

Community Library Network
SPECIAL Board of Trustees Meeting Minutes
THURSDAY, November 30, 2023
POST FALLS LIBRARY

1:00pm – 4:00pm

We Empower Discovery

Agenda

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

Roll Call Trustees: Katie Blank (left at 2:50 pm), Tom Hanley, Rachelle Ottosen, Tim Plass
Treasurer: Julie Saad (arrived at 3:18 pm)
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells
General counsel: Colton Boyles not present

Legal Counsel (*10 minutes*) No discussion
Materials Selection Policy
Questions

Discussion on insurance: Action item (*5 minutes*)

- Eccles provided a memo with an update on insurance, including correspondence from ICRMP. Eccles asked the Board if a mid-year replacement is to replace both the current ICRMP policy and Great American policy. She noted her work to date with obtaining quotes from other brokers. Ottosen would like to move forward with full insurance at the best price as soon as possible. Eccles is working to obtain quotes from three different brokers. Blank noted if the District is required to pay the premium for the full year, the budget for insurance will be over-extended. Plass would like to start a new policy as soon as possible. Blank is opposed. Hanley is looking for replacement policies to start in April. If ICRMP is replaced, Eccles requested Risk Management as an agenda item at the next meeting since that is some of what ICRMP provides.

Discussion on Director Evaluation Policy: Action item (*45 minutes*)

- Hanley presented a draft policy for evaluating the Director. No committee meeting was held. Hanley prepared the draft based on his employment history and research from other libraries. He also provided various options for evaluation criteria. Blank would like the sources cited with the policy. Hanley and Ottosen disagree. Plass moved to review and edit sequentially the current draft of the Library Director Performance Evaluation Policy.
 - Preface: Plass noted several edits. Eccles asked if staff will be tasked with editing the document Ottosen stated she would make the edits to the document. Blank commented that library goals need to be clearly identified. Eccles explained the Idaho Library Commission would be the best reference for defining the purpose of evaluating the Director. She would like to add a sentence tying the Director's performance to the successful implementation of a strategic plan. Blank agrees. Plass and Hanley do not like the current strategic plan and do not want to include reference to the strategic plan in the Director's evaluation policy right now. A consensus was reached to replace "appraisal" with "evaluation" throughout the policy. Blank clarified there is a difference between consensus and majority.

- Objective: Eccles noted the first seven bullet points are in the ICfL manual.
- Process: In the first sentence, Plass wants the language in parentheses stricken. Eccles suggested contacting a library expert, like June Garcia, for assistance. She noted that District practice has included a self-evaluation component and is unclear what is meant by "performance input". Plass wants the Director to provide a list of accomplishments in the Director's self-evaluation. Blank asked if there is a specific, standard form to be used for self-evaluation then requested the Director provide an appropriate self-evaluation form to be included with this policy. Ottosen agreed with Blank. Plass stated the form is not the topic at this time. Hanley stated he purposely chose not to contact June Garcia for assistance. A consensus was reached to remove "performance input" and the language in the parenthesis. Eccles stated consistent language throughout all policies is important like replacing "chairman" with "chair" as the Public Speaking Policy refers to "chair." She suggested a committee meeting for drafting and/or editing the policy and then submitting the draft to the full Board. Plass agreed with Eccles for the draft go back to the committee for editing. Ottosen postponed this topic to the next meeting so the committee can meet. Eccles recommended getting a memo from legal counsel before the meeting. Ottosen did not agree.

Discussion on Materials Selection Policy: Action item (*55 minutes*)

- Plass moved to approve sequentially the current draft of the Materials Selection Policy to send to legal counsel for review. Eccles noted the legal counsel wanted some language added to the policy and that has not been communicated.
 - Statement of Purpose and Intent for Policy
 - Eccles noted the citation of a court case in the policy and asked to have counsel make a more relevant citation.
 - Objective and Scope of Policy
 - A consensus was reached to remove "by or known to the Board" from the last sentence.
 - Responsibility
 - No changes
 - Definitions – As Used in this Policy
 - Plass wants to remove "taken as a whole or in part". Blank noted this was an area of concern for legal counsel. Consensus was reached to strike "taken as a whole or in part". No changes to Sections A and B. Plass wants to add to material definition "any downloadable or online digital content" to the third paragraph of Section C. Eccles noted there is an Internet Safety policy and the Children's Card policy that already limit what minors can access. The majority is in favor of adding "any downloadable or online digital content" to the third paragraph of Section C. Eccles stated definitions should be from Idaho definitions. Under Nudity definitions, no changes noted.
 - Selection Process
 - Ottosen suggests removing "recreational" from the first sentence of the first paragraph. Hanley and Blank are opposed.
 - Gifts
 - Consensus was reached to add "the" to the third sentence to read "... evaluated using the same criteria..."
 - Compliance of Policy – Plass suggested adding this section.
 - The Library Director shall report to the Board regularly, but not less often than once every two months, regarding the library's compliance with this policy. Plass noted his intent was to receive regular updates of what is being purchased. Hanley noted the software used for the catalogue can show lists of books purchased and should be made available to the public. Eccles noted some of the roles of the Board and adding a compliance section is not appropriate. She noted the policy needs to be neutral and not

content based. The reconsideration of material in the Withdrawal policy is where compliance is determined. Consensus was not reached to add this section.

Motion to approve edits to the Materials Selection policy and send to legal counsel for review.

M, C - Plass

Break (5 minutes) Break from 2:58 pm to 3:03 pm

Discussion on Materials Withdrawal and Reconsideration Policy: Action item (50 minutes)

- Continuing the motion on the floor to continue sequential review.
 - Materials Inappropriate for Minors
 - Plass asked to strike "produced for minors under the age of eighteen (18)" and replace "will" with "shall" to read "Materials that violate Idaho Code 18-1513, 18-1514, and 18-1515 shall be removed from the juvenile and young adult collections." Eccles noted this is already included in the Selection Policy. A consensus was reached for changing "will" to "shall". Ottosen suggests adding "Not withstanding Idaho Code 18-1517(d)" at the beginning of the sentence.
 - Disposition of Materials
 - Eccles suggested language changes to the first two bullet points. She also noted that the District has more than one Friends group.
 - Dispose of materials, recycling whenever possible items that are damaged, in poor condition, obsolete, or otherwise unlikely to be sold.
 - Donate to Friends library groups, other non-profit organizations, or governmental agencies.
 - Consensus for:
 - First bullet point to read "Dispose of materials."
 - Second bullet point to read "Donate to Friends library groups, other non-profit organizations, or governmental agencies."
 - Eccles asked for the intent of the last two bullet points. Plass and Hanley do not want materials inappropriate for minors, produced for minors, placed in the adult section where minors could still access the material. No consensus to change the third bullet point. Consensus reached for bullet point four to read "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 nor displayed to minors and only made available to adults".
 - Gifts – Consensus reached to remove section.
 - Reconsideration of Material
 - Consensus reached for first three edits added at a prior meeting and add "if possible" following "within 30 days".
 - Consensus reached to strike Board appointed community review panel, sentence to read "...they may appeal the decision to the board of trustees in writing..." Eccles suggested if a review panel is desired in the future to amend this policy rather than creating a new policy.
 - Consensus to keep red lettering "(except, as necessary, for examination during this process)"
 - Consensus reached for final edit of paragraph to read "...in a 3-year period unless the Board determines sufficient new..."
 - Withdrawal of Materials (Weeding)
 - Plass suggested adding "unless material is out of print and considered a classic" to the first bullet point. Ottosen suggested "damage and poor condition; material that is out of print and considered a classic will receive special consideration for retainment".

Ottosen moved to amend the Plass motion to read "we approve sequentially the Plass draft as amended of the Materials Withdrawal and Reconsideration Policy and send to legal counsel for review."

Motion to approve the amendment.

M, C - Ottosen

Motion to approve sequentially the Plass draft as amended of the Materials Withdrawal and Reconsideration Policy and send to legal counsel for review.

M, C - Plass

Plass moved to extend the meeting to 4:15 pm

M, C - Plass

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

- Eccles noted the reason for a public hearing if reserving current forgone taxes. A consensus was reached to not reserve forgone taxes.
- Ottosen would like to review 5.3.6 Holiday section of the Personnel Manual Policy at the next regular meeting. A consensus was reached to add it to the next regular meeting.
- Eccles will reach out to set up a committee meeting with the Topic: Director Evaluation Policy

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

Adjournment: Action item

Hanley moved to adjourn at 4:17 pm

M, C - Hanley

Respectfully Submitted,
Alexa Eccles, Janelle Sells

Calendar of events:

21 Dec 2023	Regular Meeting	2:00 – 5:30	Post Falls
21 Dec 2023	Special Meeting – Forgone Tax Hearing	5:40pm	Post Falls
18 Jan 2024	Regular Meeting	2:00 – 5:00	Hayden

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