

**Community Library Network
Board of Trustees Regular Meeting Minutes
December 17, 2020
Post Falls Library**

We Empower Discovery

Trustees present: Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

Staff present: John Hartung, Rebecca Melton, Janelle Sells, Jennifer Craft, Randy Zepeda, Jessica Bowman

Call to order: The meeting was called to order at 2:06 p.m. by Katie Blank, Chair

Roll call: Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

Post Falls annual report: Jennifer Craft

Craft began her presentation by explaining that her theme for this year was taken from a children's book by Judith Viorst and slightly modified to be Alexander and the Terrible, Horrible, No Good Very Bad Year. Not all of 2020 was bad, though. It started with a bang and went well until March. Craft showed pictures of the Post Falls staff and credited them with meeting the following strategic focus areas:

- Building literate and informed communities: increased family programs, hosted 106 adult programs through March; favorites included Harvest Festival with cat nip toys and a cow milking machine, Bluegrass Jams, Coffee and Coloring, the second annual teen writing contest and a family spelling bee
- Creating connected communities: staff has worked with Post Falls Chamber of Commerce and Boys and Girls Club; advised NIC workforce training on skills needed for jobs; hosted Heritage Health mobile clinic every month; received \$1000 check from STCU; awarded Google grant for community outreach and received spotlight award for a successful program; Facebook and Instagram pages are well received, and the local history postings are especially popular
- Providing operational excellence: working with Randy to improve the library's ADA compliance; staff are receiving ongoing training with Ryan Dowd on a variety of work-related topics
- Providing accessible, inviting, safe and welcoming spaces to think, meet, work and create: new chairs were purchased with Friends support; kiosk was repurposed for new books; creative staff displays help feature our collection

What was happening...

District libraries closed on March 16 and shortly after that, turkeys took over the front lawn. Staff rallied soon, though, and received a STEM action center grant to print PPE on the 3D printer. Craft distributed them around town to anyone who needed them. The grant provided funds to purchase the printer filament. Nathan Hansen stepped up to record and edit story times for Facebook and YouTube and approached the ~~te~~ Post Falls Historical Society about starting a digital local history project.

Pictures showed quarantined items, front desk area staged for items on hold, and the lobby prepped for curbside. The process has been working well during this second phase of curbside service. For the short time that libraries were reopened, staff arranged public areas to make them safe for members. Programs have been reinvented online, with YouTube use increasing by 1300% and 511 new followers on Facebook. Craft does not know what will come next, but she is confident that the Post Falls staff can redirect and accept new challenges. Craft left the meeting at 3:30 p.m.

ADA priorities report: Randy Zepeda

Zepeda presented a draft for ADA expenditures with project type, solutions, target dates, cost, and library location for board consideration. He acknowledged the importance of making the website ADA compliant. Noncompliant websites are the number one source of ADA lawsuits. The Board asked if the target dates were realistic. Zepeda replied that getting a plan in place is the most important part and the target date can be adjusted. Most of the listed improvements are for the exterior of our buildings. Zepeda left the meeting at 3:42 p.m.

Hayden annual report: Jessica Bowman (delivered via Teams)

Bowman introduced herself and explained that she is the mother of two girls. She also has a teen boy living with her who, along with her older daughter, will graduate from high school this year. Bowman attended college at the University of Idaho and received her Master of Library and Information Sciences from San Jose State. She was born and raised in Sandpoint. Bowman gave highlights from the past year at Hayden:

Grants and partnerships:

- started the District-wide hygiene hamper project and has garnered \$4000 in grant support
- Community Library Friends gave \$800 for a homeschool resource project
- Kootenai Health partnered with library for Playaways for COVID-19 patients
- Heritage Health partnership facilitated visits of the mobile clinic to the library

Programs before March:

- author Justin Doering who wrote Fifty Sandwiches presented to a packed house
- PBS program with a special Muppet guest
- Star Wars family program was a joint effort with youth services, adult programming, and emerging technology

Pandemic Programming:

- adult programmers have produced original Dewey Want to Know? videos
- Yoga with Liz uses Facebook Live to offer virtual yoga every Sunday

Circulation and collection projects:

- started adult graphic novel collection
- rearranged DVD collection
- instituted self-serve holds
- small meeting room was turned into YS office
- hoping to swap the locations of non-fiction and fiction collections

What does curbside checkout look like?

- quarantined items
- Movie packs - 5 DVDs with popcorn
- “Boredom Busters” packs include items of several formats to engage adults or kids
- Robots inside front doors enforce social distancing by showing 6 feet

Jessica signed off Teams at 3:55 p.m.

Public comment:

None

Consent agenda: action item

Minutes of the November 17, 2020 budget hearing

Minutes of the regular meeting of November 17, 2020

Minutes of the CIN meeting of [October 21, 2020](#)

Community Library November Reports 2020 which includes the YS November Reports
Cooperative Information Network November 2020 financial statements

The Board noted that the CIN meeting minutes were labeled “agenda” and commented on the 7-day quarantine period for Coeur d’Alene Public Library items

McCrea noted that there was no YS report from Post Falls and asked to have it noted in the future if there is a missing report

The Board accepted the consent agenda

M, C, Veale

Community Library Network November 2020 financial statements: action item

Fish distributed a spreadsheet which compares some budget revenue and expense lines for the last 5 fiscal years. He noted the consistency of the salary lines as a percentage of the budget. Collection expenses for last year are down.

The Board accepted November 2020 financial statements

M, C, Fish

Circulation statistics: November 2020

Overdrive holds and purchasing was discussed.

Review of COVID-19 policy

The Director commented that libraries and members seem to have adjusted to curbside holds pickup and computer reservations. Signage advising the public to use at their own risk is posted at the Little Discovery Center as requested by the Board.

Director’s report: update on Strategic Questions goals (new 2020 - 21 goals)

The Board discussed the FM transmitters which have been purchased for use by the youth services, adult programming, and emerging technology departments. The idea is to present to a program or story to an audience listening on their car radios allowing for social distancing.

Board took a break at 3:30

Board reconvened at 3:42

Job description: Facilities Specialist revisions: action item

The Board accepted the updated job description as presented

M, C, McCrea

Revision of Part Time Manager section in the Personnel Manual: action item

The Board discussed the impact of having fewer hours for adult programming if the coordinator reduced weekly hours. They would consider hiring another part-time person to work with the coordinator.

Staff explained that “and coordinators” should also be included in the category explanation (5.1.1. Category 2) to read “Part-time managers *and coordinators* have a work schedule...”

Board adopted the changes to the personnel manual with the addition noted above

M, C, Meyer

Foundation activities: Bob

Fish reported on conversations with Tom Lien who is the Foundation treasurer. Lien would like to move forward with a fundraising event when conditions permit. Fish sees a need to grow the Foundation’s membership to have more input and energy for projects. Fish agreed to be the Board-Foundation liaison.

Legislative updates:

The Director shared draft legislation with the Board: [please edit this section](#)

- HB 106 would set up bookkeeping financial statements standards for all government entities which would allow uniformity in reporting budgets
- HB 123- would limit property tax increases-charges to a maximum of 4% including growth
- HB 117- taxing district reserve funds would be limited to no more than four months of operating/maintenance funds

Board members will need to monitor the legislation and be prepared to contact legislators. By law, staff, including the Director, is no longer able to advocate for or against legislation.

New legislators:

The Board briefly discussed how to reach out to newly elected legislators.

Long range facilities planning, including the acquisition of land:

No discussion

Community announcements:

None

Staff announcements: Staff explained the spreadsheet that shows the cost of items that have been recovered by Unique Management on behalf of the District. The Board requested publicity items to be printed larger.

Agenda discussion and requests:

None

Set Special and regular meeting dates: action item

A list of the regular meeting dates was shared in the Board packet

Meeting review:

None

Executive session: IC 74-206 1 (a) Hiring a public officer.

The Board moved this item to the end of the agenda

Motion to go into executive session at 4:34 pm.

M, C, Meyer

Blank	Aye
Fish	Aye
McCrea	Aye
Meyer	Aye
Veale	Aye

Succession planning: action item

Review of timeline

It was moved to return from executive session at 5:03 pm.

M, C, Meyer

Blank	Aye
Fish	Aye
McCrea	Aye
Meyer	Aye
Veale	Aye

Succession planning: action item

No action taken.

Review of timeline:

Postponed.

Adjournment: action item

The meeting was adjourned at 5:04 pm.

M, C, Meyer

Respectfully submitted,

John Hartung, Rebecca Melton

Calendar of events:

21 Jan 2021	regular meeting	Post Falls/Teams
18 Feb 2021	regular meeting	Post Falls/Teams
18 Mar 2021	regular meeting	Post Falls/Teams

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.

Primary voice and text phone: (208) 449-6627

Secondary 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.