

**Community Library Network
Board of Trustees Regular Meeting
Thursday, December 21, 2023
Post Falls Library**

2:00pm – 6:00pm

We Empower Discovery

Agenda

Call to Order Meeting was called to order at 2:00 pm

Roll Call Trustees: Katie Blank, Tom Hanley, Rochelle Ottosen, Tim Plass, Vanessa Robinson
Treasurer: Julie Saad (arrived at 2:05 pm)
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells, Jennifer Craft, Randy Zepeda
General Counsel: 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.

- Emily Christopherson, Post Falls – She noted she had doubts about the hiring of Mr. Boyles, but she recalled his quote about the First Amendment. She also said that many staff at the Hayden and Post Falls library have changed due to turnover.
- Marianna Cochran, Rathdrum – She discussed the change in the communications position and the number of reports in the Coeur d’Alene Press. She talked about the Director’s duties based on the job description.
- Theresa Birkett, Post Falls – She talked about the threat of censorship and the infringement on the First Amendment. She presented a petition against censorship with over 300 signatures. The new minors card allows parents to help their child(ren) navigate challenging content. The Board’s duties include advocating for intellectual freedom and fiscal responsibility.
- Rev. Matthew L Erickson, Post Falls – He read from a book, “A Church for All”. His church takes religious freedom seriously. He is shocked that a book such as this should be removed.
- Amy Lee, Post Falls – She noted books her children would just pick off the shelf that she felt were inappropriate. She talked about a book in the new biographies section, “Down the Drain”. The section is close to where teens could see it.
- Kara Claridge, Coeur d’Alene – She thanked the newest Board members for trying to protect children from harm. She displayed several pictures. She is in favor of the new materials selection and withdrawal policies.
- River Kermelis, Hayden – She has been a library user for a long time. The First Amendment is very important to her, and the new materials selection policy does not reflect freedom. Even if a book is offensive to one, it is not for another.
- Michelle Lippert, Post Falls – She has experience as an elected official. She noted her property tax bill is down 17% for the library district. She noted the legal fees are over budget. Policies are written by the professionals and then brought to the Board for approval.

- Summer Bushnell, Post Falls – She talked about a current trustee that notes they do not understand in some of the meetings. She is in favor of the new polices. She is thankful for the meetings being recorded.

Consent Agenda: Action Item (5 minutes)

Minutes of the Special meeting of November 2, 2023

Minutes of the Special meeting of November 30, 2023

Minutes of the Regular meeting of November 16, 2023

CIN September 2023 financial statements

- Eccles noted the CIN financial statements are from November, not September. Plass would like September 28, 2023, minutes brought back. Hanley moved to accept the consent agenda with noted correction for CIN financial statements.

M, C - Hanley

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

- Plass noted that property tax receipts will fulfill the Bond income line first. Blank noted income is minimal at the beginning of the fiscal year. Plass noted the amount of money left in the ICS account. Eccles noted staff could update the amount of unrestricted funds. Blank would like an update on the amount of available funds. Eccles will provide an updated report monthly. Ottosen moved to accept the November 2023 financial statements.

M, C - Ottosen

Circulation Statistics: November 2023 (5 minutes)

- Plass would like a graph of total circulation over the last 15 years. Eccles noted the circulation statistics reflect the fiscal year, not the calendar year. For October and November, total circulation is up from this same time last year. Hanley would like a chart instead of a table and compare over more years. Eccles noted the Idaho Commission for Libraries collects all those statistics. Blank asked what the differences are for new patron card types.

Facilities Annual Report: staff presentation (15 minutes)

- Randy Zepeda introduced himself and described his duties. He described his software program to help manage property work orders. He helps select vendors to maintain facilities. He discussed the projects slated for the current fiscal year including replacing the Hayden roof, updating lighting at Hayden, restriping parking lots, installing a new French drain at Harrison, replacing the sidewalk at Harrison with an ADA compliant ramp, updating security cameras at Spirit Lake, and upgrading the HVAC controls. Zepeda listed projects to be completed in the next one to three years. He discussed the need for a Facilities Master Plan. He is requesting another full-time facilities staff member in the next fiscal year.

Post Falls Annual Report: staff presentation (10 minutes)

- Jennifer Craft introduced herself. She gave a brief history of the Post Falls library that started in 1910. Demographics have changed dramatically in recent years. The projected population is expected to be 83,000 by 2029. She noted some other statistics about the Post Falls area. Craft reviewed the circulation statistics for the library. She described the core services staff provide to patrons. Digital and health literacy programs are popular. Evening of Hope is a long-standing partnership. Craft reviewed the many other community partnerships.

Director's Report (10 minutes)

- Eccles reviewed the repairs needed for the Bookmobile and the Discovery Bus and options for moving forward with services from the Bookmobile and the Discovery Bus. Outreach services are using multiple vehicles to provide services. She discussed what services the Bookmobile and Discovery bus provide and estimated the current value of the vehicles. Eccles reviewed the final implementation of the Library Cards for Minors. There are three different minor cards that parents can select. She is advocating combining the Library Cards for Minors Policy with the Materials Selection Policy. Plass and Hanley requested a list of materials purchased each month.

Legal Counsel Report *(15 minutes)*

- Boyles provided a document about *Virden v. Crawford County* regarding a First Amendment challenge. He discussed borrowing versus accessing material. Boyles reviewed the three minor cards and the materials available for those ages. He stated taking time to create policies is appropriate. He is recommending the policy that incorporates the library card for minors with the selection and withdrawal policies. He is not recommending reviewing a book "in part". Plass noted the differences between materials selection and materials withdrawal. Boyles thinks the Library Card for Minors is great.

Report on Materials and Withdrawal Policies Questions

Ottosen moved to limit debate to two minutes for the remainder of the meeting.

M, C - Ottosen

Discussion of Materials Selection Policy: Action item *(20 minutes)*

- Plass moved to approve the Materials Selection Policy Board Draft. Boyles is unclear about "regardless if previously acquired". The term "appropriateness" is difficult to define. He is also concerned about how the selection policy relates to the withdrawal policy. He noted the term, inappropriate, is too broad and it should be more consistent with legal definitions. Blank noted the Materials Selection Policy removed reviewing materials as a whole. Eccles does not want staff to have staff conduct the Miller Test on every item. Blank is concerned about implementing the Board draft Materials Selection Policy. Boyles discussed another case from Texas that is about a selection policy and how it relates to the First Amendment and what the Supreme Court has defined as obscene. Hanley does not want to rely on vendors recommendations. "Regardless if previously acquired" is characterized as withdrawal of materials and not selection of materials. Plass called the question to vote on the policy.

Motion to call the question.

M, Failed - Plass

Plass – Aye

Blank – Opposed

Hanley – Opposed

Ottosen – Opposed

Robinson – Aye

- Blank stated it would be reckless to approve the Materials Selection Policy without legal counsels' approval. Boyles noted that "regardless if previously acquired" can be considered withdrawal and not selection. Eccles noted that materials already purchased are considered for withdrawal. Robinson reminded the other trustees of counsel's recommendation. Eccles asked legal counsel if keeping the phrase would be a legal problem. Boyles suggested changing the phrase to read "and does not include deselection". He noted that "previously acquired"

describes deselection. Plass amended the phrase to read "regardless if previously acquired but cannot be used as a method to remove materials from the library".

Discussion of Withdrawal and Reconsideration Policy: Action item *(20 minutes)* – No discussion.

Annual Board Gift & Break *(15 minutes)* Break from 4:36 to 4:51 pm

Director Evaluation Committee Report: Action item *(5 minutes)*

- Hanley reviewed changes to the Director Evaluation Policy. The policy was not completely reviewed. Another committee meeting is anticipated to be scheduled in January.

Discussion of Director Evaluation Policy: Action item *(15 minutes)*

- Ottosen led the Board through the noted changes from the committee. A consensus was reached for changing all "Board" to "board", "may submit", and "It is suggested" from the committee edits. Eccles requested the committee meet again to provide a full recommendation. Hanley agrees with Eccles. Plass asked for legal counsel advice regarding the Director's contract versus the Personnel Manual for evaluation of the Director. Boyles will email his advice regarding this issue. Consensus was reached for changing paragraph three under Process to read "...compile a single evaluation form using all trustees and the director's input."

Discussion of 2024 Board Calendar and Policy Review Schedule: Action Item *(15 minutes)*

- Eccles noted some policies need to be reviewed by a certain time period per statute.

Discussion of Personnel Policy Manual, Section 5.3.6 Holidays: Action Item *(15 minutes)*

- Ottosen received advice from legal counsel to postpone discussion. Eccles reviewed the compensation study recommendations to offer all staff holiday pay. Consensus was reached to postpone discussion at this meeting.

Discussion on Update of Job Descriptions | Librarian and Specialist: Action Item *(15 minutes)*

- Eccles discussed the recommendations from the compensation study consultants regarding adjusting job titles. The changes are more in line with the national library standards for job descriptions. Hanley is concerned the job titles are too broad. Plass does not want to make changes until the next budget cycle. Eccles noted the changes do not create any new positions and do not have a financial impact. Hanley would like to review all descriptions. Eccles noted the "librarian" description would replace the Emerging Technology Librarian description and allows a "librarian" to work in other departments. Eccles noted the increased workload on staff. Plass moved to approve the job descriptions as presented by the Library Director.

M, C – Plass; Hanley opposed.

Resolution to transfer assigned funds for Fiscal Year 2023-2024 Capital Projects: Action Item *(5 minutes)*

- Eccles reviewed the Board has already approved the projects. The resolution authorizes staff to move funds from CARRF to operations for payment to vendors. Blank moved to accept Resolution CLN 12.21.2023-1. Eccles will bring more information regarding future facility needs from CARRF funds. Boyles cited statute regarding CARRF and does not object to the use of CARRF for the capital projects listed in the resolution.

M, C - Blank

Discussion of Public Comment Policy, public etiquette, and signs: Action Item (5 minutes)

- Robinson wants some language added to the Public Comment policy regarding signs held during Board meetings. A consensus was reached to have the Director draft edits to the policy and bring edits back to the Board for review. Plass would like to add "not personal comments about trustees". Blank believes that would violate the First Amendment. She would like language about the audience not interfering with others experience. The Director will draft edits.

Blank moved to extend the meeting by five minutes.

M, C - Blank

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

- Blank would like to review the staff draft of the Materials Selection and Access Policy as recommended by legal counsel. A consensus was not reached. Blank noted the majority of the Board is going against legal advice.
- Eccles would like legal counsel to discuss the consequences of not following legal advice. A consensus was reached to add this topic under Trustee Education.

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

- Ottosen suggested a special meeting on January 11, 2024, from 2:00 to 5:00 pm with topics to include Director Evaluation Policy, Materials Selection Policy, and Materials Withdrawal and Reconsideration Policy. A consensus was reached.

Adjournment: Action item

Blank moved to adjourn at 6:10 pm

M, C – Blank

Respectfully submitted,
Alexa Eccles, Janelle Sells

Calendar of events:

18 Jan 2024	Regular Meeting	2:00 – 5:00	Hayden
15 Feb 2024	Regular Meeting	2:00 – 5:00	Post Falls
21 Mar 2024	Regular Meeting	2:00 – 5:00	Hayden

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