

**Community Library Network
Board of Trustees Regular Meeting Minutes
April 16, 2020
Post Falls Library**

We Empower Discovery

Trustees present: in person: Katie Blank, Bob Fish, Regina McCrea, Michele Veale; by phone, Judy Meyer

Staff present: in person: John Hartung, Rebecca Melton, Janelle Sells; by phone: Denna Grangaard

Call to order: The meeting was called to order at 2:11 p.m. by Katie Blank, Chair

Roll call: Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

Public comment:

None

Consent agenda: action item

Minutes of the March 16, 2020 special meeting

Minutes of the regular meeting of March 19, 2020

Minutes of the April 2, 2020 special meeting

Community Library March Reports 2020

Youth Services March Reports 2020

Cooperative Information Network March 2020 financial statements

Publicity items

McCrea noted a typo in the April 2 meeting minutes under Succession planning: in the third sentence “be” should be deleted

Meyer noted a typo in the March 19 minutes under Progress report on the Broadband...: in line 10, it should read McCrea is in favor “of” the contracts...

The consent agenda was accepted with corrections to the minutes of April 2 and March 19 as noted above

M, C, Veale

Community Library Network March 2020 financial statements: action item

Trustees asked to have carryforward added to the income statement.

Sells will add the carryforward amount in a separate line on the income statement as requested.

The Board accepted financial statements as presented

M, C, McCrea

Circulation statistics: March 2020:

None reported

Board calendar

Timeline for 2021 budget process: Blank asked for input from the Board about the budgeting process. Work on the budget was delayed because of the potential impact of HB 409, had it passed. The Board will need to consider taking a 1, 2, or 3% increase and whether to take growth. Staff will use the month of May to pull budget documents together. Staff will prepare

a first draft of the budget for May and a second draft in June. A special meeting may be needed in June. The Director's salary discussion can begin after the evaluation meeting on May 14.

Confirm budget hearing date: action item

The Board approved the budget hearing meeting for August 13, 2020, 6:00 p.m.
M, C, Veale

Scheduled meetings for the budget process include:

Budget hearing on August 13, 6:00 p.m. (opportunity for public input)

Regular Board meeting August 20, 2:00-5:00 p.m. (allows Board to consider public input)

Budget approval meeting August 27, 6:00 p.m. (Board approves a budget)

Director's search timeline for Board calendar: Phone interviews are being planned for applicants with a rubric score of 4.25 or greater. After all the phone interviews have been conducted, the Board will meet to discuss the interview results. The next round of interviews will use a video conferencing format. They should be completed by the end of June. Reference checks are also scheduled for June.

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

No comments

Review of closure (COVID -19) and discussion of next steps: action item

District libraries are currently closed through the end of April and schools are closed through the end of the school year. Staff is concerned that kids would be dropped off at a library to spend the day since there is no school.

Staff has been exploring how to open District libraries in phases and offered these steps:

- Remain completely closed through May 10 while planning for staff to return
- Develop plan for safe return of materials
- Provide protective gear for staff before opening
- Reopen book drops
- Restart courier
- Create plan for starting self-serve curbside delivery of materials at all libraries
- Coordinate with CIN libraries

Trustees expressed support for proceeding cautiously and safely but want to offer some level of service beyond digital materials.

A special meeting to address the current closure and adopt a plan for reopening will be scheduled.

Board took a break at 3:54

Board reconvened at 4:06

The current library closure was extended through Sunday, May 10, 2020

M, C, McCrea

Strategic plan discussion: Next steps

Blank reminded the Board that they are responsible for establishing strategic plan focus areas and initiatives and staff creates action items. A one-page document is ideal.

McCrea commented that she prefers "Provide accessible, inviting, safe and welcoming facilities" from last year's strategic plan rather than "Providing space to think, meet, work

and create.” She is fine with allowing staff to select the wording that works best. Staff is ready to begin working on action items soon.

Succession Planning:

Review of questions for first phone interview: A set of questions has been developed. Suggestions from Meyer will be incorporated into the next round of interviews. Phone interviews will begin next week.

Update of process: A practice session helped Blank and Veale feel more comfortable. Any candidates with a score above 4.25 will receive a phone interview.

Progress report on the Broadband acquisition project:

The broadband project is proceeding well. Getting fiber into the Hayden building is the most difficult part of the project. Fatbeam is looking at how to bore across the Hayden parking lot and sidewalk. Fiber for the Pinehurst and Harrison libraries is close to being installed.

Facilities report and discussion:

White paper on expansion of facilities: continued discussion
Postponed

Long-range facilities planning, including the acquisition of land
Postponed

Legislative updates:

May primary election will be entirely online

Community announcements:

None

Agenda discussion and requests:

None

Set Special and regular meeting dates: action item

Trustees expressed the need to meet the last week of April to discuss reopening our libraries. A special board meeting was set for Wednesday, April 29th at 2:00 p.m.

A special meeting to discuss the Director’s evaluation was set for Thursday, May 14, 1:00-5:00 p.m. and will include an assessment of the candidates who received a phone interview. Some Board members will attend virtually, others will be in person.

Meeting review:

None

Adjournment: action item

The meeting was adjourned at 5:06 p.m.
M, C, Fish

Respectfully submitted,
John Hartung, Rebecca Melton

Calendar of events:

May 21:	2 - 5	Post Falls/virtual	regular meeting
Jun 18:	2 - 5	tbd	regular meeting

July 16: 2 - 5 tbd regular meeting

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Phone: 208-773-1506 ext. 329

Email: ADAcordinator@communitylibrary.net

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