

AMENDED

**Community Library Network
Board of Trustees Regular Meeting Minutes
Thursday, September 21, 2023
Pinehurst Library**

9:00am – 12:30pm

We Empower Discovery

Agenda

Call to order Meeting was called to order at 9:00 am

Roll call Trustees: Katie Blank, Tom Hanley, Rachele Ottosen, Tim Plass, Vanessa Robinson
Staff: Alexa Eccles, Janelle Sells, Michelle Fansler
Guest(s): Colton Boyles

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.

- Marianna Cochran, Rathdrum – She spoke against the American Library Association and is in favor of CLN disassociating with ALA.
- Jeff Lewis, Post Falls – He is in favor of disaffiliating with the American Library Association and moving towards the World Library Association.
- Phyllis Johnstone, Kingston – She spoke against budget cuts. The Pinehurst library is a needed community center.
- Regina McCrea, Post Falls – She asked the Board what problem is being solved by adding the Materials Selection Policy to the agenda again. She suggested reviewing the Minor Card Policy.

Pinehurst Library Report – staff presentation (*10 minutes*)

- Brenda Ludwick discussed the Pinehurst, Kingston, and Smeltonville area. She reviewed the statistics for the library. Library use is steady throughout the year. She reviewed the history of the beginnings of the Pinehurst library. Ludwick introduced her staff. She discussed programs that are presented at the library. Youth programs have grown so large, they are held in the main part of the library. She reviewed the adult programs that are presented. She also discussed some changes to the facility.

Consent agenda: action item (*10 minutes*)

Minutes of the Regular meeting of August 17
Minutes of the Special meeting of July 25
Minutes of the Special meeting of August 5
Minutes of the Budget Hearing of August 10
Minutes of the Special meeting of August 18
CIN Financial Statements Aug 2023

- Hanley moved to accept the consent agenda with the three noted changes.

M, C - Hanley

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

- Plass asked about Property Tax Income. Plass moved to accept the August 2023 Financial Statements.

M, C - Plass

Circulation Statistics: August 2023 (5 minutes)

- The statistics were presented in the table packet. Eccles noted circulation and door count is above last year. Hanley would like to see the statistics in a graph format and show more years to compare. New door counters have been purchased for all libraries. Plass asked about statistics on weeded collections and expired patrons. He also asked how internet use is counted.

Director's report (15 minutes)

Director's Presentation

Board Calendar

- Eccles noted the Hayden roof contract has been signed. A report has not been returned about Harrison yet. She reviewed the Board calendar for the next fiscal year. Facility planning and policy reviews can be added. Blank is in favor of adding Facility Planning to start in December. Robinson asked if a consultant would be hired to assist with developing a Facilities Master Plan. A report from the Facilities Manager will be presented in November. Eccles noted that facility planning is more than repairs and maintenance but includes future planning for the community and growth. The Public Records and Retention Policy should be reviewed. Eccles noted some other policies that may need to be reviewed. Hanley would like to review the Minors Card Policy. Policies are generally developed by the Director, presented to the Board for review, and sent to the attorney for legal compliance. The Board has the final approval regarding policies.

Ottosen moved to suspend the rules and trustees will be limited to 2 minutes per turn.

M, C – Ottosen; Blank opposed

CLN closure on Sundays no longer being considered: Action item (5 minutes)

- Ottosen moved that if the CLN Trustees did in fact have a valid approval vote of closing on Sundays it is now rescinded. CLN is not closing all the branches on Sundays. This agenda item was added to the agenda on Tuesday, September 19, 2023.

M, C - Ottosen

Legal Counsel Report (15 minutes)

Response to recent letter(s)

- Mr. Boyles stated that several letters were received regarding Sunday closures. He asked the Board to authorize him to respond to the letters with the recent Board action regarding Sunday closures. Eccles, Blank, and Robinson are requesting the memo from the attorney that was asked for in a previous meeting. Consensus was reached for the attorney to respond to the letters without the Board receiving a memo.

Comments & Discussion

- Robinson asked the attorney to provide more descriptive information on billing, including which staff or trustee is responsible for the billing.

Break – Tour (10 minutes) Break taken from 10:27 am to 10:39

Trustee continuing education: Roberts Rules (Chair Ottosen) (5 minutes)

- Ottosen reviewed updated Roberts Rules of Order. Blank asked who provided the document and will ask to add this to a future meeting.

Engagement of Auditor for FY2023: Action item *(5 minutes)*

- The letter of engagement with Anderson Brothers, CPA was included in the Board packet. The library is required to have a specialized governmental audit. Toni Hackwith has a long-standing history with the District. Hanley moved to approve engaging Anderson Brothers CPA for the FY'23 financial audit.

M, C - Hanley

Discussion of ICRMP Appeal letter: Action item *(25 minutes)*

- Consensus reached for the Director to work with legal counsel to file an appeal with ICMRP. Hanley moved to direct the Director to work with legal counsel to file an appeal with ICRMP prior to the deadline. Eccles suggested an executive session may be needed to review the final letter. A spokesperson will need to be identified for the oral portion of the appeal. An executive session will be held on September 27 at 12:30 to review the ICRMP appeal letter. Ottosen moved to amend the motion to bring the draft appeal letter to the Board in executive session on September 27, 2023, at 12:30. Hanley withdrew his motion. Ottosen withdrew her amendment to the motion.

Discussion of CLNs Insurance Policy Options: Action Item *(25 minutes)*

- Hanley suggested getting quotes from other insurance brokers. Plass and Ottosen would like multiple brokers to quote. Eccles noted she was directed to contact Redman at 4:45 pm on September 20, 2023. She stated that Redman cannot provide a full quote but can provide a quote for employment coverage. Redman would be requesting quotes from the same insurance companies as Marsh McLennan, formerly PayneWest Insurance. Eccles noted the limited time frame to receive quotes. Robinson asked what other districts have used Redman instead of ICRMP for insurance. Hanley would like the Director to get a quote from Redman. Plass asked for all insurance options to be presented at the next special meeting. The insurance companies will be quoting based on the previous ICRMP policy. A consensus was reached to have Redman provide a full insurance quote. Plass moved to add any additional insurance quotes from Redman and March McLennan, formerly PayneWest Insurance, be provided for review at the special meeting held on September 27, 2023, at 12:30 pm.

M, C - Plass

Discussion of Materials Selection Policy: Action item *(25 minutes)*

- Hanley provided suggested changes. Blank is concerned about removing the Intellectual Freedom section. Plass stated that intellectual freedom is not in the Constitution and minors do not have the same First Amendment rights as adults. Robinson is also opposed to removing the section. Discussion was held regarding the Statement of Purpose and Intent for Policy. Blank asked who provided the policy draft and what experience they have writing policies. Discussion will continue at future meetings.

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

- Blank is concerned this topic was not initially presented as a discussion item. Robinson wants the ALA to know why the disaffiliation is occurring and the resolution does not clarify the reason. She also asked about the World Library Association. Eccles noted what she found on the WLA website. She asked for clarification on affiliates and subsidiaries of ALA and where staff may be allowed to receive training. Ottosen moved to approve Trustee Hanley's resolution

as amended to disassociate from the American Library Association if there are no objections from the attorney. Plass is opposed to any funds or library promotions sponsored by the ALA. Ottosen moved to call the previous question.

M, C – Ottosen; Blank requested a roll call vote.

Vote on Ottosen motion

Blank – Nay

Hanley – Aye

Ottosen – Aye

Plass – Aye

Robinson – Abstained

Ottosen moved to extend the meeting to 12:40 pm

M, C – Ottosen

Committee Report (5 minutes)

Director Evaluation Policy

- No meeting has been scheduled yet. Counsel advised that committee meetings be subject to open meeting law.

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

- Blank requested discussion regarding Roberts Rules of Order. She would also like the attorney to provide a workshop on First Amendment rights. By consensus both items will be added to the next regular meeting.
- Robinson requested discussion regarding the Boyles Law invoice format.

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

Eccles announced the Idaho Library Board of Commissioners and the Idaho Commission for Libraries will be in North Idaho. There will be a tour of the Post Falls library on September 27, 2023, followed by a dinner. A tour of the Pinehurst library will be on September 28, 2023. A special meeting will be noticed in case two or more Trustees attend the events.

Adjournment: Action item

Plass moved to adjourn at 12:42 pm

M, C - Plass

Respectfully submitted,
Alexa Eccles, Janelle Sells

Calendar of events:

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

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Email: ADAcoordinator@communitylibrary.net

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