

**Community Library Network  
Board of Trustees Regular Meeting Minutes  
Thursday, May 16, 2024  
Rathdrum Library Meeting Room & Teams  
**AMENDED AGENDA****

**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: Katie Blank, Tom Hanley, Rachelle Ottosen, Tim Plass, Vanessa Robinson  
Treasurer: Julie Saad (arrived at 3:32 pm)  
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells  
Guest: Toni Hackwith, auditor with Alpine Summit CPA's (formerly Anderson Bros.)
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.
  - Theresa Birkett, Post Falls – She commented on reconsideration of materials and comments published in the Coeur d'Alene Press.
5. Consent Agenda: Action Item (5 minutes)
  - a. Minutes of the Regular meeting: 04.18.2024
  - b. Minutes of the Special meeting: 01.11.2024, 02.01.2024, 02.07.2024
  - c. CIN meeting minutes: March 2024
  - d. CIN financial statements: March 2024Blank moved to accept the consent agenda as presented minus the CIN meeting minutes of March 2024  
M, C – Blank; Plass opposed
6. Community Library Network (CLN) April 2024 financial statements: Action item (5 minutes)  
Blank moved to accept the Community Library Network financial statements for April 2024.  
M, C - Blank
7. Discussion of Community Library Network April 2024 carryforward balance analysis (5 minutes)  
Discussion was held.
8. Circulation Statistics: April 2024 (5 minutes)  
Discussion was held.
9. Presentation by Auditor: Action item (40 minutes)

Toni Hackwith with Alpine Summit CPA's, formerly known as Anderson Bros., presented the audited financial statements for the fiscal year ending September 30,2023. The audit findings resulted in a clean opinion.

Plass moved to accept the audit for the fiscal year ending September 30, 2023

M, C - Plass

10. Director's Report (15 minutes)  
Director Eccles presented her report. Discussion was held.
11. Break (15 minutes) Break taken from 3:35 pm to 3:50 pm
12. Discussion of Materials Selection and Acquisition Policy: Action Item (20 minutes)  
Discussion held on policy edits.
13. Discussion of Materials Withdrawal & Reconsideration Policy: Action Item (25 minutes)  
Discussion held on policy edits.  
Ottosen moved to table further discussion.  
M, C - Ottosen
14. Discuss Public Comment Policy approval: Action Item (5 minutes)  
Discussion held on policy edits.
15. Appointment of Officer Slate Nomination Committee (5 minutes)  
Discussion held on nomination of candidates. Treasurer Saad will not continue in the next election cycle.
16. Response to Public Comment (5 minutes)  
Discussion on number of items on the agenda.
17. EXECUTIVE SESSION: PURSUANT TO IDAHO CODE § 74-206, (1)(b)(d) CONVENE IN EXECUTIVE SESSION TO: (b) Consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. (d) Consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code. **Action Item**  
Robinson moved to go into executive session per Idaho Code 74-206(1)(b)(d) at 5:18 pm  
Blank – Aye  
Hanley – Aye  
Ottosen – Aye  
Plass – Aye  
Robinson – Aye

Miller-Escarfuller and Sells left the meeting at 5:19 pm

Blank Moved to come out of executive session at 5:35 pm

Blank – Aye

Hanley – Aye

Ottosen – Aye

Plass – Aye

Robinson – Aye

Miller-Escarfuller and Sells returned to the meeting at 5:36 pm

18. Discussion of future agenda requests (The board will decide via consensus whether these items will be moved to a future agenda) (5 minutes)  
Minor's Card Policy – Hanley  
How attorney presents advice – Plass
19. Set Special and regular meeting dates: Action item (5 minutes)  
Request to change 6/20/24 Harrison meeting time and/or date

Next regular meeting will be Monday, June 17, 2024, 2:00 to 5:30 at Harrison

Budget Meetings:

- 6/27 2-4 pm Work Session
- 7/26 2-4 pm Work Session
- 8/8 6 pm Budget Hearing
- 8/22 6 pm Possible Budget Approval

June 24, 2024, Special Meeting for Training 2 to 6 pm with materials policies at the beginning.

August 15, 2024, Regular Meeting

Add time to May 30, 2024 Budget Work Session 2:00 to 6:00; 4:00 to 6:00 will be policy discussion

- 20. Adjournment: Action item
- Blank moved to adjourn at 5:36 pm
- M, C - Blank

\*\*\*\*\*

Calendar of Events:

- Special Meeting - Budget: May 30, 2024, 2:00-4:00pm, Hayden Library
- Budget Hearing – August 8, 2024, 6:00pm

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

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.