

**Community Library Network  
SPECIAL Board of Trustees Meeting Minutes  
WEDNESDAY, February 7, 2024  
HAYDEN LIBRARY – Meeting Room**

**3:00-4:00PM**

**We Empower Discovery**

Agenda

Call to Order Meeting was called to order at 3:00 pm

Roll Call Trustees: Tom Hanley, Rachele Ottosen, Tim Plass, Vanessa Robinson  
Staff: Alexa Eccles, Lindsey Miller-Escarfuller  
General counsel: Colton Boyles

Legal Report: Colton Boyles (*10 minutes*)

- Financial Management Policy - Contracting authority for Insurance
  - Boyles reviewed Idaho Code Title 33 Chapter 2720 (g): Powers and Duties of the Board of Trustees and the Financial Management Policy. The district has authority to enter into contracts and delegate to the library director to contract. It is not clear based on statute and policy who runs point. Typically, the director gathers quotes, and the board approves. Boyles recommended tweaking the Financial Management Policy by adding "Director shall gather quotes and proceed." Eccles recommended updating the Financial Management Policy to include RFQ process and objective evaluation criteria. Plass stated CLN is under insured and has been since October 1. Plass requested Eccles get three quotes. Eccles stated the board is responsible for financial oversight and authority to spend the budget belongs to the director. There is a 40-year history of authority belonging to the director. Robinson asked if the board is responsible for setting the budget and the director is responsible for dispersing the funds. Boyles stated Idaho Code gives power and duty to ensure real and personal property to the board. He recommends the board provide the budget, direct the director, review bids, and approve or deny recommendations. Plass asked for a majority consensus to ask director to get quotes now. Unclear if consensus reached.
- Insurance policies - coverage analysis
  - No discussion
- Insurance Contract review
  - No discussion
- 33-2720 Powers and Duties of the Board – Establish policies for the operation and use of the library or libraries under its control
  - No discussion
- Questions

- No discussion

Discussion to review Post Falls and Athol Library, Continuity of Operations plans: *Action item (40 minutes)*

- Hanley read from a statement describing updates provided to the board by the director and outlined operational recommendations for providing service at Post Falls. Plass read from a statement outlining emergency preparedness procedures, recommended the district compensate taxpayers for lack of service, and provided suggestions for construction and library operations moving forward. Robinson stated staff are thinking of ways to continue service and taxpayers would not expect money back because of this tragedy. Eccles reminded board members to send questions from the public to her to answer. She stated it is premature to talk about potential service options until we have more information. The next step is to remove the contents from Post Falls and Athol. She has been touring the facilities with contractors to get quotes. Legal counsel needs to determine if we need to solicit bids for the project. Next is demolition and then restoration. The extent of the damage is unknown, and we cannot make an accurate statement about the length of the closure at this time. Library service is a priority. Eccles stated staff are extremely busy. She requested that the board stop assigning specific administrative tasks. Eccles would appreciate the board's support, encouragement, and consideration. Hanley stated he is open to delaying the emergency procedure policy. He recommended that the library improvise, adapt, and overcome. Robinson stated she heard the director, and that the attorney was only given ten minutes today. Robinson acknowledged the director's experience. Eccles stated she has experience moving items as does the assistant director and facilities manager. We are helping contractors with our knowledge. We are waiting for legal counsel and bids. Only when those things are done can we go into the details of the next steps. Plass asked that the director do all she can to keep Post Falls open and keep the board updated. Hanley asked when the board would receive a factual update. He wants Post Falls to open in a smaller fashion during construction. Ottosen recommended putting things off if not pressing. Robinson asked how much time staff took for this one-hour meeting. Ottosen stated that is not pertinent. Eccles explained staff involvement.

Hanley moved to extend the meeting by ten minutes.

- M, C - Hanley

Discussion to review insurance policies, authorize engagement of insurance carriers or schedule insurance provider(s) presentations at a future meeting: *Action item (10 minutes)*

- Hanley asked for a simplified presentation comparing apples to apples. He does not know if we have adequate coverage. Plass requested consensus to get full coverage. He requested consensus to get three quotes. Eccles recommended reviewing the Financial Management Policy to clarify contracting authority. She recommends adhering to objective standards. Plass requested consensus. Ottosen consents. Hanley asked if ICRMP and Redman each count as one or are we asking for the additional quotes. Robinson requested more than one. Plass stated our rates will go up and that we want full coverage. Eccles stated the board has delegated authority to her. If quotes are provided, she will make the decision. Ottosen stated the board approves insurance. Robinson asked legal counsel if the district is fully covered. Boyles stated we have reduced limits and exclusions with ICRMP and could qualify as full coverage. Robinson requested we invite insurance providers to speak at the next meeting. Hanley stated the board requests three quotes, and the director should decide. Plass stated the director does not have contracting authority over \$50k. Insurance is the board's responsibility. Eccles stated she

objects. This is a violation of the Financial Management Policy, and the board is overreaching. Ongoing expenditures are exempt. She requested that the board allow her to do an RFQ with specified objective criteria. Plass stated this does not violate the Financial Management Policy and he does not want to be bound by the RFQ process. Ottosen asked for a summary comparison from ICRMP and Redman. Boyles stated procurement statutes do not require or prohibit an RFQ. Past practices of the library indicate insurance is exempt.

Robinson moved to extend the meeting by ten minutes.

- M, C - Robinson

Adjournment: Action item

Robinson moved to adjourn at 4:26 pm

M, C – Robinson

Respectfully submitted,

Alexa Eccles, Lindsey Miller-Escarfuller

Calendar of events:

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

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Posted: 02/05/2024 2:30pm