

**Community Library Network
Board of Trustees Regular Meeting Minutes
Thursday, April 18, 2024
Hayden Library Meeting Room & Teams
2:00pm – 5:30pm
We Empower Discovery**

Agenda

1. Call to Order Meeting was called to order at 2:00 pm
2. Roll Call Trustees: Tom Hanley, Rachelle Ottosen, Tim Plass, Vanessa Robinson
 Treasurer: Julie Saad (arrived at 3:24 pm)
 Staff: Alexa Eccles (virtual through MS Teams), Michelle Fansler, Lindsey Miller-Escarfuller, Janelle Sells (virtual through MS Teams)

3. Pledge of Allegiance

4. 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.

- Suzanne Kearney, Post Falls – mentioned the Governor signed HB710.
- Marianna Cochran, Rathdrum – mentioned the Governor signed HB710.
- Michelle Lippert, Post Falls – addressed performance of the board.
- Heather Greenman, Post Falls - discussed Native American heritage.
- Pat Raffee, Post Falls – Highlighted the importance of unrestricted access to information.

5. Consent Agenda: Action Item (5 minutes)

- Minutes of the Regular meeting: March 21, 2024
- Minutes of the Special meeting: March 6, 2024, and March 28, 2024
- CIN meeting minutes: February 21, 2024
- CIN financial statements: February 2024

Robinson moved to accept the consent agenda as amended.

M, C – Robinson

6. Community Library Network (CLN) March 2024 financial statements: Action item (5 minutes)

Robinson moved to accept the Community Library Network March 2024 Financial Statements.

M, C – Robinson

7. Discussion of Community Library Network March 2024 carryforward balance analysis (5 minutes)

- No action taken.

8. Circulation Statistics: March 2024 (5 minutes)

- Consensus reached to add current card holders on the Circulation Statistics report.

9. Director's Report (15 minutes)

- Eccles report attached.

10. Board Resolution to transfer funds from CARRF to pay invoice for Hayden roof: Action item (5 Minutes)

Hanley moved that the board approve Resolution CLN 4.18.2024-1 Transfer Reserved Funds for Fiscal Year 2023-2024 Hayden Library Roofing Project. Plass withdrew an amendment of where the money will be transferred to.

M, C – Hanley

11. Personnel Policy Holidays 5.3.6 Implementation date: Action item (5 minutes)

Ottosen asked the board to approve Holidays 5.3.6 as amended starting October 1, 2024. Hanley said, "so moved." Eccles clarified the Personnel Policy Manual 5.3.6 Holidays will be updated with the changes and "Revised and Board Approved 4-18-24 starting 10-1-24."

M, C – Hanley; Robinson opposed

12. Discussion of Materials and Withdrawal Policies: Action Item (20 Minutes)

a. Staff Hybrid Materials Policy

Plass moved that the board remove the staff hybrid policy from consideration.

M, C – Plass; Robinson opposed

b. Materials Selection and Acquisition Policy

c. Materials Withdrawal & Reconsideration Policy

- Last possible date to be approved to be legally compliant is June 20, 2024, so it can be implemented by July 1, 2024. Unanimous consent for the staff to produce the form to match Idaho law HB710. Miller-Escarfuller asked for clarification in order to implement. No further instructions given.

13. Break (15 minutes)

14. Discussion on delivery of legal reports: Action item (15 minutes)

Plass moved to ask legal to give written reports and when appropriate use executive session. Plass added an amendment at the front, When a legal review is requested ask legal to give written reports and when appropriate use executive session. Plass called the question.

M, C – Plass - whether to add the amendment; Robinson opposed

M, F – Plass; Ottosen, Robinson opposed

15. Discussion on Periodic Acquisition Reports and cost of customized program: Action item (15 minutes)

- Board consensus reached to receive this report electronically going forward. Eccles will make a request from KOHA to ask if all locations can be run at once and add audience.

16. Discussion on minute taking: Action Item (20 minutes)

Ottosen moved starting today minutes are taken according to the IcFL trustee manual with a few dry main facts supporting why something was done. Board consensus reached to keep public comments names and a subject or short phrase.

M, C – Ottosen

17. Minutes of the Regular Meeting of February 15, 2024: Action item (5 minutes)

Robinson moved to accept the board of trustees regular meeting minutes Thursday, February 15, 2024. Remove the word "Amended." Consensus reached.

M, C – Robinson

18. Discussion on balanced Budget draft from staff: Action item (15 minutes)

Ottosen moved that staff deliver an initial budget draft that is balanced to the best of their professional knowledge and ability. Plass made an amendment for staff to include a supplemental list of wants that did not make it in the budget. Robinson called the question.

M, C – Robinson – called the question

M, C – Plass – amendment; Robinson opposed

Robinson made an amendment to add, "knowing that -1-2% might be taken away for fiscal year 2025" then withdrew it after another trustee said going negative will not happen.

Ottosen repeated the main motion with Plass' amendment that staff deliver an initial budget draft that is balanced to the best of their professional knowledge and ability with a supplemental list of wants.

M, C – Ottosen

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

- Eccles already addressed this topic in the Director's Report.

20. Response to Public Comment (5 minutes)

- Trustees discussed floating holidays in response to public comments at March meeting.

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

- Future Agenda requests:
 - Making an insurance RFP/RFQ
 - Budget hearing dates
 - Media policy (non-mainstream media)
- Agenda requests for Special Meeting May 6, 2024, 2-5:30 pm: Consensus reached

- COVID Policy and Director’s authorization
- ICRMP decision
- Public Comment Policy
- Agenda setup
- Materials and Selection Withdrawal Policy
- Future Agenda Items (parking lot)

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

- Budget Public Hearing scheduled for August 8, 2024, at 6 pm. Consensus reached.
- Budget Special Meeting for May 30, 2024, 3-5 pm. Consensus reached.
- Zoom meeting with IcFL May 3, 2024, 9-11 am
- Special Meeting on May 6, 2024, 2-5:30 pm

23. Adjournment: Action item at 5:25 pm

Robinson moved to adjourn the meeting.

M, C – Robinson

Respectfully submitted,
Alexa Eccles, Michelle Fansler

Calendar of Events:

Regular Meeting: May 16, 2024, 2:00-5:30pm, Rathdrum Library

Special Meeting - Budget: May 30, 2024, 3:00-5:00pm, Hayden Library

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