

**Community Library Network  
Board of Trustees Regular Meeting Minutes  
February 20, 2020  
Post Falls 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, Karen Yother

**Call to order:** The meeting was called to order at by Michele Veale, Vice-Chair at 1:34 p.m.

**Roll call:** Bob Fish, Judy Meyer, Michele Veale; Regina McCrea arrived at:1:42, Katie Blank arrived at 1:54

**Public comment:**  
none

**Youth Services Annual Report, Karen Yother, Youth Services Coordinator**

Yother introduced YS team members by showing the video they created for all-staff day. The current team includes Bethany Sandberg, Tim Madsen, Lauren Hayes, Gyna Furlin, Kelsey Mack, Cheri Millsap, Jessie Telford, Meghan Alcala, Denise Neujahr, Rhyan Mitchell, Sara Williams, Joe Robbins and Karen Yother. The team has seen lots of transition this past year with 22 staffing changes and 800-1,000 hours of training.

Yother introduced two new grant initiatives:

- Launch into Learning provides all kids entering kindergarten with quality materials including a backpack, with activity guide, reading lists, magnet and door hanger. It also provides a postcard to be returned for a free book and a chance to receive school supplies. This project targets underserved populations, strengths community partnerships and is sponsored by United Way, Friends groups, the Idaho Commission for Libraries Heritage Health and local school districts.
- The I Am initiative provides engaging wellness activities and programs for teens. Today's teens deal with lots of stress, maybe bullying, and struggle to build a positive self-image. Virtual reality headsets and book bikes will be promotional tools at pop-up sites within our communities. Partners include Heritage Health and school districts. The "I Am" theme is a simple brand with a positive message.

**Wilma's Realm:** Yother discussed the increasing number of teens using the teen room at Post Falls. YS staff who work with those kids do an amazing job. Denise has become a trusted person for many of them as she and others work to make it a safe, welcoming place and provide programming. The room is staffed most afternoons after school but more staff is needed to extend hours into the evening and on weekends.

**Pop-up libraries:** Yother explained the pop-up library concept which brings quality programs to surprise locations to provide special experiences outside library walls.

**Technology:** Yother explained the importance of technology for YS programs. It is an ever-changing piece and staff work and train hard to keep up with new technology tools. They strive to offer a balance of tech and non-tech stuff to promote active learning. Goal is to help all members use and navigate appropriate technology from preschool age to adults.

The Board thanked Yother for her good work. She left the meeting at 2:15

**Consent agenda: action item**

Minutes of the January 30, 2020 special meeting

Minutes of the regular meeting of January 14, 2020

Minutes of the CIN meeting of January 15, 2020

Community Library January Reports 2020

Youth Services January Reports 2020

Cooperative Information Network January 2020 financial statements

Publicity items

The Board accepted the consent agenda as listed

M, C, Veale

**Community Library Network January 2020 financial statements: action item**

The Board accepted the financial statements as presented

M, C, McCrea

**Circulation statistics: January 2020**

MacMillan report: The boycott on e-books produced by MacMillan has spread to many libraries, including some large library systems. ALA has joined the campaign to get MacMillan to change their restrictive e-book policy.

**Board calendar:**

Blank distributed a new version of the Board calendar to solicit comments from trustees about upcoming commitments. It shows focus areas for specific months throughout the year but does not set special meetings for the director search, strategic plan or budget.

Blank noted the Timeline of Items Due...for Budget Process sheet included in the Board packet.

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

No comments

**Approval of updated Rules of Conduct policy: action item**

The proposed Rules of Conduct is patterned after the King County Library System document, and has two sections, first is a "public facing" page that that will be posted in all libraries. The second section has additional detail about prohibited conduct.

McCrea requested the following changes:

- 1<sup>st</sup> section, 2<sup>nd</sup> bullet, change "patrons" to "members"
- 1<sup>st</sup> section, 4<sup>th</sup> paragraph, change to "and/or arrest" and "and/or prosecution"

The Board accepted the updated Rules of Conduct with the changes requested

M, C, McCrea

**Strategic plan discussion:**

Debrief the meeting of February 13, 2020

McCrea voiced concerns about the strategic planning meeting facilitated by Megan Hudson. She thought too much time was spent on what we are currently doing. She would have liked to have data or additional strategic plans to examine.

Blank asked if others found session worthwhile:

- Veale thought it was okay
- Meyer liked seeing what we have completed
- Fish was frustrated, also. He hoped to learn what we need to change. The session did not help with that.

Blank wanted to find buy-in from the Board and does not think they are there now. She loves the format of the current strategic plan.

McCrea still needs information. She does not feel that the Board was given enough information and suggested that other libraries' strategic plans would be helpful. Trustees discussed which plans would be most appropriate to look at. Staff will share the strategic plans from New York Public, Los Angeles Public, Meridian Library District, Denver Public, Boise Public, Sun Valley Community Library, Spokane County Library District, Vancouver Public, and Anythink Libraries as examples.

For next steps, Blank **looked** suggested a SWOT analysis to discuss current strengths and weaknesses. She also asked trustees to reread the ALA library trend article.

The Board took a break at 3:21

The Board reconvened at 3:32

**Succession Planning:**

Debrief the meeting of 14 February

Veale liked the proposed rubric to be used for scoring applications and the process of prioritizing the qualifications for the director position.

Proposal for additional services from consultants: action item

The Board accepted the proposal for an application scorecard and dashboard kit for \$250 M, C, Fish

The Board discussed Hudson's proposal for facilitated sessions and decided they are not necessary at this point.

Kilgore's proposal includes application rubric (approved) and an interview rubric. The Director will ask about the interview rubric.

Staff will send out up to 25 phone interview questions for consideration. Blank and Veale will meet with staff on March 2 to select their top questions and discuss the interview process.

**White paper on expansion of facilities:**

Continued discussion on long-range facilities planning, including the acquisition of land was postponed.

**Progress report on the Broadband acquisition project:**

None

**Facilities report and discussion:**

The ADA transition plan draft report will be presented at the March regular meeting

**Legislative updates:**

Elected officials finance reporting requirements: Each trustee will have to register  
Proposed property tax limitation bill; HB 409: A due pass recommendation was made in the Idaho House of Representatives and sent to the Senate. The Director will monitor its status and report back to the Board.

**Community announcements:**

None

**Agenda discussion and requests:**

None

**Set Special and regular meeting dates:**

The Board will continue working on the strategic plan process by writing down 3-5 items per section for the SWOT analysis to be considered at the special meeting on March 4, 2020. If necessary, a subcommittee can meet to finalize a draft.

**Regular Board Meeting times: action item:**

No discussion

**Meeting review:**

None

**Adjournment: action item**

The meeting was adjourned at 4:21p.m.

M, C, Veale

Respectfully submitted,  
John Hartung, Rebecca Melton

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**Calendar of events:**

Mar 19:	2 - 5	Hayden	regular meeting
Apr 16:	2 - 5	Athol	regular meeting
May 21:	2 - 5	Rathdrum	regular meeting

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Phone: 208-773-1506 ext. 329

Email: [ADAcordinator@communitylibrary.net](mailto:ADAcordinator@communitylibrary.net)

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