

**Community Library Network
Board of Trustees Regular Meeting Minutes
May 21, 2020
Post Falls Library/Microsoft Teams**

We Empower Discovery

Trustees present: in person: Katie Blank, Judy Meyer (arrived at 2:08); by phone: Bob Fish, Regina McCrea

Staff present: in person: John Hartung, Rebecca Melton, Janelle Sells

Call to order: The meeting was called to order at 2:03 p.m. by Katie Blank, Chair

Roll call: Katie Blank, Judy Meyer; by phone Bob Fish, Regina McCrea; Michele Veale was absent

Public comment:
none

Consent agenda: action item

Minutes of the April 29, 2020 special meeting

Minutes of the regular meeting of April 16, 2020

Minutes of the CIN meeting of April 22, 2020

Community Library April Reports 2020

Youth Services April Reports 2020

Cooperative Information Network April 2020 financial statements

2019 Audit

Publicity items

The consent agenda was accepted as presented

M, C, McCrea

FY 2019 Audit report: Toni Hackwith, Anderson Bros. CPAs, via a canned video report
Toni Hackworth presented a prerecorded report on the audit. She reminded the Board that the audit is needed for compliance with State statutes. The two reports issued include the Financial Statements and the Report of Internal Control over Financial Reporting. Both reports received unmodified or clean results.

She discussed the Fund Balance which is necessary because the District's revenue stream is inconsistent month to month. It protects the District from unnecessary borrowing. The fund balance from FY2019 was in the recommended range, between one-quarter and one third of the year's operating budget. There was a request for a synopsis of the full report. Staff will discuss this and Hackwith will be contacted.

Community Library Network April 2020 financial statements: action item

The Board approved the financial statements as presented

M, C, Fish

Circulation statistics: April 2020

No comments

Board calendar: Timeline for 2021 budget process

Updated timelines for budget and succession planning are reflected in the revised calendar. The Board can review for approval next month.

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

Self-serve pickup service will continue in each library in accordance with Phase 2 of the Rebound Idaho plan. Limited computer access will be added on June 1, which is the beginning of Phase 3. Phase 4 eases most restrictions. It is scheduled for mid-June.

McCrea and Blank discussed their experiences with self-service pickup. Each of them would like to see a more relaxed approach that does not require appointments.

Board took a break at 3:16

Board reconvened at 3:29

Strategic plan discussion

The Board discussed the wording for Focus area D. Two choices were included on the draft 5 document for consideration: "Providing space to think, meet, work & create" or "Providing accessible, inviting, safe and welcoming facilities." No decision was made so Blank suggests continuing the discussion at another meeting.

The Board asked how progress on the actions suggested for Focus area A would be monitored.

The Director noted that board reports, the director's report and manager and coordinator presentations all address progress on initiatives and actions.

On item 19, new language was suggested to read "Create a comprehensive plan for the use of all library vehicles."

Budget 1st draft discussion

The Director discussed the new statute affecting forgone taxes. The new law requires that if a taxing district does not take all of the allowed 3% increase, it needs to state in a resolution that it plans to use the amount (forgone) in a later budget. If a declaration to use forgone later is not made, the ability to use forgone is forfeited. Fish favors using forgone for capital improvements. Meyer prefers to use the 3% in the same funding year to avoid having to use forgone.

The draft budget included in the board packet includes an estimated growth factor but none of the 3%. Staff thinks the District would be wise to budget conservatively to prepare for the possibility of a recession but would like to have the ability to award merit raises.

Specific budget lines were discussed. Trustees requested that a 1.5% increase be included in the next budget draft with changes to lines noted. The columns for FY'17 and FY'18 will be deleted from the budget draft to give room to add property tax percentage increases for Board consideration.

Succession Planning

The current slate of candidates has been reduced to three. Video interviews are being scheduled.

At 5:05, the meeting was extended for 15 minutes

M, C, Meyer

Progress report on the Broadband acquisition project

Some of the equipment needed to make fiber active in all of our libraries will not be available as planned for the July 1, deadline. Ednetics should be able to supply equipment that will work in the short term.

Facilities report and discussion:

White paper on expansion of facilities: Continued discussion:

None

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

No discussion

A Hayden remodeling project was discussed. The focus of the project would be to expand staff spaces for youth services and circulation employees. Staff will have a more formal plan for the June regular meeting.

Legislative updates:

None

Community announcements:

None

Agenda discussion and requests

None

Set Special and regular meeting dates: action item

Meeting review:

None

Adjournment: action item

The meeting was adjourned at 5:20

M, C, Meyer

Respectfully submitted,
John Hartung, Rebecca Melton

Calendar of events:

Jun 18:	2 - 5	Teams/Post Falls	regular meeting
July 16:	2 - 5	TBD	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: ADAcoordinator@communitylibrary.net

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