code. Eccles is unclear what "organizations, subdivisions, or subsidiaries thereof" means. Robinson agrees it is unclear.

M, C – Hanley; Blank opposed, Robinson abstained.

Discussion of ICRMP appeal: Action item *(10 minutes)*

- Ottosen submitted an appeal to ICRMP. The appeal will be considered at the October 25, 2023, ICRMP Board meeting. Ottosen will be presenting the appeal. Blank asked what was going to be

presented. Plass noted the appeal letter has the talking points for the ICRMP Board. Blank is in support of recognizing some of the actions of the library Board that may have caused the reduction in insurance.

Break (*5 minutes*) Break from 4:08 pm to 4:13 pm

Discussion of prior trustee continuing education: Roberts Rules (*5 minutes*)

- Blank stated her concerns about the Trustee Continuing Education document from 9/21/23. Her concern is this document is intended to silence the minority. Ottosen welcomed discussion outside of a meeting.

Trustee continuing education: First Amendment (Boyles Law) (*10 minutes*)

- Boyles presented a document from a litigated case – Little v. Llano County. He chose this case as it is very current. He reviewed the facts of the case. The court found that First Amendment rights are more protected with regards to the removal of materials.

Discussion of Materials Selection Policy: Action item (*40 minutes*)

- Blank stated she is unclear what document is being reviewed for approval. Robinson is also confused. Hanley reviewed the document he provided. He is agreeable to providing a final draft, in policy form, to be reviewed. Plass would like to add "in part" where "as a whole" is referenced regarding materials. Hanley noted that his version of the policy is for acquisition of books. Blank asked for the source of the policy draft presented by Hanley. Plass stated the source is the Idaho Law. Based on information provided by counsel, Hanley asked if there should be two policies – one for acquisition and one for removal. Blank reviewed the Four Tests for a Legally Enforceable Library Policy. Robinson would like to accept Hanley's offer to provide a final draft, in policy form, for review. Plass moved to accept the Hanley draft of the Materials Selection policy with the "or in part" language added. Plass retracted his motion. Ottosen called for consensus "or in part" after "taken as a whole" on page 2 of the Hanley draft. Consensus was reached. Blank is concerned the Hanley draft violates Idaho Code. Eccles noted the Hanley draft appears to be an acquisition policy only and removed language for removal of materials. She is concerned about the readability of the policy for staff and the public. She discussed several other concerns with the draft policy. She asked what the legal implications of creating a more restrictive policy than Idaho code. Hanley believes there should be two policies – one for acquisition and one for removal and he has offered to re-write his draft and draft a weeding policy to be sent to the Director with a final draft presented at another meeting.

Director Evaluation Policy and Committee Report: Action item (*10 minutes*)

- Hanley discussed his research for an evaluation policy. He has started drafting the policy. Next, he will develop a form for evaluation. He would like a copy of the current form used to evaluate the Director and staff. Blank stated committee meetings will need to be in an open meeting. Eccles noted a good source for developing the policy is June Garcia.

Discussion of future agenda requests (The board will decide via consensus whether these items will be moved to a future agenda) (*5 minutes*)

- Blank asked to have a smaller agenda in order to spend more discussion time for agenda items. Robinson noted that counsel was limited during his discussion at this meeting.
- Hanley would like to add: Library Director Evaluation Policy, Materials Selection Policy, and Weeding and Reconsideration Policy.

- Plass would like to add: Initiate changes to the By-Laws for rules changing policies. He would like a special meeting for continuing to obtain a full insurance quote.
- Ottosen suggested a special meeting for Hanley and Plass's agenda requests. Consensus for a special meeting for Materials Selection Policy, Weeding and Reconsideration Policy, and discussion for obtaining full insurance quotes.

Hanley moved to extend the meeting by five minutes.

M, C - Hanley

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

- A special meeting is set for November 2, 2023, from 2:00 pm to 5:00 pm

Adjournment: Action item

Blank moved to adjourn at 5:33 pm

M, C – Blank

Respectfully submitted,  
Alexa Eccles, Janelle Sells

\*\*\*\*\*

Calendar of events:

16 Nov 2023	Regular Meeting	2:00 – 5:30	Post Falls
21 Dec 2023	Regular Meeting	2:00 – 5:30	Post Falls
18 Jan 2024	Regular Meeting	2:00 – 5:00	Hayden
15 Feb 2024	Regular Meeting	2:00 – 5:00	Post Falls
21 Mar 2024	Regular Meeting	2:00 – 5:00	Hayden
18 Apr 2024	Regular Meeting	2:00 – 5:00	Athol
16 May 2024	Regular Meeting	2:00 – 5:00	Rathdrum
20 Jun 2024	Annual Meeting	2:00 – 5:00	Spirit Lake
18 Jul 2024	Regular Meeting	2:00 – 5:00	Harrison
Aug 2024	Budget Hearing	TBD	Post Falls
15 Aug 2024	Regular Meeting	2:00 – 5:00	Hayden
19 Sep 2024	Regular Meeting	2:00 - 5:00	Pinehurst
17 Oct 2024	Regular Meeting	2:00 – 5:00	Post Falls
21 Nov 2024	Regular Meeting	2:00 – 5:00	Post Falls
19 Dec 2024	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: ADAcoordinator@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.

**Cooperative Information Network**  
**Income Statement - 8.33% Time Elapsed**  
**For the One Month Ending October 31, 2023**

<b>UNAUDITED</b>	<b>Current</b>			
	<b>Month</b>	<b>YTD Actual</b>	<b>Annual</b>	<b>YTD %</b>
			<b>Budget</b>	
<b>Revenues</b>				
1 INCOME - BENEWAH COUNTY	2,215.43	2,215.43	3,651.43	60.67
2 INCOME - CLARKIA	1,179.64	1,179.64	1,179.64	100.00
3 INCOME - COEUR D'ALENE	0.00	0.00	24,288.82	0.00
4 INCOME - COMMUNITY LIBRARY NET	20,043.90	20,043.90	80,175.59	25.00
5 INCOME - KELLOGG	0.00	0.00	1,462.14	0.00
6 INCOME - LIBERTY LAKE	0.00	0.00	7,444.07	0.00
7 INCOME - MULLAN PUBLIC	0.00	0.00	1,468.94	0.00
8 INCOME - OSBURN	0.00	0.00	1,110.05	0.00
9 INCOME - PEND OREILLE	0.00	0.00	5,947.48	0.00
10 INCOME - PLUMMER	1,739.56	1,739.56	1,739.56	100.00
11 INCOME - PRIEST LAKE	0.00	0.00	1,634.75	0.00
12 INCOME - SILVER HILLS	0.00	0.00	1,231.35	0.00
13 INCOME - ST. MARIES	0.00	0.00	3,675.13	0.00
14 INCOME - WALLACE HIGH	1,075.30	1,075.30	1,075.30	100.00
15 INCOME - WALLACE PUBLIC	0.00	0.00	1,548.71	0.00
16 INCOME - WEST BONNER	3,561.83	3,561.83	6,433.83	55.36
17 INCOME - EBOOKS MEMBERSHIP	0.00	0.00	10,000.00	0.00
18 INCOME - EBOOKS CONTRIBUTIONS	20,000.00	20,000.00	10,000.00	200.00
19 INCOME - E-BOOKS DONATIONS	3,075.19	3,075.19	3,000.00	102.51
20 INCOME - INTEREST	5.01	5.01	40.00	12.53
<b>21 Total Revenues</b>	<b>52,895.86</b>	<b>52,895.86</b>	<b>167,106.79</b>	<b>31.65</b>
<b>Expenses</b>				
22 EBOOKS & MATERIALS	20,075.19	20,075.19	25,000.00	80.30
23 EBOOK MEMBERSHIP	0.00	0.00	10,000.00	0.00
24 ByWATER / KOHA MAINTENANCE	0.00	0.00	29,050.00	0.00
25 EBSCO OPEN ATHENS/NOVELIST	0.00	0.00	9,725.00	0.00
26 ENVISIONWARE / MAINT	0.00	0.00	4,727.00	0.00
27 MARCIVE MAINTENANCE	0.00	0.00	1,820.00	0.00
28 OPAC MAINT-SYNETICS	0.00	0.00	3,650.00	0.00
29 TWILIO	603.07	603.07	5,000.00	12.06
30 ACCOUNTING SERVICES	0.00	0.00	2,000.00	0.00
31 AUDIT	0.00	0.00	4,150.00	0.00
32 SUPPLIES	(257.44)	(257.44)	0.00	0.00
33 LOCAL COURIER	5,681.65	5,681.65	68,179.80	8.33
34 ORBIS COURIER	0.00	0.00	3,765.00	0.00
<b>35 Total Expenses</b>	<b>26,102.47</b>	<b>26,102.47</b>	<b>167,066.80</b>	<b>15.62</b>
<b>36 Net Income</b>	<b>\$ 26,793.39</b>	<b>\$ 26,793.39</b>	<b>\$ 39.99</b>	

Cooperative Information Network  
Balance Sheet - 8.33% Time Elapsed  
October 31, 2023

**UNAUDITED**

**ASSETS**

**Current Assets**

MTN WEST - CK BK	\$	7,138.02	
ACCOUNTS REC		<u>39.23</u>	

<b>Total Current Assets</b>			<b>7,177.25</b>
-----------------------------	--	--	-----------------

**Property and Equipment**

<b>Total Property and Equipment</b>			<b>0.00</b>
-------------------------------------	--	--	-------------

**Other Assets**

MONEY MKT ACCT 2090005920		46,151.61	
PREPAID EXPENSES		<u>20,506.09</u>	

<b>Total Other Assets</b>			<b>66,657.70</b>
---------------------------	--	--	------------------

<b>Total Assets</b>		<b>\$</b>	<b><u>73,834.95</u></b>
---------------------	--	-----------	-------------------------

**LIABILITIES AND CAPITAL**

**Current Liabilities**

<b>Total Current Liabilities</b>			<b>0.00</b>
----------------------------------	--	--	-------------

**Long-Term Liabilities**

<b>Total Long-Term Liabilities</b>			<b>0.00</b>
------------------------------------	--	--	-------------

<b>Total Liabilities</b>			<b>0.00</b>
--------------------------	--	--	-------------

**Capital**

NET ASSETS		47,041.56	
Net Income		<u>26,793.39</u>	

<b>Total Capital</b>			<b>73,834.95</b>
----------------------	--	--	------------------

<b>Total Liabilities &amp; Capital</b>		<b>\$</b>	<b><u>73,834.95</u></b>
--	--	-----------	-------------------------

---



CIN Income Statement/Balance Sheet Analysis  
October 2023 – 8.33% of Time Elapsed

**REVENUE**

**Income – Benewah County** – Benewah County has paid their portion of dues for the year and one quarter of their courier costs.

**Income – Clarkia** – Clarkia has paid their portion of dues.

**Income – Coeur d’Alene** – Coeur d’Alene has not yet paid their portion of dues for the year or quarterly courier costs.

**Income – Community Library Network** – The District has paid one quarter of dues for the year and one quarter of their courier costs.

**Income – Kellogg** – Kellogg has not yet paid toward their dues.

**Income – Liberty Lake** – Liberty Lake Library has not yet paid their portion of dues for the year or quarterly courier costs.

**Income – Mullan Public** – Mullan has not yet paid toward their dues.

**Income – Osburn** – Osburn has not yet paid toward their dues.

**Income – Pend Oreille** – Pend Oreille County has not yet paid their portion of dues for the year or quarterly courier costs.

**Income – Plummer** – Plummer has paid their portion of dues for the year.

**Income – Priest Lake** – Priest Lake Library has not yet paid toward their dues.

**Income – Silver Hills** – Silver Hills has not yet paid toward their dues.

**Income – St Maries** – St Maries has paid for their dues and one quarter of their courier costs.

**Income – Wallace High** – Wallace High has paid their portion of dues for the year.

**Income – Wallace Public** – Wallace Public has not yet paid toward their dues.

**Income – West Bonner** – West Bonner District Library has paid their dues and one quarter of their courier costs.

**Income – E-books Membership** – This will be received in May or June by CDA and CLN libraries.

**Income – E-books Contributions** – Contributions this month are from Coeur d’Alene Library and Community Library Network.

**Income – Donation for E-books** – Donations this month are from West Bonner Library District, Wallace High School, and Benewah County Library District.

**Income – Interest** – Interest Income is above budget for October.

## EXPENSES

**E-books & Materials** – Purchases this month were made from the contributions by Coeur d'Alene Library, Community Library Network and the donations from Wallace High School and Benewah County Library District. Purchases from the West Bonner Library District will be placed in November.

**E-book Membership** – This expense will be paid in May or June.

**ByWater / Koha Maintenance** – No expense this month.

**EBSCO Open Athens/Novelist** – There is no expense this month. This expense is generally paid in August or September.

**Envisionware / Maint.** – This is usually billed in the spring.

**Marcive Maintenance** – This is billed in the spring or summer.

**OPAC Maint – Syndetics** – There is no expense this month.

**Twilio** – Twilio charges are for any automated communication, except email, to library members about their library account.

**Accounting Svcs** – This amount will be billed and paid in September of 2024.

**Audit** – This will be paid in late winter or early spring when our auditor has finished her work.

**Supplies** – The negative amount reflects member libraries purchasing supplies.

**Local Courier** – This is the monthly amount paid to the CIN courier.

**ORBIS Courier** – This is paid in quarterly installments. The next quarterly payment should be in December.

## BALANCE SHEET

**Current Assets/Accounts rec** – The checking account reflects the current balance at month-end.

**Money Market Acct** – These are funds currently in the money market account.

**Prepaid Expenses** – These are funds placed with Overdrive as part of our CIN contract to acquire eBooks and pay for their service. Our November audit will determine if there are any adjustments necessary for FY 23.

**Current Liabilities** – None at this time.

**Long-Term Liabilities** – This line is adjusted at the end of our audit. There were no Long-Term Liabilities for FY 22. Our November audit will determine if there are any Long-Term Liabilities for FY 23.

**Capital** – Auditor adjustments are made annually to all Capital Assets and Income.

Janelle Sells  
Business Manager  
CLN & CIN



TO: Chair Ottosen and the Board of Trustees  
FROM: Alexa Eccles, Director  
DATE: November 9, 2023  
RE: Board of Trustees Minutes for the September 27<sup>th</sup> meeting

---

**Eccles, the Board’s Secretary, and staff believe the statement “Eccles will be available via telecommunications on the 29<sup>th</sup> is an accurate summary of the meeting. The Agenda for the Friday, September 29<sup>th</sup> meeting lists location as “POST FALLS LIBRARY & Teams”. Posted: 09.28.2023 @ 11:45am**

***Eccles will be available via telecommunications on the 29th***

**TRANSCRIPT:** Special Board of Trustee Meeting, 09/27/2023

**17:48 MINUTES INTO RECORDING**

17:48 Ottosen: “Trustee Plass.”

Plass: “Since this is an action item, I move a motion that we schedule a special meeting, Friday at 1 o’clock to look at whatever quotes we have at that time and then make our decision.”

Ottosen: “So you’ve moved to schedule a special meeting Friday at 1 o’clock and what was the rest of that?”

Plass: “To review whatever insurance quotes we have at that time and make a decision.”

Ottosen: “Ok, It has been moved to schedule a special meeting Friday at 1 o’clock to review any insurance quotes we have at that time. So we have discussion. Trustee Hanley.”

Hanley: “Do we need a motion to schedule a meeting?”

Ottosen: “Trustee Blank.”

Blank: “I don’t think it’s illegal to have a motion to schedule a meeting, first of all. Secondly, has anybody checked to see if there will be a quorum. As you all know I won’t be there, and the Director needs to be there. Has any body checked to see if that is actually going to work?”

Hanley: Thursday or Friday?

Ottosen: Friday at 1 o’clock. My day is completely open.

Hanley: I’m available.

Eccles: "I already disclosed to the chair that I have obligations and will be out of town. I've already done quite a bit of moving around of those obligations. I was under the direction from the last meeting that we would not be meeting, we would be meeting today. So, I made other arrangements. In terms of internet access, I am able, I feel confident to be able to access email or cell service but remote access I do not have a secured remote access at this point."

Ottosen: "Would the Assistant Director be able to stand in your place?"

Miller-Escarfuller: "I..." (microphone not on)

Ottosen: "Is there anyone else?"

Eccles: "Well, I would refer you to Counsel whether or not its required that the director be in attendance. That's typically how I understand that statute."

Ottosen: "Can we hear from the Attorney first?"

21:04 Boyles: "I know that the open meeting law allows any member to attend via telecommunication device so long as they are able to interact and clearly hear everyone. I'm reading right now the specific provision in the public library district's section related to the Director's attendance, so I need just a couple minutes to take a look at that and read that specifically."

Ottosen: "Ok, Trustee Plass."

21:30 Plass: "I was just going to offer another alternative. I thought three members had to be for an open meeting had to have an agenda and have it announced and that's all that was said. I'm clerk. I can act as secretary as far as I would think just at least as long as there are at least three members."

Ottosen: "Ok, Trustee Blank."

21:54 Blank: "I think we need to wait to hear from our Attorney. I think that might be a misinterpretation of what the code says about Director attendance. I don't think the Clerk stands in ever for the Director."

22:14 Eccles: "My only other concern would be if we do need to have an emergency meeting my recommendation would be to for the safest path allow 24 hours. So, my preference would be Thursday evening. I am available before I leave town. We could do that at 5 or 6 after the close of business for these companies which was kind of alluded was probably going to be East coast. And review and then allow time for an emergency meeting."

Ottosen: "Trustee Blank."

22:52 Blank: "This is a question for the Director. Did you say that quotes might come in on Friday? Or was it said that quotes might come in on Friday. Would Thursday be too early?"

23:13 Eccles: "I guess my most direct response would be we have nothing in our hands today except for a policy renewal with ICRMP. So, it is possible that we will not have anything from these companies that would suit our needs."

23:33 Ottosen: “So perhaps our best option then is to move, well after we dispense with the main motion, to move that we close the libraries if we don’t get other quotes in in time?”

23:50 Eccles: “Let me think.”

Ottosen: “Trustee Plass.”

23:55 Plass: “I think waiting until Friday gives you more opportunity for something to still come in. I think, I thought you said Payne West had something they were going to deliver. I’m looking for the other company to still come in or something. I would rather wait as long as we could until 1 o’clock.”

Ottosen: “Trustee Blank.”

24:17 Blank: “Is the meeting legal without the Director? Especially, I thought you were just about to answer that, but especially when it comes to completing a negotiation.”

24:34 Boyles: “It looks like Idaho code 33-2721 states that, “the library Director or Director team shall attend all executive sessions of the Board of Trustees. I’m still reading. I’m making an effort to read through the entire section in case there is something else there that speaks directly to an executive session and it does allow the Director or Director team to attend. So I think Director Eccles based upon that section would have the authority to delegate a team potentially to attend.”

25:10 Eccles: “So usually that statute is interpreted as districts are allowed to have more than one Director or co-Directors which we have had in the history of Community Library Network so usually that citation does not mean administration. So I’m just clarifying, it’s usually co-Directors and not like a team member, if that is a better clarification.”

Ottosen: “Trustee Blank.”

25:36 Blank: “I would say that that is true. I was around when this was put together. We had a co-Director team so they were addressing specifically the co-Director team that was hired as a co-Director team not a Director/Assistant Director.”

Ottosen: “Trustee Plass.”

25:56 Plass: “Maybe Legal Counsel can explain but it doesn’t make sense to me that the statutes put us in such a bind that only one person, that the meetings depend on one person. What if the Director resigns? What if we want to go into executive session to have a performance review and we don’t want her present? What if she’s just not available? She can’t hold us hostage to stop our meetings. It doesn’t make sense that the statutes would be so specific that it would be one person only.”

26:39 Ottosen: “Yeah, it wouldn’t make sense if there was an emergency and it was difficult to get to a meeting place, that might prevent some people from getting there. Trustee Hanley.”

26:52 Hanley: “If I understood the Council correctly that was for an executive session. Will this be done as an executive session. Is that what we are anticipating? We’re not in executive meeting right now. Is that only required for executive sessions or is that required for all meetings?”

Ottosen: “Director”

27:15 Eccles: “There is additionally when he finds information relating to that it does say the only reason the Director will not be executive session is essentially to discuss the performance of the Director. So that is the one exception that the Director is not in attendance. But generally it is understood that the Director must be in attendance. It says in my employment contract that I must attend all Trustee meetings. There is quite a bit of documentation for the Council to review. But, that it is my understanding and that’s why I’m recommending if possible that we could meet Thursday at 7 or another time. I can also like I said review whether or not I can secure an internet connection, but I will not be in town.”

Ottosen: “Trustee Robinson”

28:11 Robinson: “I think we need to kind of break down the logistics because if we don’t do it on Thursday and she’s not here and she can’t be here for Friday and Lindsey also is not here Friday and if we wait till Friday and the Director could Zoom in or whatever we do here. I’m trying to think this through. Friday from what I understood earlier would possibly be too late to secure a new policy anyway because then things are closed on Saturday, regular businesses not the library and Sunday. So, if we are talking about this Friday meeting we don’t even know if we are going to have more quotes. We don’t know if any staff is going to be here. And insurance companies are going to be closed. So, what I’m hearing is it either has to be Thursday evening or Friday morning if Alexa could zoom in. Am I wrong on that?”

Ottosen: “Trustee Plass.”

29:25 Plass: “I think the consideration is they may not be able to be open and give us binding by 2 pm or after 2 pm Friday because an East coast company might close at 5. So, I think we have time up until 4:30 their time to still get binding. It isn’t that they are going to be closed Friday because then it wouldn’t help you to meet Thursday night.”

30:01 Robinson: “No, I didn’t say that they would be closed Friday. I said the business time would be closed possibly by the time we get done with ours”

30:09 Plass: “That’s why we do it at 1 o’clock if we have time, make our decision, go with what we’ve got and 1:30 our time we should be able to get binding from one of these insurances.”

Ottosen: “Trustee Blank”

30:21 Blank: “I know that my broker closes at 4 o’clock on Fridays. I happen to know this because a lot of times I try to call later than that. So at 2 o’clock if it is back east if we are here at 1 o’clock that is up at 4 o’clock that is really edging it. If you’re really trying to do something it seems like Friday earlier would be logical. I could see this taking half an hour or more then it’s 2 o’clock and then if they close at 4 on Fridays then it’s a problem. It seems to me that either Thursday evening or Friday morning would be a more logical time. It’s a long-shot to begin with. It’s a more logical long-shot if they are back east people to go Thursday night or Friday morning.”

Ottosen: “Trustee Robinson”

31:28 Robinson: “Could we maybe hear about what it would entail to actually close down the libraries for one or two days? What that looks like?”

Ottosen: "Director"

31:41 Robinson: "How do you go about doing it? And what it means to the employees. Are they still paid?"

31:47 Plass: "That's changing the subject."

31:48 Robinson: "That's not changing the subject."

31:50 Blank: "That seems very crucial."

31:56 Eccles: "Yeah. I would say that you know it's a significant communication effort to the public as well as staff. My concern would be inviting the public in when we don't have any liability coverage. My concern would be staff driving vehicles or operating. We have both the Hayden library and Post Falls library open on Sundays as you know. If it rolls into Monday that would be significant more impact for all locations. It would essentially be furloughing staff so there would be a determination on that. So, it would be significant. I don't know if Lindsey wants to add anything else, but it would be significant. I would potentially recommend that the Board move forward with ICRMP at that point or a serious consideration with ICRMP. I know there's consideration in the Joint Powers Agreement for if we choose to try to move to a different company and different things like that. I think I would recommend to the Board seriously considering ICRMP's renewal instead of closing to the public and to staff. That still may be our only option. Again, I am just going to frame this as I said on Monday to somebody that I have in my hand promises, I do not have anything in my hand and we have very limited time left. Some of these companies have been working on this for three weeks. Some of the companies have been working on it a week. There's still questions coming back. There's no predicting when the information is going to come out of underwriting. Even with the brokers they are just giving us estimates. I would probably recommend moving forward with ICRMP rather than closing so we have coverage and then re-reviewing that at another time."

Ottosen: "Mr. Plass"

34:09 Plass: "Well I was just going to say before we got onto that as far as the timing of the meeting that the binding for the insurance is given by the broker. We don't need an East coast company to stay open until after 5 to do it. That they have the authority locally. I don't know if Payne West is local but the other company is local. Their broker is local and they can bind it certainly by 2 o'clock for us. I'm just looking to maximize the amount of time to get the quotes in and make a decision with what we have at that time. And I don't see why we can't have a back-up if the internet remote connection doesn't work for the Director to have a backup. And have that as part of our plan for the meeting. If the connection doesn't work then Janelle or somebody is the secretary."

35:13 Ottosen: "Attorney, did you find anything where there could be an alternate at a special meeting?"

35:20 Boyles: "If the only provision of the statute that speaks to the mandatory duty for the Director to attend is the provision that I quoted which relates to executive sessions. If the duty is created by an employment contract that's a separate issue I would need to analyze. It certainly could be waived by the Board whether or not it would create liability from the Director's standpoint to do that. I think certainly she is entitled to come. She is not prohibited from attending via

telecommunication device, so I think she does have that option whether it be video conference or telephone conference. But again, that's sort of subject to any special provisions in the employment agreement that may exist related to in person attendance. But in general that's not a requirement. I am available either day to make it work. You could notice both days and not have a meeting. You could also discuss authorizing within perimeters the Director and the Chair to bind some type of insurance as long as it meets perimeters if it truly gets to that point as well. I think you have several options at that point to consider to get this done. But, my recommendation remains that we bind coverage before our plan coverage expires.

35:43 Ottosen: "Director, would you be willing to delegate someone else if for whatever reason you can't call in?"

36:55 Eccles: "I would just express concern that is not my understanding of the statutes. I didn't have time to pull that up for you so I would just express concern that is in my understanding that I have that authority. My understanding is that I must attend all meetings."

37:12 Boyles: "I wasn't making that recommendation. I simply meant to convey that in my opinion she may attend remotely but I wasn't recommending that she not attend. She's been an integral part of finding the quotes, reviewing the quotes, analyzing quotes. I think we would need her opinion on which policy is most appropriate."

37:38 Eccles: "I would just maybe clarify if there were concerns that my responsibility is to the organization, and I am open to any quote that best meets our requirements. Like I said I feel comfortable reviewing whatever we get as late as possible and giving people as much possible time and offering the Board that as an option so we don't lose coverage. I am concerned by what the Board is discussing just from a risk standpoint. Again, you know when this first renewal option came out I began to get quotes immediately. And have in good faith been working to get as much information as much options as we could. I understood from the Trustees that we want \$5 million in this, \$3 million in this, and a policy that covers us to that same scope. So, I would offer that reassurance that I'm willing to if the Board feels comfortable with the authorization to contract the organization with coverage with the best policy plan from whoever that comes from as late as possible."

Ottosen: "Trustee Hanley"

39:03 Hanley: "I would not feel comfortable signing off with ICRMP without at least one alternate company with an offer on the table to us because it does limit our coverage, ICRMP does in several areas and in one area no coverage. I don't feel that's a wise risk to leave the library open with. And I think that considering taxpayers in mind I want to make sure we get the best value so I would not feel comfortable without at least entertaining two options, at least ICRMP and one other place. If that's Payne West fine. If there's also a third party, that's great too. If we don't have at least two options to look at I prefer to let the coverage lapse, close the library on Sunday and leave it closed on Monday until we can discuss this and make a decision."

Ottosen: "Trustee Robinson"



40:04 Robinson: "Since these are complicated matters and I don't know a lot about closing down, I would like to refer everybody to what counsel just told us that he definitely recommends that we don't let it lapse. Maybe Counsel could tell us his reasons for that."

40:26 Boyles: "Sure, so typically the policies only cover an occurrence that happens within the period that's provided of coverage under the policy. So, if our insurance policy lapses and an event does happen that would otherwise be covered Sunday, Monday, Tuesday, the insurer will likely know about that before we bind the additional coverage and they could deny us you know a retroactive coverage, a gap, and they could say, all right we will cover you but that huge, horrible thing that happened on Monday it's not included. So, it's a risk that I think the Board, certainly I'm not qualified or authorized to make that decision. I think the Board with the advice of the Director can make that type of a risk decision using their best business judgment. In this case we've recommended to get two or three quotes, so that you way you are exercising that sound business judgment rule. If that's not practically available, then that would alleviate your liability to not consider those additional options. At that point you are making the decision just based upon the best information you have. Does that answer the question?"

41:35 Robinson: "It does and thank you. I would like to point out that if any Trustee is thinking well if the libraries are closed nothing can happen that's completely not true. Somebody could come an try to break in and get hurt, cut on the glass as they are breaking in and they could sue. Or somebody could come in the parking lot and hit the building or slip on ice that isn't there yet. You get what I'm saying. Even if the buildings are closed down and they are empty there could still be liability. Is that correct?"

42:04 Boyles: "There's always liability."

42:08 Ottosen: "Ok, at a previous meeting someone had suggested that maybe we could just extend our current policy by one month. Is that even an option?"

42:17 Eccles: "Just to clarify because I shook my head. I did send an email to the Board from a conversation with Mr. Osborn, the Executive Director of ICRMP, and he was clear that one policy ends and that we've been offered a policy renewal and that goes into effect on midnight of the first essentially or the first of the day."

Ottosen: "Trustee Plass"

42:43 Plass: "So, we have Idaho statute, I don't have them in front of me but one of the things is we as Trustees are obligated to provide the financial well-being of the District blah, blah, blah and insurance. So, we have to provide insurance, so I'm not interested in having it lapse because we have Idaho statute saying we provide it. So, I am looking for Friday by 1 o'clock to have whatever quotes we have and review. If all the quotes we know of I guess came in Thursday and there aren't any more to come Friday and we change that or maybe we schedule two meetings Thursday if we don't have them all. Thursday at 7 or 5. If we don't have them all. Then we cancel that meeting and we go to 5. So, I'm looking for two meetings maybe, one or the other."

Ottosen: "Trustee Blank"

43:47 Blank: "I missed that. Two meetings?"

43:53 Plass: "Schedule two meetings."

43:55 Blank: "Like Thursday?"

43:55 Plass: "so we have 24-hour 48-hour notice. Thursday at 5 and Friday at 1. Thursday afternoon the Director can tell us we have all the quotes we're going to get then we cancel the Friday meeting and we go and do the 5 o'clock. If by 4 o'clock Thursday she still doesn't have any quotes, then we cancel the Thursday and go to the Friday."

44:25 Ottosen: "So you would like to change your motion to schedule a special meetings Thursday at 5 pm and Friday at 1 o'clock to review whatever insurance quotes we have at that time?"

44:45 Robinson: "Possibly should he just withdraw his original and completely reframe a new one?"

44:55 Ottosen: "Was the one I read?"

44:55 Robinson: "Don't we have to amend it?"

45:00 Plass: "We haven't voted on it yet. Ok, I withdraw it."

45:00 Ottosen: "Ok, so you withdraw it?"

45:01 Plass: "I withdraw the other motion and make a motion to schedule two special meetings one Thursday at 5 and a second one Friday at 1 with the intent of cancelling one of them. Anyway, I was going to say that. At 5 on Thursday and 1 on Friday to review all the quotes available at that time and make a decision."

45:35 Ottosen: "Ok, so, motion to schedule two special meetings Thursday at 5 pm and 1 o'clock on Friday to review all insurance quotes we have at that time. Ok. It has been moved to schedule two special meetings one on Thursday at 5 pm and 1 o'clock on Friday to review all insurance quotes we have at that time."

46:07 Blank: "and make a decision."

46:08 Ottosen: "Oh and make a decision."

46:15 Ottosen: "Ok, it has been moved to schedule two special meetings one Thursday at 5 o'clock and one at 1 o'clock on Friday to review all insurance quotes we have at that time and make a decision. Trustee Hanley."

46:31 Hanley: "Should it say that we have to have two quotes? Should it say that? Because we still only have one. It makes a difference maybe. The other question I have is I thought the Director said that she was looking toward 7 pm. I don't know why. Maybe it's an availability issue. Was 5 o'clock preferred over 7? I'm indifferent. I can go to either one."

46:56 Ottosen: "Director?"

46:57 Eccles: "I'm available."

46:58 Ottosen: "Ok. All right. Trustee Blank."

46:59 Blank: "This was a question that didn't get, my hand was not acknowledged in the last one. I just want to know. Is ICRMP, if a boiler fails and floods and stuff, is ICRMP our insurance company for that? Yes? It is. So, it is true that a whole lot of stuff could happen even if there are no bodies in here? Ok."

47:22 Hanley: "The building could burn down."

47:25 Eccles: "The largest claim that we've had in the five years was related to an ice storm and to the physical facility, so it does cover our buildings, vehicles, and staff."

Ottosen: "Trustee Robinson"

47:38 Robinson: "Just in case there is a quorum issue I will not be able to attend Thursday at all but I would be able to attend Friday."

47:47 Ottosen: "Ok, I'm available both. Trustee Hanley are you available for both?"

47:52 Hanley: "I'm available for both."

47:53 Ottosen: "Trustee Blank you're not"

47:54 Blank: "Neither."

47:57 Ottosen: "Ok. Trustee Plass."

47:58 Plass: "I'm available for both times."

48:02 Ottosen: "Ok, so that would give us a quorum. I think that having the two options there gives us more time to make sure on the issue of the Director being there on Friday through electronic means or whatever. Are we ready to vote then? Director."

48:23 Eccles: "I would just add that my preference would be for a meeting Thursday and then like I said in the Financial Management Policy just to point out and remind the Board that in terms of contracting the reason why this is being brought to the Board is because the amount is likely in excess of \$50,000. It does say that ongoing annual contracts are exempt from the \$50,000 requirement and so I've been very respectful that this is an essentially a policy change or anything like that, but I do believe that after Thursday that instead of calling another meeting just to authorize the Director to expend over that \$50,000 if there's by chance any other things that come in. That would be my preference. I feel like there is a lot of risk, I think is still the best answer to that. We would be waiting too late Friday for closing the libraries and doing all of that preparation work if we wait until a decision on Friday."

49:31 Ottosen: "Ok, that can be further discussed on Thursday. Trustee Plass."

49:38 Plass: "But the expectation I have is that the Director let's us know mid afternoon Thursday 4 o'clock whatever, "I still don't have any quotes." So, we have an opportunity to cancel that meeting without actually meeting. Just keep us updated where you are with what's come in. You have one quote we could still meet and review."

50:01 Eccles: "I will send any quote I receive immediately to all members of the Board."

50:04 Ottosen: "Thank you. All right, if there is no further discussion it has been moved to schedule two special meetings Thursday at 5 pm and 1 o'clock on Friday to review all insurance quotes we have at that time and make a decision. All those in favor say, "aye."

50:26 Ottosen: "Ok, sounds like it is unanimous and the motion passes."

**AMENDED**  
**Community Library Network**  
**SPECIAL Board of Trustees Meeting Minutes**  
**WEDNESDAY, September 27, 2023**  
**POST FALLS LIBRARY**

**12:30PM – 1:30PM**

**We Empower Discovery**

Agenda

Call to Order Meeting was called to order at 12:30 pm

Roll Call Trustees: Katie Blank, Tom Hanley, Rachelle Ottosen, Tim Plass (arrived at 12:32 pm)  
Vanessa Robinson (left the meeting at 1:34 pm)  
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells  
Guest(s): Colton Boyles

**Discussion and possible engagement of a new liability insurance provider: *Action item (15 minutes)***

- Eccles stated she has not received any quotes from either broker. Marsh McLennen is estimating receiving a quote with the same coverage at approximately the same premium on Thursday, September 28, 2023. Boyles received notification from Redman that Travelers Insurance declined quoting. Eccles noted an emergency meeting may need to be called if an insurance policy cannot be approved prior to 11:59 pm on September 30, 2023. Hanley suggested choosing from whatever quotes are presented at a meeting on Friday, September 29, 2023. Boyles noted most carriers are on the East Coast and close of business would be 2:00 pm. Plass moved to schedule a special meeting on Friday, September 29, 2023, at 1:00 pm to review insurance quotes and make a decision. Blank stated she would not be available. Eccles is not available in person either. She recommends a special meeting on Thursday, September 28, 2023, at or after 5:00 pm. Boyles noted the code regarding Director attendance at meetings. Closing the libraries for lack of coverage would have a significant impact on the public and staff. Eccles recommends moving forward with ICRMP to prevent closing the libraries. Boyles noted Eccles could attend a special meeting remotely. Hanley prefers to close libraries, letting the policy lapse, if ICRMP is the only policy option. Boyles is not in favor of a lapse in coverage. Plass withdrew his motion. Plass moved to schedule two special meetings, Thursday, September 28, 2023, at 5:00 pm and Friday, September 29, 2023, at 1:00 pm to review all insurance quotes and make a decision. Robinson is not available on the 28<sup>th</sup>. Blank is not available on the 28<sup>th</sup> or the 29<sup>th</sup>. Eccles will be available via telecommunications on the 29<sup>th</sup>.

M, C - Plass

Executive Session (Idaho Code 74-206(1)(f): To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. *(30 Minutes)*

Blank asked what the general reason is for going into executive session. Robinson cannot stay past 1:30 today. Plass does not see a need for executive session today. Boyles noted the executive session is for him to counsel the Board regarding the letters received from outside agencies. No executive was called. Hanley moved to extend the meeting by 10 minutes until 1:42 pm.

M, C – Hanley; Robinson opposed.

Eccles does not think an executive session for the ICRMP appeal needs to be in executive session. Ottosen asked for consensus for agenda items not addressed at this meeting except Trustee Continuing Education, to be added to the upcoming two special meetings. Consensus was reached. Blank is opposed.

~~Discussion of Community Library Network's increasing risks as it relates to insurance policy renewal(s): Action item (2.5 minutes)~~

Review legal counsel recommendations, authorize insurance and release of resolution: Action item (5 minutes)

- Boyles noted he has not had an adequate amount of time to address concerns about the resolution. He does not recommend adding this to the next two meetings.

Approval of appeal letter to be sent to ICRMP Insurance: Action Item (5 minutes)

~~Discussion and possible engagement of a new liability insurance provide: Action Item (20 minutes)~~

Discussion of the 9.21.2023 Trustee Continuing Education presentation (5 minutes) – will be on the next regular meeting agenda.

Set Special and Regular Meeting Date(s): Action Item(s) (2.5 minutes)

Adjournment: Action Item

Plas moved to adjourn at 1:49 pm

M, C – Plas

Respectfully submitted,  
Alexa Eccles, Janelle Sells

Calendar of events:

27 Sep 2023	Possible Quorum	5:00 - 7:00	Post Falls
19 Oct 2023	Regular Meeting	2:00 – 5:30	Post Falls
16 Nov 2023	Regular Meeting	2:00 – 5:30	Post Falls
21 Dec 2023	Regular Meeting	2:00 – 5:30	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: [ADACoordinator@communitylibrary.net](mailto:ADACoordinator@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.

Amended: 09.26.2023 @ 12:25pm | Posted: 09.25.2023



TO: Chair Ottosen and the Board of Trustees  
FROM: Alexa Eccles, Director  
DATE: November 9, 2023  
RE: Board of Trustees Minutes for the September 29<sup>th</sup> meeting

---

**Eccles, the Board’s Secretary, and staff believe the statement “A consensus was reached for the insurance brokers to continue a comprehensive insurance quote.” is an accurate summary of the meeting.**

Hanley requested clarification regarding the objective of the appeal. Eccles reviewed the letter from ICRMP about the reduction in coverage. The appeal draft letter requests retro-active coverage restoration. She believes it is in the best financial interest of the District to appeal. Plass is not in favor of the draft appeal at this time. Robinson is in favor of appealing to ICRMP for restoration of coverage. Eccles noted the Board’s instruction to begin the appeal process at a prior meeting. She reviewed the appeal letter showing a good faith action to ICRMP to improve. Ottosen disagrees with some of the items in the letter and with forced education. The basis for the letter notes areas of concern from a risk management standpoint and the requirements of the Joint Powers Agreement with ICRMP. Boyles noted there are some notifications requirements that may limit coverage. Robinson asked what would cause an insurance company to remove employee liability coverage. Boyles and Eccles referred to the Joint Powers Agreement for specific reasons that coverage may have been lost. Hanley is not in favor of the appeal letter at this time either. **A consensus was reached for the insurance brokers to continue a comprehensive insurance quote.** Boyles advised the Board to commit to a policy. Plass moved to end the discussion and continue the discussion in a special meeting at a later time. Eccles noted the substantial increase in the number of Board meetings in the last several months. Boyles offered optional language for the appeal letter to get the appeal process started. He noted it would be better to start the process sooner. Ottosen would like a letter drafted with counsel’s recommendations.

**TRANSCRIPT:** Special Board of Trustee Meeting, 09/29/2023

42:58 Ottosen: “Trustee Hanley”

42:59 Hanley: “I agree with two different Trustees and the Chair. I think the appeal is tying us up for far more conditions than I am willing to accept. Regarding Trustee Plass’ suggestion if we have a way to prematurely terminate our ICRMP contract next week or the week after then

I think the appeal letter would no longer be of any valid need there. So, I'm open to the idea of not pursuing this appeal letter today."

43:41 Ottosen: "I guess we would need to make sure that it's abundantly clear that we have consensus that we are still pursuing, that the insurance quotes should not be stopped. Say "yes" aloud, please."

43:56 Hanley: "Yes."

43:59 Robinson: "That they shouldn't be stopped being pursued? Sure."

44:02 Chair: "Yeah"

44:03 Robinson: "Sure."

44:04 Chair: "If someone were to stop that and say, "Never mind we don't want any of those. We don't want that to happen."

44:08 Robinson: "The more information the better."

44:11 Chair: "So, uh..."

44:11 Director: "I would just remind the Board that the topic right now is the appeal letter."

44:17 Chair: "Ok, um, well I think this bears upon you know, whether there is a point to the appeal letter. So, Yes, we have consensus. I would be for that for not stopping it. Trustee Robinson."



**Community Library Network  
SPECIAL Board of Trustees Meeting Minutes  
FRIDAY, September 29, 2023  
POST FALLS LIBRARY & Teams**

**1:00-3:00PM**

**We Empower Discovery**

Agenda

Call to Order Meeting was called to order at 1:00 pm

Roll Call Trustees: Tom Hanley, Rachelle Ottosen, Tim Plass, Vanessa Robinson  
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells  
Guest(s): Colton Boyles

Discussion and possible engagement of a liability insurance provider: *Action item (55 minutes)*

- Eccles noted that Redman Insurance and Marsh McLennan would not have any quotes on Friday, September 29, 2023. The current available option is renewing with ICRMP and selecting the supplement-type insurance policy from Great American Insurance Group. Plass moved to direct the library director to process the applications and paperwork for ICRMP and Great American Insurance Group she was asked to complete at the September 28, 2023, meeting and engage those two policies. The Board authorizes the Director contracting authority over \$50,000 for insurance.

M, C - Plass

Executive Session (Idaho Code 74-206(1)(f)): To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. *(40 Minutes) Discuss 3 recent letters – No Discussion*

Review of legal counsel recommendations *(5 minutes) – No Discussion*

Authorize insurance: *Action item (5 minutes) – No Discussion*

Release of ALA Resolution: *Action item (5 minutes) – No Discussion*

Approval of appeal letter to be sent to ICRMP Insurance: *Action Item (5 minutes)*

- Hanley requested clarification regarding the objective of the appeal. Eccles reviewed the letter from ICRMP about the reduction in coverage. The appeal draft letter requests retro-active coverage restoration. She believes it is in the best financial interest of the District to appeal. Plass is not in favor of the draft appeal at this time. Robinson is in favor of appealing to ICRMP for restoration of coverage. Eccles noted the Board's instruction to begin the appeal process at a prior meeting. She reviewed the appeal letter showing a good faith action to ICRMP to improve. Ottosen disagrees with some of the items in the letter and with forced education. The basis for the letter notes areas of concern from a risk management standpoint and the requirements of the Joint Powers Agreement with ICRMP. Boyles noted there are some notifications requirements that may limit coverage. Robinson asked what would cause an insurance company to remove employee liability coverage.

Boyles and Eccles referred to the Joint Powers Agreement for specific reasons that coverage may have been lost. Hanley is not in favor of the appeal letter at this time either. A consensus was reached for the insurance brokers to continue a comprehensive insurance quote. Boyles advised the Board to commit to a policy. Plass moved to end the discussion and continue the discussion in a special meeting at a later time. Eccles noted the substantial increase in the number of Board meetings in the last several months. Boyles offered optional language for the appeal letter to get the appeal process started. He noted it would be better to start the process sooner. Ottosen would like a letter drafted with counsel's recommendations.

M, Failed – Plass; Hanley and Robinson opposed.

Ottosen moved for an appeal letter to be drafted with counsel's recommendations. The Board reviewed edits to the appeal letter. Eccles recommends authorizing the Chair to submit on behalf of the Board. Ottosen withdrew her motion. Ottosen moved to submit the appeal letter as amended.

M, C - Ottosen

Set Special and Regular Meeting Date(s): *Action Item(s) (5 minutes)* – No Discussion

Adjournment: *Action Item*

Hanley moved to adjourn at 2:22 pm

M, C - Hanley

Respectfully submitted,  
Alexa Eccles, Janelle Sells

Calendar of events:

29 Sep 2023	Special Meeting	1:00 – 3:00	Post Falls
19 Oct 2023	Regular Meeting	2:00 – 5:30	Post Falls
16 Nov 2023	Regular Meeting	2:00 – 5:30	Post Falls
21 Dec 2023	Regular Meeting	2:00 – 5:30	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.

Posted: 09.27.2023 @ 4:30pm

**Community Library Network**  
**Income Statement - 8.33% of Time Elapsed**  
**For the One Month Ending October 31, 2023**

<b>UNAUDITED</b>	<b>Current Month</b>	<b>YTD Actual</b>	<b>Approved YTD % Amended Budget</b>	<b>Budget</b>
<b>Revenues</b>				
1 INCOME - PROPERTY TAXES	0.00	0.00	5,013,163.00	0.00
2 INCOME - BOND LEVY	10,050.43	10,050.43	278,400.00	3.61
3 INCOME - SALES TAX & AG EQUIP	0.00	0.00	300,000.00	0.00
4 INCOME - COOP ELECT AGRMENT	8,401.44	8,401.44	35,100.00	23.94
5 INCOME - PERSONAL PROP RPLCMNT	0.00	0.00	27,983.00	0.00
6 INCOME - PROPERTY TAX RELIEF	0.00	0.00	64,300.00	0.00
7 INCOME - COPIERS/PRINTERS	2,902.36	2,902.36	34,000.00	8.54
8 INCOME - DONATIONS	125.10	125.10	10,000.00	1.25
9 INCOME - FEES, ETC.	53.00	53.00	1,100.00	4.82
10 INCOME - LOST & PAID BOOKS	570.77	570.77	7,400.00	7.71
11 INCOME - GRANTS	0.00	0.00	20,000.00	0.00
12 INCOME - CLN FRIENDS	400.00	400.00	15,000.00	2.67
13 INCOME - POST FALLS FRIENDS	900.00	900.00	10,000.00	9.00
14 INCOME - INTEREST	7,424.18	7,424.18	34,000.00	21.84
<b>15 Total Current Revenues</b>	<b>30,827.28</b>	<b>30,827.28</b>	<b>5,850,446.00</b>	<b>0.53</b>
<b>Expenditures</b>				
16 SALARIES	242,132.36	242,132.36	2,993,456.00	8.09
17 PERSI RETIREMENT BENEFITS	22,875.32	22,875.32	288,626.00	7.93
18 MEDICAL/DENTAL BENEFITS	24,314.76	24,314.76	374,736.00	6.49
19 EMPLOYEE ASSISTANCE PROGRAM	190.32	190.32	2,350.00	8.10
20 VEBA HEALTH BENEFITS	340.84	340.84	65,440.00	0.52
21 EMPLOYMENT TAXES	20,602.01	20,602.01	252,895.00	8.15
22 Total Salaries and Benefits	310,455.61	310,455.61	3,977,503.00	7.81
23 ADULT PROGRAMS	436.67	436.67	17,000.00	2.57
24 CHILDREN'S PROGRAMS	619.63	619.63	30,000.00	2.07
25 COLLECT(Bks & Materials)	21,986.86	21,986.86	332,079.00	6.62
26 COMMUNICATIONS / MARKETING	23.66	23.66	22,500.00	0.11
27 EMERGING TECH. PROGRAMS	0.00	0.00	2,500.00	0.00
28 OCLC/DATABASES	6,500.00	6,500.00	37,000.00	17.57
29 SOFTWARE	13,503.89	13,503.89	108,000.00	12.50
30 INTERNET ACCESS	597.00	597.00	7,164.00	8.33
31 TELECOM	2,352.19	2,352.19	66,202.00	3.55
32 TECH/PROC/OFFICE	5,573.81	5,573.81	57,628.00	9.67
33 GRANT	0.00	0.00	20,000.00	0.00
34 GRANTS - CLN FRIENDS	2,134.69	2,134.69	15,000.00	14.23
35 GRANTS - POST FALLS FRIENDS	240.00	240.00	10,000.00	2.40
36 Total Programs, Materials and Services	53,968.40	53,968.40	725,073.00	7.44
JANITORIAL	11,273.71	11,273.71	160,000.00	7.05
37 LIBRARY EQUIP (UNDER \$2500)	261.91	261.91	93,544.00	0.28
38 MILEAGE & VEHICLE MAINT,	3,946.82	3,946.82	24,000.00	16.45
39 OUTREACH VEHICLES - R & M	310.66	310.66	38,300.00	0.81
40 REPAIRS&MAINT/AT	7.27	7.27	14,225.00	0.05
41 REPAIRS&MAINT/HR	285.03	285.03	7,600.00	3.75
42 REPAIRS&MAINT/HL	1,526.19	1,526.19	23,800.00	6.41

**Community Library Network**  
**Income Statement - 8.33% of Time Elapsed**  
**For the One Month Ending October 31, 2023**

<b>UNAUDITED</b>	<b>Current Month</b>	<b>YTD Actual</b>	<b>Approved YTD % Amended Budget</b>	<b>Annual Budget</b>
43 REPAIRS&MAINT/PK	697.71	697.71	18,900.00	3.69
44 REPAIRS & MAINT/PF	790.56	790.56	35,200.00	2.25
45 REPAIRS&MAINT/RA	0.00	0.00	18,800.00	0.00
46 REPAIRS&MAINT/SL	0.00	0.00	12,750.00	0.00
47 SNOW REMOVAL	0.00	0.00	35,000.00	0.00
48 TELEPHONE	1,491.48	1,491.48	18,250.00	8.17
49 UTILITIES/AT	561.14	561.14	9,050.00	6.20
50 UTILITIES/HR	324.70	324.70	6,000.00	5.41
51 UTILITIES/HL	2,165.20	2,165.20	37,700.00	5.74
52 UTILITIES/PK	300.72	300.72	6,700.00	4.49
53 UTILITIES/PF	2,677.26	2,677.26	55,200.00	4.85
54 UTILITIES/RA	500.78	500.78	11,750.00	4.26
55 UTILITIES/SL	405.27	405.27	7,600.00	5.33
<b>56 Total Facilities Maintenance</b>	<b>27,526.41</b>	<b>27,526.41</b>	<b>634,369.00</b>	<b>4.34</b>
57 AUDIT	0.00	0.00	14,500.00	0.00
58 BANK SVC CHGS	3.03	3.03	350.00	0.87
59 BOND PRINCIPAL PAYMENT	0.00	0.00	255,000.00	0.00
60 BOND INTEREST	0.00	0.00	23,400.00	0.00
61 CIN	8,742.96	8,742.96	34,972.00	25.00
62 COURIER	11,300.94	11,300.94	45,204.00	25.00
63 COPIERS	2,498.70	2,498.70	9,500.00	26.30
64 DUES	423.00	423.00	2,000.00	21.15
65 INSURANCE	33,008.50	33,008.50	51,293.00	64.35
66 LEGAL & PROFESSIONAL	7,143.72	7,143.72	82,000.00	8.71
67 PETTY CASH EXP	85.00	85.00	1,000.00	8.50
68 POSTAGE	419.75	419.75	10,000.00	4.20
69 SALES TAX EXP	0.00	0.00	2,040.00	0.00
70 STORAGE RENTAL	350.00	350.00	4,500.00	7.78
71 TRAINING/CONF. TRAVEL	2,561.84	2,561.84	20,000.00	12.81
<b>72 Total District General Operations</b>	<b>66,537.44</b>	<b>66,537.44</b>	<b>555,759.00</b>	<b>11.97</b>
73 Capital Expenditure from Current Revenues	0.00	0.00	0.00	0.00
74 CARRF Fund Transfer from Current Revenues	0.00	0.00	0.00	0.00
<b>75 Total Capital Investment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>76 Total Current Expenditures</b>	<b>458,487.86</b>	<b>458,487.86</b>	<b>5,892,704.00</b>	<b>7.78</b>
77 Total Current Revenues	30,827.28	30,827.28	5,850,446.00	0.53
78 Total Current Expenditures	458,487.86	458,487.86	5,892,704.00	7.78
<b>79 Net: Current Revenues less Current Expenditures</b>	<b>(427,660.58)</b>	<b>(427,660.58)</b>	<b>(42,258.00)</b>	
On September 15, 2023, the Board voted to reduce Property Tax Income and the budget deficit to be paid for with Carryforward Funds				
80 Capital Projects funded with Carryforward	0.00	0.00	56,000.00	0.00
81 Capital Projects funded with CARRF	0.00	0.00	102,500.00	0.00
	0.00	0.00	158,500.00	0.00

**Community Library Network**  
**Balance Sheet - 8.33% of Time Elapsed**  
**October 31, 2023**

**UNAUDITED**

**ASSETS**

**Current Assets**

MTN WEST-CK BK	\$	11,773.87
ACCTS REC		86,425.90
PROPERTY TAX RECEIVABLE		486,528.00
		<hr/>

**Total Current Assets** **584,727.77**

**Property and Equipment**

LAND		268,512.00
LAND IMPROVEMENTS		53,045.23
ART		8,785.00
BUILDINGS		9,163,053.62
VEHICLES		478,300.94
EQUIP & FURNITURE		336,578.17
COLLECTIONS		5,127,103.77
ACCUM DEPREC		(8,917,774.79)
		<hr/>

**Total Property and Equipment** **6,517,603.94**

**Other Assets**

MNT WEST MMK - HENDERSON FUND		5,475.12
ICS		1,987,245.63
CARRF		597,961.60
CARRF - CDARS		234,701.06
MNT WEST MMK-PINEHURST BEQUEST		134,770.22
AMT TO PROV FR LONG TERM DEBT		101,575.49
		<hr/>

**Total Other Assets** **3,061,729.12**

**Total Assets** **\$ 10,164,060.83**

**LIABILITIES AND NET ASSETS**

**Current Liabilities**

ACCTS PAYABLE	\$	5,319.25
Accrued Payroll		48,146.00
SUTA PAYABLE		2,381.79
ACCRD ANNL LV		101,575.65
BOND INT PAYABLE		5,659.48
		<hr/>

**Total Current Liabilities** **163,082.17**

**Long-Term Liabilities**

BONDS PAYABLE		520,000.00
PREM ON BNDS PAY		489.31
DEFERRED PROPERTY TAX REVENUE		468,102.00
		<hr/>

**Total Long-Term Liabilities** **988,591.31**

**Total Liabilities** **1,151,673.48**

**Community Library Network**  
**Balance Sheet - 8.33% of Time Elapsed**  
**October 31, 2023**

**UNAUDITED**

**NET ASSETS**

NET INVEST IN FIXED ASSETS

5,942,228.51

NET ASSETS-UNRESTRICTED

3,170,953.98

RESTR NET ASSETS

326,865.44

NET INCOME

(427,660.58)

**Total Net Assets**

9,012,387.35

**Total Liabilities & Net Assets**

\$ 10,164,060.83

---

Community Library Network Financial Statement Analysis  
October 2023 – 8.33% of Time Elapsed

**Revenue**

**Income – Taxes** – We will not see any income in this line until we have received enough income to satisfy our bond levy. The law requires that all property tax money go to the Bond until that income line has reached 100%.

**Income – Bond Levy** – The law requires that all property tax money go to the Bond until this income line has reached 100%. This line should be completed by January after we receive the first of our two large payments.

**Income – Sales Tax & Ag Equip** – Sales Tax Income is received quarterly. Our first quarter payment will be in November.

**Income – Coop Electric Agreement** – This annual payment arrives in July. Income this month is for a second payment by Kootenai Electric as revised by the State Tax Commission.

**Income – Personal Property Replacement** – The first semi-annual payment will arrive in January.

**Income – Property Tax Relief** – The first semi-annual payment will arrive in January.

**Income – Copiers/Printers** – Copier/Printer income on target for October.

**Income – Donations** – Donation income this month comes from a variety of library members including a generous donation for Children’s Programs.

**Income – Fees** – Fee income is below budget for October.

**Income – Lost & Paid** – Lost and paid income is just below budget for October.

**Income – Grants** – No income this month.

**Income – CLN Friends Grants** – Grant income this month is a Christmas gift from the Friends of the Community Library Network to managers and coordinators, except Post Falls, to spend on members and/or their staff as they wish.

**Income – Post Falls Friends Grants** – Grant income this month will support Full STEAM Ahead classroom kits, supplies for an upcoming adult program, and teen holiday programs.

**Income – Interest** – Interest income is above budget for the month.

**Expenditures**

**Salary Components** – The Salary Components, in total for October are at 7.81% of their budgeted amount. Included this month is a pro-rated VEBA payment for an existing staff member that was promoted to a full-time position.

**Adult Programs** – Adult programming is below budget for the month. This line varies quite a bit as programs are planned and presented.

**Children's Programs** – Children's programming expense is below budget for the month.

**Collections** – Collections spending is below budget for the month.

**Communications/Marketing** – This month's expenses are low for October. This line will increase as programs require marketing materials.

**Emerging Tech. Programs** – No expenditures this month.

**OCLC/Databases** – Expenses this month are for renewing Niche Academy and Reference USA.

**Software** – The expense this month includes the monthly hosting services for Office 365 and annual renewals for the maintenance software, Deep Freeze, 3D printing, and LibCal. Deep Freeze software resets member computers after each use for member privacy. LibCal is a software program for scheduling events that will be shared on the website calendar and for reserving meeting rooms.

**Internet Access** – Fatbeam is our vendor that brings the internet into our central hub at Post Falls. E-rate discounts are being applied.

**Telecom** – Fatbeam connects all our facilities to the central hub for internet access. T-Mobile is our hot spot provider. Verizon provides wireless access for Chromebooks, the bookmobile and several devices used by facilities staff. E-rate discounts are being applied.

**Tech Proc/Office** – Tech processing and supplies are above budget for October.

**Grants** – No expenses this month.

**Grants – CLN Friends** – Expenses this month supported Trunk or Treat events at Athol, Hayden, and Rathdrum.

**Grants – Post Falls Friends** – Expenses this month supported first aid and CPR training for the public.

**Janitorial** – Janitorial expenses this month include regular monthly cleaning at all locations.

**Library Equip (under \$2500)** – Expenses this month include purchasing replacement computer components.

**Mileage & Vehicle Maint.** – Expenses this month include fuel for District vehicles and repairs and maintenance on the 2007 Dodge van.

**Outreach Vehicles** – Expenses this month include fuel for Outreach vehicles.

**Repairs & Maint. (as a group)** – As a group, repairs and maintenance are at 2.49% for October. Expenses this month include replacing door locks at Harrison and electrical work at Hayden, Pinehurst, and Post Falls.



**Snow Removal** – No expenses this month.

**Telephones** – Telephone expenses are just under budget for October.

**Utilities (as a group)** – As a group, utilities are at 5.17% for October. This month includes regular expenses for electricity, gas, water, sewer, and garbage.

**Audit** – There was no audit expense in October, but we have started the audit process and will complete the on-site portion in November.

**Bank Svc Chg.** – Bank service charge expense is below budget for the month.

**Bond Principal Payment** – Our bond principal is paid in July.

**Bond Interest** – Our bond Interest is paid semi-annually in January and July.

**CIN** – We pay our dues to CIN quarterly. The next quarterly payment will be in January.

**Courier** – We pay our courier payments to CIN quarterly. The next quarterly payment will be in January.

**Copiers** – Copier expenses are paid quarterly and are just above budget for the quarter.

**Dues** – Dues are above budget for October. This month's expenses include renewal for the Society for Human Resource Management and an Amazon Business Prime membership.

**Insurance** – 50% of the ICRMP policy and 100% of the Great American Insurance policy has been paid. The balance of the ICRMP policy is expected to be paid by April 1, 2024.

**Legal & Professional** – This line is just above budget for October. Expenses this month include fees for the electronic time-keeping payroll system, the grounds lease rental for Post Falls, collection services for past due patron accounts, ADA compliance support for the website, and legal consulting services.

**Petty Cash Expense** – Petty cash is just above budget for October.

**Postage** – Postage is below budget for October.

**Sales Tax Expense** – This is paid quarterly based on the amount of income we receive from copier and printer use. We will make the quarterly payment in December.

**Storage Rental** – Storage rental is just below budget for October.

**Training/Conf. Travel** – Expenses this month include some staff participating at the Idaho Library Association conference and the Read to Me Rendezvous, and renewing access to virtual Homeless Training for all staff. Expensed for the Read to Me Rendezvous will be reimbursed by the Idaho Commission for Libraries.

## BALANCE SHEET

**Current Assets** – Includes month end checking account balances as well as Property Tax Receivable. Property Tax Receivable is examined and adjusted annually by the auditor. Adjustments for FY'23 are not completed yet.

### **Property and Equipment**

All capital property and equipment balances reflect the current value of the assets. These are examined and adjusted annually by the auditor. Adjustments for FY'23 are not completed yet.

**Land** – No change this month

**Land improvements** – No change this month

**Buildings** – No change this month

**Vehicles** – No change this month

**Equipment & Furniture** – No change this month

**Collections** – No change this month

### **Other Assets**

**Mtn West MMK – Henderson Fund** – This account is a fund dedicated to Youth Services purchases in the District.

**ICS** – This stands for “Insured Cash Sweep” and is the account where we receive the most stable interest on funds we anticipate holding for longer periods of time. The ICS holds the majority of our cash on hand and keeps our funds within the guidelines of FDIC insurance.

**CARRF** – Our Capital Asset Repair and Replacement available funds appear here. The budgeted FY'23 transfer was made in September. This account is currently over the FDIC insurance limits and staff will be looking for more secure options while maintaining liquidity for upcoming capital projects.

**CARRF-CDARS** – CARRF funds in excess of FDIC insurance limits are held in this group of short-term CD's.

**Mtn West MMK – Pinehurst Bequest** – This account is a fund dedicated to the Pinehurst library

**Amount to provide for long-term debt** – These assets would be used in the event we needed to pay someone their accrued vacation time if they left the District. (See “Accrued Annual Leave” below.)

### **Current Liabilities**

All current liabilities are examined and adjusted annually by the auditor. Adjustments for FY'23 are not completed yet.

**Accts Payable** – Bills that would normally be paid in October arrived late delaying their payment until November.

**Accrued Payroll Liabilities** – a portion of the October payroll included some days in September.

**SUTA Payable** – Unemployment taxes accrue monthly and are paid quarterly.

**Accrued Annual Leave** – This is close to the same amount (\$0.16 difference is due to rounding during the audit process) listed as an asset above and represents our current liability to pay those with accrued vacation time.

**Bond Interest Payable** – This amount is established annually at the close of the fiscal year through audit adjustments.

## **Long-Term Liabilities**

**Bonds Payable** – This is the amount currently owed on our bond.

**Premium on Bonds Payable** – This amount is established annually at the close of the fiscal year through audit adjustments.

**Deferred Property Tax Revenue** – This is the portion not paid within 60 days of the end of our fiscal year. The amount is established annually at the close of the fiscal year through audit adjustments.

## **Net Assets**

**Net Invest in Fixed Assets** – This is the value of all the District's fixed assets minus our bond debt. The amount is established annually at the close of the fiscal year through audit adjustments.

**Net Assets – Unrestricted** – These are liquid assets. The amount is established annually at the close of the fiscal year through audit adjustments.

**Restricted Net Assets** – This reflects end-of-year entries through audit adjustments and includes assets for the following restricted funds: Smithsonian and all other unexpended grant monies and dedicated donations.

Janelle Sells  
Business Manager  
Community Library Network

DRAFT

## **Drafting Library Policy within the scope of practice.**

- 1. All policy documents should be developed and implemented within the legal framework that the library is organized under.**
- 2. Keep in mind the library's mission and objectives as they fit in with your community.**
- 3. Avoid restrictions on the access to or use of library resources, services, or facilities unless those restrictions are necessary to achieve the library's mission and objectives.**
- 4. Craft prohibitions or restrictions narrowly, in the rare instances when they are required, so they are not more restrictive than necessary to serve their objectives and do not hinder use of the public's resources.**
- 5. All policies should be crafted to balance competing interests and avoid favoring the majority at the expense of an individual's rights.**
- 6. Avoid arbitrary distinctions between individuals or classes of users and denying or abridging a person's right to use library resources, services, or facilities based upon arbitrary distinctions such as origin, age, background, or views.**
- 7. Avoid naming users or groups of users based upon an assumption or expectation that such users might engage in behavior that will interfere with library operations or goals.**
- 8. Clearly state that a reasonable person will have fair warning of what is expected of them to comply with library policies.**
- 9. Make sure your policy provides a means of appeal, whether through a direct process or an avenue of recourse.**
- 10. Review every policy regularly. Reviews should be conducted by both the board of trustees and legal counsel.**
- 11. Communicate all policies and policy changes clearly and make them available to all library users and personnel.**
- 12. Enforcement mechanisms in policies are clear and can be conducted in an evenhanded manner and not be interpreted to benefit or disfavor any person or group in an arbitrary manner.**

## Library Policy Best Practices

- **Public libraries create policies within the context of law derived from the U.S. Constitution, defined by federal, state, and local law, and implemented by regulations, policies, and procedures established by their board of trustees and administration.**
- **These regulations, policies, and procedures establish the mission of the library; define its functions, services, and operations; and help ascertain the rights and responsibilities of the individuals served by the library.**
- **The publicly supported library is a government entity that provides free, equal, and equitable access to information for all people of the community it serves. When this purpose is confirmed in policies and practices, the library is a designated limited public forum for access to information.**
- **When library policies or practices make meeting rooms, exhibit spaces, or bulletin boards available for public use, these spaces are designated as limited public forums for the exchange of information.**

## **MATERIALS SELECTION POLICY**

Board approved 11/04/2022

### **Objective**

This policy defines the Community Library Network's responsibility to establish and maintain a balanced and diverse collection of materials that meet the informational, educational, and recreational needs of our residents.

### **Responsibility**

The responsibility for the selection of library materials rests ultimately with the Library Director. The elected board of trustees guides the selection process through this policy. Under the Director's guidance, selection is delegated to professional collection development library staff who are qualified by education, training and experience. All staff members and the general public are encouraged to recommend materials for consideration. Suggestions are evaluated by the staff based on the Library's criteria for selection.

### **Intellectual Freedom**

The choice of library materials is an individual matter and, while anyone is free to reject for his or herself materials of which they do not approve, he/she cannot exercise censorship to restrict the freedom of use and access to others. The responsibility for use of library materials by minors rests with their parents or legal guardians.

The Community Library Network seeks to provide a balanced collection representing a wide range of viewpoints, including controversial issues that may be objectionable to some individuals. The purchase of controversial items does not constitute endorsement of the views expressed.

The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the Constitution of the United States. The District subscribes to the [Freedom to Read Statement](#) and the [Library Bill of Rights](#) adopted by the American Library Association. These documents are an integral part of this policy and are attached.

### **Selection Process**

The Community Library Network seeks to purchase a wide range of materials in a variety of acceptable formats. The selection of materials is generally made by library staff based on our mission statement and accepted goals and priorities, published reviews, recommendations from

library users, availability of materials at other libraries, item's relation to existing collection, use analysis, space, price, and staff judgment and expertise.

The Community Library Network uses several criteria to determine the addition of an item whether purchased, requested, or donated.

- Authority and competency of presentation, author, or publisher
- Favorable reviews and inclusion in reputable resources such as professional or trade journals
- Relation to existing collection
- Adequate standards of quality and durability in content, format, and physical appearance
- Current usefulness or lasting value
- Popularity and user demand, including hold demand counts on materials selected by other libraries in our consortium (CIN)
- Availability of materials through other libraries (Interlibrary Loan) or electronic resources
- Space requirements
- Appropriateness of subject and style for intended library users
- Representation of trends, subjects, or genres of local or national interest
- Price
- Format

Forms of expression that are unprotected by the First Amendment will not knowingly be included in the collection. Unprotected materials are those that have been declared obscene by a U.S. Court of Law. Materials for minors under the age of eighteen (18) that violate Idaho Codes 18-1513, 18-1514, and 18-1515 will be excluded from the juvenile and young adult collections.

### **Withdrawal of Materials (Weeding)**

The Community Library Network attempts to keep its entire collection in a condition that is attractive and inviting to the user. The Collection Development Librarian and other staff use the CREW (Continuous Review and Evaluation for Weeding) method to keep the collection weeded. Criteria for selecting materials for withdrawal include:

- Damage and poor condition
- Copies in excess of demand
- Obsolete information or format
- Lack of use or space
- Availability from other sources
- Community relevance

### **Gifts**

The Community Library Network welcomes donated books and other materials that are in good condition. Donated items may be used or disposed of in any way deemed appropriate and no conditions by donors can be made on materials donated. Donations are evaluated using same

criteria as purchased items. A receipt may be given to donors if requested with a number of items donated but no assessment of value will be made by library staff.

### **Reconsideration of Material**

If a library patron concludes that a specific item does not meet the guidelines set forth in this policy, they may fill out a Citizen's Request for Reconsideration of Material form. The completed form will be given to the District Director who will review the form for evaluation and recommendations. The Community Library Network is a member of the Cooperative Information Network (CIN) consortium, sharing and receiving materials from the other member libraries. Requests for reconsideration are only accepted from Community Library Network residents for Community Library Network owned materials. A review team of library staff will be selected to review the item fully using the material selection policy as a guide and evaluating the work as a whole. A decision will be submitted to the library user. If the patron is not satisfied with the decision, they may appeal the decision to the board of trustees in writing within 10 business days. The board will evaluate whether staff appropriately used the selection policy as a guide during the review process. The patron will be notified of the outcome. The board's decision is final. The item in question will not be removed from the shelf during the reconsideration process. An item will be evaluated for reconsideration only once in a 3 year period unless sufficient new compelling evidence is introduced.

### **Review of Policy**

This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, November 4, 2022.





## **MATERIALS SELECTION POLICY**

### **Statement of Purpose and Intent for Policy**

The vocation of a librarian requires a commitment to freedom of speech and the celebration of diverse viewpoints unlike that found in any other occupation. The librarian curates and curtails the collection of reading materials for an entire community in a sense, and in doing so, he or she reinforces the bedrock principles on which this country was founded. According to the United States Supreme Court, "Public libraries pursue the worthy missions of facilitating learning and cultural enrichment." *United States v. Am. Library Ass'n, Inc.*, 539 U.S. 194, 203, 123 S. Ct. 2297, 156 L. Ed. 2d 221 (2003). To fulfill those worthy objectives, "public libraries must have broad discretion to decide what material to provide to their patrons." *Id.* at 204.

This policy defines the Community Library Network's responsibility to establish and maintain a balanced and diverse collection of materials that meet the informational, educational, and recreational needs of our residents, and to openly afford the public access to discussion, debate, and the dissemination of information and ideas.

### **Objective and Scope of Policy**

This policy pertains only to the *selection and acquisition* of books and materials, regardless if previously acquired, for the library's collection, not removal of existing library materials. Policy regarding retention, removal, or relocation of existing materials is outside the scope of this policy. No specific book or material was contemplated by or known to the Board during the enactment of this policy, and it is entirely unknown what, if any, future books or materials could be subject to this policy.

### **Responsibility**

The elected board of trustees ultimately guides the selection process through this policy. The Library Director implements policies set by the board. Under the Director's guidance, selection is delegated to professional collection development library staff who are qualified by education, training and experience. All staff members and the general public are encouraged to recommend materials for consideration. Suggestions are evaluated by the staff based on the Library's criteria for selection.

### **Definitions- As Used in this Policy**

Under this section "Harmful to minors" means that quality of any description, exhibition, presentation, or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when the material or performance, taken as a whole or in part, has any of the following characteristics:

(A) The average person eighteen (18) years of age or older applying contemporary community standards would find that the material or performance has a predominant tendency to appeal to a prurient interest in sex to minors;

(B) The average person eighteen (18) years of age or older applying contemporary community standards would find that the material or performance depicts or describes nudity, sexual conduct, sexual excitement, or sadomasochistic abuse in a manner that is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and

(C) The material or performance lacks serious literary, scientific, medical, artistic, or political value for minors.

"Minor" means any person under eighteen (18) years of age.

"Material" means any book, magazine, newspaper, pamphlet, poster, print, picture, figure, image, description, motion picture, film, record, recording tape, CD-ROM disk, magnetic disk memory, magnetic tape memory, video tape, or other media.

Nudity" means a:

(A) Showing or description of the human male or female genitals, pubic area, or buttocks with less than a fully opaque covering;

(B) Showing or description of the female breast with less than a fully opaque covering of any portion of the female breast below the top of the nipple; or

(C) Depiction or description of covered male genitals in a discernibly turgid state.

"Performance" means any motion picture, film, video tape, played record, phonograph or tape, preview, trailer, play, show, skit, dance, or other exhibition performed or presented to or before an audience of one (1) or more, with or without consideration.

"Sadomasochistic abuse" means flagellation or torture by or upon a person clad in undergarments, a mask, or bizarre costume, or the condition of being fettered, bound, or otherwise physically restrained on the part of a person so clothed, or mutilation or physical alteration of genitals by or upon a person;

"Sexual conduct" means an act of masturbation, homosexuality, sexual intercourse, or physical contact with a person's clothed or unclothed genitals, pubic area, buttocks, or female breast; and

"Sexual excitement" means the condition of the human male or female genitals when in a state of sexual stimulation or arousal.

### **Selection Process**

The Community Library Network seeks to purchase a wide range of materials that meet the informational, educational, and recreational needs of our residents in a variety of acceptable formats. The selection of materials is generally made by library staff based on clear and unambiguous written policies that infuse our mission statement and accepted goals and priorities, published reviews, recommendations from library users, availability of materials at other libraries, an item's relation to the Library's existing collection, use analysis, space, price, and staff judgment and expertise.

Books and material with content that is "harmful to minors" as defined in this policy, shall be excluded from selection and acquisition for the library's non-adult collection.

The Community Library Network uses several criteria to determine the addition of an item whether

purchased, requested, or donated.

- Authority and competency of presentation, author, or publisher
- Favorable reviews and inclusion in, but not limited to, reputable resources such as professional or trade journals
- Relation to existing collection
- Adequate standards of quality and durability in content, format, and physical appearance
- Current usefulness or lasting value (e.g. time-tested classics)
- Popularity and user demand, including hold demand counts on materials selected by other libraries in our consortium (CIN) that do not conflict with CLN policy
- Availability of materials through other libraries (Interlibrary Loan) or electronic resources
- Space requirements
- Representation of trends, subjects, or genres of local or national interest
- Price
- Format
- Appropriateness of subject and style for intended library users. For purposes of this criteria, "appropriateness" means a determination of whether such content is, in the opinion of the Board or Library staff, "harmful to minors" as that term is specifically defined in this Policy.

### **Gifts**

The Community Library Network welcomes donated books and other materials that are in good condition. Donated items may be used or disposed of in any way deemed appropriate and no conditions by donors can be made on materials donated. Donations are evaluated using same criteria as purchased items. A receipt may be given to donors if requested with a number of items donated but no assessment of value will be made by library staff.

### **Review of Policy**

This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, November xx, 2023.

# Materials Withdraw and Reconsideration Policy

Board approved 11/xx/2023

This policy defines the Community Library Network's review criteria and disposition process for material to be removed from the collection.

## Withdraw of Materials (Weeding)

The Community Library Network attempts to keep its entire collection in a condition that is attractive and inviting to the user. The Collection Development Librarian and other staff will use CREW (Continuous Review and Evaluation for Weeding) method to keep the collection weeded. Criteria for selecting materials for withdrawal or relocation include:

- Damage and poor condition
- Copies in excess of demand
- Obsolete information or format
- Lack of use or space
- Availability from other sources
- Community relevance
- Materials inappropriate for minors

## Disposition of Materials

Material which has been selected for removal from the collection during the weeding process will be relocated or disposed of using one of the following options:

- Dispose of
- Donate to Twice Told Tales
- If material is inappropriate for minors, but produced for adults, move to adult collection area
- If material is inappropriate for minors, but not produced for adults, move to a library location (other than the regular adult collection area) not accessible to minors and only made available to adults

## Reconsideration of Material

If a library patron concludes that a specific item does not meet the guidelines set forth in this policy, they may fill out a Library Patron's Request for Reconsideration of Material form: The completed form will be submitted to the Library Director who will review the form for evaluation and recommendations. The Community Library Network is a member of the Cooperative Information Network (CIN) consortium, sharing and receiving material from the other member libraries. Requests for reconsideration are only accepted from Community Library Network residents for Community Library Network owned materials. A review team of library staff will be selected to review the item fully using the material selection policy. The decision will be submitted to the library user within 30 days. If the patron is not satisfied with the decision, they may appeal the decision to the board-appointed Community Review Panel in writing within 10 business days. The board will evaluate whether staff appropriately used the selection policy as a guide during the review process. The patron will be notified of the outcome. The board's decision is final. The

38 item in question will not be removed from the shelf during the reconsideration process (except, as  
39 necessary, for examination during this process). An item will be evaluated for reconsideration only once  
40 in a 3-year period unless sufficient new compelling evidence is introduced.

41 **Review of Policy**

42 This policy will be reviewed and revised every three years or updated as necessary. Approved by the  
43 Community Library Network board of Trustees, November xx, 2023.

## **MATERIALS SELECTION POLICY**

### **MATERIALS WITHDRAW AND RECONSIDERATION POLICY**

Board Draft proposed by Trustee Hanley: 11-2-2023  
(Edits in purple proposed by Trustee Plass)

This policy defines the Community Library Network's review criteria and disposition process for material to be removed from the collection.

#### **Objective**

This policy defines the Community Library Network's responsibility to establish and maintain a balanced and diverse collection of materials that meet the informational, educational, and recreational needs of our residents.

#### **Responsibility**

The responsibility for the selection of library materials rests ultimately with the Library Director. The elected board of trustees guides the selection process through this policy. Under the Director's guidance, selection is delegated to professional collection development library staff who are qualified by education, training and experience. All staff members and the general public are encouraged to recommend materials for consideration. Suggestions are evaluated by the staff based on the Library's criteria for selection.

#### **Intellectual Freedom**

The choice of library materials is an individual matter and, while anyone is free to reject for his or herself materials of which they do not approve, he/she cannot exercise censorship to restrict the freedom of use and access to others. The responsibility for use of library materials by minors rests with their parents or legal guardians.

The Community Library Network seeks to provide a balanced collection representing a wide range of viewpoints, including controversial issues that may be objectionable to some individuals. The purchase of controversial items does not constitute endorsement of the views expressed.

The freedom to read, along with the freedom to hear and to view, is protected by the First

Amendment to the Constitution of the United States. The District subscribes to the [Freedom to Read Statement](#) and the [Library Bill of Rights](#) adopted by the American Library Association. These documents are an integral part of this policy and are attached.

### **Selection Process**

The Community Library Network seeks to purchase a wide range of materials in a variety of acceptable formats. The selection of materials is generally made by library staff based on our mission statement and accepted goals and priorities, published reviews, recommendations from library users, availability of materials at other libraries, item's relation to existing collection, use analysis, space, price, and staff judgment and expertise.

The Community Library Network uses several criteria to determine the addition of an item whether purchased, requested, or donated.

- Authority and competency of presentation, author, or publisher
- Favorable reviews and inclusion in reputable resources such as professional or trade journals
- Relation to existing collection
- Adequate standards of quality and durability in content, format, and physical appearance
- Current usefulness or lasting value
- Popularity and user demand, including hold demand counts on materials selected by other libraries in our consortium (CIN)
- Availability of materials through other libraries (Interlibrary Loan) or electronic resources
- Space requirements
- Appropriateness of subject and style for intended library users
- Representation of trends, subjects, or genres of local or national interest
- Price
- Format
- Appropriateness of subject and style for intended library users. For purposes of this criteria, "appropriateness" means a determination of whether such content is, in the opinion of the Board or Library staff, "harmful to minors" as that term is specifically defined in this Policy.

Forms of expression that are unprotected by the First Amendment will not knowingly be included in the collection. Unprotected materials are those that have been declared obscene by a U.S. Court of Law. Materials for minors under the age of eighteen (18) that violate Idaho Codes 18-1513, 18-1514, and 18-1515 will be excluded from the juvenile and young adult collections.

### **Withdrawal of Materials (Weeding)**

The Community Library Network attempts to keep its entire collection in a condition that is attractive and inviting to the user. The Collection Development Librarian and other staff use the CREW (Continuous Review and Evaluation for Weeding) method to keep the collection weeded. Criteria for selecting materials for withdrawal include:

- Damage and poor condition
- Copies in excess of demand
- Obsolete information or format
- Lack of use or space
- Availability from other sources

- Community relevance

### Materials Inappropriate for Minors

Materials produced for minors under the age of eighteen (18) that violate Idaho Codes 18-1513, 18-1514, and 18-1515 will be removed from the juvenile and young adult collections.

### Disposition of Materials

Material which has been selected for removal from the collection during the weeding process will be relocated or disposed of using one of the following options:

- Dispose of
- Donate to Twice Told Tales
- If material is inappropriate for minors, but produced for adults, move to adult collection area
- If material is inappropriate for minors, but not produced for adults, move to a library location (other than the regular adult collection area) not accessible to minors and only made available to adults

### Gifts

~~The Community Library Network welcomes donated books and other materials that are in good condition. Donated items may be used or disposed of in any way deemed appropriate and no conditions by donors can be made on materials donated. Donations are evaluated using same criteria as purchased items. A receipt may be given to donors if requested with a number of items donated but no assessment of value will be made by library staff.~~

### Reconsideration of Material

If a library patron concludes that a specific item does not meet the guidelines set forth in this policy, they may fill out a Citizen's Request for Reconsideration of Material form. The completed form will be ~~given~~ **submitted** to the District Director who will review the form for evaluation and recommendations. The Community Library Network is a member of the Cooperative Information Network (CIN) consortium, sharing and receiving materials from the other member libraries. Requests for reconsideration are only accepted from Community Library Network residents for Community Library Network owned materials. A review team of library staff will be selected to review the item fully using the material selection policy ~~as a guide and evaluating the work as a whole.~~ **A** The decision will be submitted to the library user **within 30 days**. If the patron is not satisfied with the decision, they may appeal the decision to the ~~board of trustees~~ **board-appointed Community Review Panel** in writing within 10 business days. The board will evaluate whether staff appropriately used the selection policy as a guide during the review process. The patron will be notified of the outcome. The board's decision is final. The item in question will not be removed from the shelf during the reconsideration process **(except, as necessary, for examination during this process)**. An item will be evaluated for reconsideration only once in a 3 year period unless sufficient new compelling evidence is introduced.

### Review of Policy

This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, November xx, ~~2022~~ **2023**.



<b>Community Library Network Board Calendar FY 2024</b>				<b>DRAFT</b>	9/21/2023
<b>October 2023</b>	<b>November 2023</b>	<b>December 2023</b>	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>
<b>Post Falls</b>	<b>Post Falls</b>	<b>Post Falls</b>	<b>Post Falls</b>	<b>Post Falls</b>	<b>Hayden</b>
<b>YS amd Outreach Reports</b>	<b>Facilities Report</b>	<b>Post Falls Library Report and Tour</b>	<b>Communications Report</b>	<b>Collections Report</b>	<b>Adult Programming Report</b>
	Approve: 2024 Meeting Schedule		FY'23 & FY'24 Budget Hearing		
<b>April 2024</b>	<b>May 2024</b>	<b>June 2024</b>	<b>July 2024</b>	<b>August 2024</b>	<b>September 2023</b>
<b>Athol</b>	<b>Rathdrum</b>	<b>Spirit Lake</b>	<b>Harrison</b>	<b>Hayden</b>	<b>Pinehurst/Kingston</b>
<b>Athol Library Report and Tour</b>	<b>Rathdrum Library Report and Tour</b>	<b>Spirit Lake Library Report and Tour</b>	<b>Harrison Library Report and Tour</b>	<b>Emerging Technologies Report Hayden Library Report</b>	<b>Pinehurst/Kingston Library Report and Tour</b>
				AUGUST 2024 BUDGET HEARING (Special Meeting)	Approve: Board Calendar
FY 2025 Budget Beginning Discussion	1st Budget Draft for FY 2025	2nd Budget Draft and Salary Discussion for FY 2025	Budget Draft for FY 2025	AUGUST 2024 BUDGET HEARING (Special Meeting)	
	Salary Discussion and Recommendations for FY 2025 Budget			Budget Draft for FY 2025 Final Discussion	
	<b>Special Meeting Required:</b> Director's Yearly Evaluation and Salary	<b>Annual Meeting</b>			