

**Community Library Network
Board of Trustees Regular Meeting Minutes
January 14, 2020
Hayden Library**

We Empower Discovery

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

Staff present: John Hartung, Anne Abrams, Rebecca Melton, Janelle Sells, Twylla Rehder

Call to order: The meeting was called to order at 9:02 a.m. by Katie Blank, Chair

Roll call: Katie Blank, Bob Fish, Regina McCrea, Michele Veale, Meyer arrived at 9:13

Public comment:

None

Adult Programming Annual Report, Twylla Rehder, Adult Programming Coordinator:

Twylla introduced herself to the Board and began her presentation with a statistic about how isolated people are. Loneliness and isolation affect 2 out of 5 people. Library programs aim to counter that isolation by providing many chances for people to get together, feel connected and develop critical thinking skills. Last year Community Library Network libraries hosted 751 programs with an average of 63 per month.

Each of our libraries is unique and Twylla shared some of the adult programming strengths of each library.

- Athol: has led the District in getting staff involved in programming and encourages staff and members to share expertise
- Harrison: knows its community
- Hayden: forward thinking team approach; attendees love music events
- Outreach: keeps programs portable, simple and appealing for audiences
- Pinehurst: leads the way in life affirming programs; great team; good use of evaluations; community is very supportive
- Post Falls: wide spectrum of programs for families and adults; received a Google grant for small business programs
- Rathdrum: has branched out with memoir-writing classes and a philosophy club
- Spirit Lake: great programs for millennials; spelling bee; has suggested innovative district-wide programs

Kudos to Anne and Diane for support with marketing and the website!

New programs include the adult “Read 20 in 2020” reading challenge, sustainable gardening and earth day presentations.

Twylla left the meeting at 9:17

Approval of current amended agenda: action item:

The Board amended the agenda to include a discussion of the Communications Coordinator role M, C, Meyer

Consent agenda: action item:

Minutes of the December 12, 2019 special meeting. The following error was noted: extra “to” in section Benefits/wage

Minutes of the regular meeting of December 19, 2019. The correct spelling of attorney’s name, Caitlin Kling, was noted

Minutes of the bid opening for Internet and WAN, December 6, 2019

Minutes of the CIN meeting of December 18, 2019
Community Library December Reports 2019
Youth Services December Reports 2019
Cooperative Information Network December 2019 financial statements
Publicity items

The consent agenda was accepted with changes to the minutes dated December 12 and 19 as noted above.

M, C, Veale

Community Library Network December 2019 financial statements: action item:

New financial documents were distributed to include the bank statement information that arrived too late to be mailed.

McCrea asked about the e-rate consultant fees. The consultant charges the District \$150 per hour and that money is taken from the Legal and Professional line. Her expertise should help us to get full e-rate reimbursement which will help recoup her costs.

The Board accepted the revised financial statements for the three months ending Dec.31, 2019

M, C, Veale

Circulation statistics: December 2019:

Both print and e-book circulation are up. Overdrive, the vendor that supplies e-books, has been sold to a venture capital company. At this point, staff does not know if that will affect service or costs for e-materials. CIN continues to participate in the MacMillan boycott, so no new MacMillan e-books are being purchased. The Board suggested that members be informed about the boycott by putting a notice on the website.

Director's report: update on Strategic Questions goals (new 2019-20 goals)

No comment

Discussion of e-rate/broadband RFP bid award:

The Director shared information about the new contract for wide-area network and fiber optic internet services. The contract is currently being reviewed by the District's attorney. Bids for this project were opened on 12/6 and evaluated 12/27. Fatbeam was awarded the contract based on its evaluation score. They will offer fiber connectivity at all of our libraries. A special Board meeting to consider the contract will be held 1/30 in Post Falls.

Board calendar:

Blank commented that this version is different from the previous calendar. It reflects the possibility of postponing the Director job search. Once the recruitment package and job announcement are released, the Board needs to be able to move through the steps. After hearing that the Director does not support postponing the process, the Board agreed to a recruitment timeline that will require Board action for a 6 to 8-week period running concurrently with work on the strategic plan and budget.

Strategic plan discussion: current strategic plan:

Blank wants to lead the Board through the strategic plan process. McCrea expressed concerns about time commitment and special meetings. The Director suggested that a committee of the Board could do some of the work and a quorum is good enough for some meetings. The Board could concentrate on the strategic planning process in February and March. Megan Hudson will help set priorities for the District when she meets with the Board in February. The Board acknowledged that the strategic plan and the Director hiring process will keep them very busy.

Discussion of the Communications Coordinator role: This new job title replaces the Communications Director position held by Abrams when she retires in March. It is a full-time marketing position requiring strong writing, social media and project management skills. A job announcement was reviewed, and staff will proceed with posting the job.

Succession Planning:

This agenda item was moved to a future meeting.

Review attorney's resume, Caitlin Kling:

McCrea expressed no concerns about Kling's experience or qualifications. Board consensus that the District should continue to work with Kling and her firm, Hawley-Troxell.

Vehicle use policy: action item:

The following changes were suggested: Board draft date: 01-14-20, footer date: 01-14-20, change "24-hour" to "24-hours," remove first "with" and last "the" in Accident Reporting #7, and change "claim" to "claims"

The Board accepted the Vehicle Use Policy with the changes noted above
M, C, McCrea

The Board requested that the policy be sent to ICRMP for review.

Youth Services Programming Specialist job description: action item:

McCrea requested that the bold text be removed on heading "Other Duties..."

The Board accepted the job description with the change noted above
M, C, McCrea

White paper on expansion of facilities: Long-range facilities planning, including the acquisition of land

The Board discussed the possibility of expanding library buildings across the District. One large, new building located on the prairie could house departments and a public library. The board will need to consider all alternatives including purchasing land and building or expanding libraries with one bond.

Facilities report and discussion:

Report on ADA transition plan

Legislative updates:

Idaho Governor is asking for budget cuts of 1-2% from every state department.

Community announcements:

Board commented on the news features about Coeur d'Alene Public's struggle with a person hiding political books which has brought attention to libraries.

Agenda discussion and requests:

None

Set Special and regular meeting dates:

The January 30, special Board meeting will include a hearing to set fees; Meyer is not able to attend that meeting

Blank reminded trustees to bring the following materials to the special meeting on January 30:

- Last year's strategic plan
- Trend articles

- Facilities expansion white paper
- Trustees reported that mailed Board packets were received the day after being mailed.

Meeting review:
None

Adjournment: action item
The meeting was adjourned at 11:58
M, C, Meyer

Respectfully submitted,
John Hartung, Rebecca Melton

Calendar of events:

Jan 30:	2 - 4	Post Falls	special meeting
Feb 13:	2 - 5	Post Falls	special meeting
Feb 14:	9 - 12	Post Falls	special meeting
Feb 20:	2 - 5	Post Falls	regular meeting
Mar 19:	2 - 5	Hayden	regular meeting

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: ADAcordinator@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.