

Community Library Network
AMENDED Board of Trustees Regular Meeting Minutes
Thursday, March 21, 2024
Hayden Library

2:00pm – 5:45pm

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 3:45 pm and left at 3:53 pm)
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Michelle Fansler
General Counsel: Colton Boyles

Pledge of Allegiance

- There was a proposal to amend the agenda by removing the reference to April 29, 2020, concerning the Covid policy. Concerns were raised about the clarity and availability of the policy. The motion was withdrawn due to the lack of a clear Covid policy and insufficient notice for discussion. A suggestion was made to discuss the facilities topic after the director's report for a comprehensive update, also withdrawn. No decision or action was taken.

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.

- Michelle Lippert, Post Falls – reflected on the potential impact of books like "Identical" on students who have experienced trauma, emphasizing the importance of considering the life-saving potential of literature before advocating for its removal from libraries.
- Josiah Mannion, Hayden – raised concerns about the proposal on the agenda to remove Juneteenth as a recognized holiday for CLN staff by the library board, asserting that this decision reflects underlying racism and a lack of respect for Black freedom and lives.
- Jeanette Laster, Coeur d'Alene – concerned about both employee safety in the workplace, particularly regarding OSHA standards and potential bullying and harassment, and the importance of recognizing Juneteenth as a federally and state-recognized holiday for library staff.
- Tamara Sines-Kermelis, Hayden - expressed concerns about free speech, the removal of certain holidays like Juneteenth, the exclusion of the Rainbow Squad from the library, and potential biases in the library board's material selection that may exclude books related to racism and LGBTQ+ characters.
- Theresa Birkett, Post Falls – addressed the library board's revision of the material selection policy without considering intellectual freedom, the removal of Juneteenth from the holiday schedule, and

the board's failure to adhere to the current public comment policy, emphasizing the board's responsibility to serve the public transparently and democratically.

- Charles Coats, Post Falls – appreciated the library board for not raising taxes during the last budget cycle, providing the staff with a long-awaited raise, and addressing the material selection policy, which led to the turnover of the board the previous year.
- Pat Raffee, Post Falls – commended trustees Vanessa Robinson and Katie Blank for their commitment to service, transparency, and good governance, while also expressing gratitude towards the staff and director for their professionalism and the community's support for repairing the libraries.

Consent Agenda: Action Item *(5 minutes)*

Minutes of the Regular meeting of February 15, 2024

CIN January 17, 2024 minutes

CIN February 2024 financial statements

- Robinson brought up a potential violation of open meeting law during the March 6th meeting and the proper procedure to address and possibly cure this violation, with a disagreement arising about whether it is appropriate to discuss this issue during the consent agenda. Robinson wanted to address the board reports which have become shorter and less detailed, expressing concern that they are no longer regularly included in the agenda. Moved to end of meeting to be added to future agenda.
- Ottosen brought up the minutes as being too long. Discussion ensued among the board members regarding the format and content of the meeting minutes, with some trustees advocating for a more concise and action-focused approach, while others argued for including more detailed commentary and discussions. Moved to end of meeting to be added to future agenda.
- Blank moved to accept the consent agenda. Plass made a friendly amendment to accept the consent agenda minus the minutes of the regular meeting of February 15th, 2024.

M, C – Blank – roll call vote requested

Blank – nay

Hanley – aye

Ottosen – aye

Plass – aye

Robinson - abstain

Community Library Network February 2024 financial statements: Action item *(5 minutes)*

- Board discussion focused on understanding the state's reimbursement for Internet access, E-Rate discounts, and budget allocations. Hanley moved to accept the February 2024 financial statements.

M, C – Hanley

Discussion of Community Library Network February 2024 carryforward balance analysis *(5 minutes)*

- Eccles shared the Community Library Network's February 2024 carry forward balance is \$1.3 million, or as the auditor calls it, fund balance, exceeding the best practice amount by \$500,000, primarily due to state funds, as highlighted during the discussion. Discussion. No action.

Circulation Statistics: February 2024 *(5 minutes)*

- Robinson pointed out the report indicates 51 new minor cards, with 50% being for limited kids cards. Blank noted there's a significant drop in circulation due to Post Falls and Athol closures. Eccles mentioned the statistics reflect both new patrons and updated cards, and for a clearer trend, it's advisable to assess the data on a quarterly or annual basis rather than monthly. Discussion. No action.

Director's Report (15 minutes)

- Eccles read her report to the board. She attended the Public Library Directors Summit in Boise, highlighted by a presentation on civic engagement and the role of libraries; discussed the impact of House Bill 710 on library materials; provided a quote from McGrath Human Resources Group for updating job descriptions at a cost of \$195 per description, starting with a minimum of five job descriptions at \$1,000, or completing all 30 job descriptions at a cost of \$5,850; mentioned the upcoming annual audit presentation on May 16th. Plass asked for a paper copy of all 30 current job descriptions. Eccles clarified that CLN currently lacks an HR specialist or HR manager, and it is not the jurisdiction of this board to be rearranging jobs. Discussion. No action.

Discussion of Materials Selection and Acquisition Policy: Action item (15 minutes) and
Withdrawal and Reconsideration Policy: Action item (10 minutes)

- Hanley presented a hybrid version of the material selection policy, combining elements from both the staff and board drafts, suggesting two policies: one for material selection, acquisition, and withdrawal, and an updated library card for minors policy. Ottosen moved to postpone materials discussion until next month.

M, C – Ottosen; Plass opposed

Break (15 minutes)

Discussion on Personnel Policy 5.3.6 Holidays: Action Item (15 minutes)

- Ottosen presented a revised holiday schedule recommendation to the board for personnel policy 5.3.6 Holidays. Trustees debated changes including renaming Presidents Day to Washington's Birthday, adding an additional day off for Thanksgiving, and removing Juneteenth as a recognized holiday. Concerns were raised about the implications of these changes. After extensive debate, Plass moved to accept the policy as written, except keep Presidents Day. Ottosen made a motion to suspend the rules and brought it to a vote. There was confusion and disagreement regarding the legality and the specifics of the motion. Blank raised a point of order that limiting debate and passing the motion are separate actions and requested a roll call vote.

M, C – Plass / Ottosen - We will have a roll call vote on the motion to suspend the rules, so we stop debate and vote on adopting the personnel policy manual as amended by 3:56 pm.

Blank - nay

Hanley – aye

Ottosen – aye

Plass – aye

Robinson – nay

Discussion of Covid Policy & April 29, 2020 Director's authorization for unilateral covid action:
Action item (15 minutes)

- Boyles read the dates that Covid was mentioned in CLN minutes. Ottosen will email the Covid Policy to the board. Ottosen moved to postpone discussion until next month.

M, C – Ottosen; Blank and Robinson opposed

Discussion on assignment and delivery of legal reports – Chair Ottosen: Action item (10 minutes)

- Discussion centered on the assignment and delivery of legal reports, with concerns raised about the potential increase in legal costs and the process by which legal reports are requested. Ottosen proposed the director get majority consensus from the board before utilizing counsel. Eccles asked for the board not to remove Legal Report from the agenda after the Director Report like it was this time. Boyles advised caution against restricting the director's ability to consult with legal counsel and suggested a more collaborative approach between the board and the library director. Discussion. No action.

Discussion on Internet Use Safety Policy: Action items (10 minutes)

- Eccles asked if the board wants a committee, staff or legal counsel to review the policy and suggested agendas reflect old business and new business. Robinson suggested having a calendar of when to review each policy on a three-year cycle. The board discussed the review of the Internet safety policy, which is mandated to be reviewed every three years, and debated the urgency and methodology for updating the policy, considering legal requirements, potential changes in laws, and the importance of timely compliance due to federal funding conditions. Discussion. No action.

Periodic acquisition report – CLN January and February 2024: Action Item (10 minutes)

- Hanley would like to have Overdrive dropped from the periodic acquisition report and focus on physical materials. Hanley passed out a sample report showing what he would like to include in the periodic acquisition report. Eccles went over the periodic acquisition report she provided the board with current Koha capabilities. Hanley and Ottosen are in favor of having Koha create a custom report with what the board wants included. Plass wants to know if this report can be exported into Excel. Eccles suggested the board review the current report to see if it meets their business needs. Consensus reached to have the director get a quote from Koha to create a custom report, not purchasing anything. Discussion was postponed to next month.

Athol and Post Falls Facilities update: Action item (10 minutes)

- Eccles presented a report on the January freeze's impact on Athol and Post Falls libraries, detailing costs, assurance of no staff layoffs for those working 19-40 hours weekly and plans to maintain services via the bookmobile during demolition and construction, anticipated to start in May. Post Falls will reopen after demolition, providing modified service in the lobby at that time. CLN bought 6,000 boxes for 63,000 items to be moved. Concerns were voiced about time limitations and the need for clearer financial details, especially regarding potential book replacement cost overruns. No action taken.

Trustee Education (5 minutes)

- Boyles passed out two documents. Lindke v. Freed No. 22-611 Argued October 31, 2023. Decided March 15, 2024. Second document titled "Public officials can be held liable for blocking critics on social media." The presentation focused on the legal implications for public officials regarding their use of social media emphasizing the increased liability for officials who fail to clearly separate personal and official communications on platforms like Facebook.

Discussion of Public Comment Policy, public etiquette, and signs: Action item (15 minutes)

- Robinson went over her changes in red and wants Public Comment to stay on the agenda. Hanley suggested changing the section regarding the board responding to public comments from "will" to "may" and addressed orally or in writing. He also suggested adding the word "Conduct" to the title. Boyles suggested the board addresses public comments the following month if they choose, not a back and forth during the public comment. Board consensus to change the second sentence "will" to "may."

Robinson moved to extend the meeting for fifteen minutes.
M, C – Robinson

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

- Board agreed to bring the hybrid materials policy Hanley provided next month.
- Blank wanted to add a discussion on open meeting law. Robinson approved. Hanley, Ottosen, Plass opposed.
- Robinson wanted to have how a special meeting is called and how to set up an agenda for efficiency. Blank, Hanley, Robinson approved; Plass and Ottosen opposed.
- Plass wanted to bring back discussion on legal opinion presentation format – written summary as opposed to publicly reading it to the board.
- Plass wanted to address what we are going to do about the Strategic Plan. Ottosen, Plass approved. Blank, Hanley, Robinson opposed.
- Eccles wanted ICRMP decision added. Blank, Robinson, Plass approved. Hanley asked if it could be discussed in executive session. Boyles needs to look into that.
- Eccles asked if the board wants to address how minutes are taken. Unanimous approval.
- Ottosen wanted to clarify the budget should be balanced before it comes to the board. Blank stated it is the board’s job to balance the budget.

Plass moved to extend the meeting by five minutes.
M, C - Plass

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

Blank asked for a special meeting to discuss open meeting laws with the attorney present. Robinson agreed. Blank asked for a meeting one week from today from 2-4 pm. No majority consensus. Ottosen said two members can approach the director to schedule a special meeting according to CLN bylaws Article III section 4.

Blank asked the minutes to include a Letter from Regina McCrea to the board and Blank’s request for a special meeting to the board chair.

Adjournment: Action item at 5:53 pm
Hanley moved to adjourn.
M, C - Hanley

Calendar of events:

21 Mar 2024	Regular Meeting	2:00 – 5:30	Hayden
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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

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