

**Community Library Network**  
**Board of Trustees Regular Meeting Minutes**  
**June 18, 2020**  
**Post Falls Library**

**We empower discovery**

**Trustees present:** Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale  
**Staff present:** John Hartung, Rebecca Melton, Janelle Sells, Jill Roche, Linda Mahon (arrived at 2:30)

**Call to order:** The meeting was called to order at 2:06 p.m. by Katie Blank, Chair

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

**Public comment:**  
None

**Athol annual report: Jill Roche**

After introductions, Roche reported on the past year at Athol Library.

Programming goals:

- Create and present more programs for families. Programs have included: bingo, marimba band, family jeopardy, music programs, the Athol winter celebration, and a cookie contest
- Present more adult programs. This goal has not been achieved because guitar lessons and yoga classes have been cancelled. Both programs had strong, regular attendance. Adult programs have included: the Eureka Sally chocolate presentation, needle felting and rock painting.
- Offer more teen programs. Three new teen programs have increased engagement and numbers.

Collection:

- Staff has weeded to match the collection to the needs of the Athol community
- Visual displays have increased visibility and helped increase circulation of those items

Staff achievements:

- Bethany has done a great job reaching out to schools and daycares
- Golden Book Award is rotated through staff to acknowledge their great work

Goals for next year will be to involve teens in the library, have more of an Instagram presence, respond to Facebook comments in a more timely fashion, promote e-resources, and find additional ways to involve the library in the Athol community.

Roche left the meeting at 2:35 p.m.

**Rathdrum annual report: Linda Mahon**

After Board introductions, Mahon gave her annual report for Rathdrum which was divided into pre and post COVID sections.

Programs: Successful presentations this past year included a great summer reading program for kids, and adult programs on identifying fake news, classical music, and Idaho women. A widely popular memoir writing series for adults was started but not completed due to libraries closing in March. The annual Halloween celebration, Trunk or Treat, was well attended. The Holiday Stroll brought horse-drawn wagon rides back to the library with good participation from nearby

businesses. The rotating 3D printer was well received at Rathdrum as the curious asked questions and other users took advantage of having a 3D printer in Rathdrum.

Staffing: Mahon has seen three circulation specialists leave. Two new hires, Bernadette Ambrosic and Monica McLean are on board and the third position is in the interview process. Meghan Alcala is the new Rathdrum youth services specialist. She works out of Spirit Lake and Rathdrum. Meghan has increased YS program attendance and created a story book trail at the new Rathdrum Mountain park.

The circumstances brought on by COVID-19 have raised questions for the Rathdrum staff. What can be done to better serve the Rathdrum members? The uncertainty of how best to keep staff and members safe has led to new service models including curbside service and limited computer access. The entire Rathdrum staff is grateful for the support of the Board during closure.

The Board asked about the idea of relocating the Rathdrum Library close to a proposed city hall on Lancaster. Mahon is not opposed but raised the questions of how the people to the north of the library along the Highway 41 corridor would be served.

Mahon left the meeting 2:55 p.m.

**Consent agenda: action item**

Minutes of the May 14, 2020 special meeting

Minutes of the regular meeting of May 21, 2020

Minutes of the June 4, 2020 special meeting

Minutes of the CIN meeting of May 20, 2020- not included

Community Library May Reports 2020 which includes the Youth Services May Reports

Cooperative Information Network May 2020 financial statements

Publicity items

CIN minutes from May 20 were not included in the packet and pulled from the consent agenda

The Board asked if publicity items should be part of the consent agenda. Staff will include only items that need to be approved in the consent agenda.

Consent agenda was approved except for CIN minutes which will be in next months' packet

M, C, McCrea

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

Board noted that the income from grants is up. Janitorial costs are down a little because of the closure. Service was renegotiated to include deep cleaning on a less frequent basis when the public was not in the buildings.

Financial statements were accepted as presented

M, C, Fish

Board took a break at 3:44

Board reconvened at 3:54

**Circulation statistics: May 2020**

No discussion

**Board calendar: action item**

No discussion

**Annual meeting: election of officers: action item**

The current slate of officers was nominated to retain their positions

M, C, Fish

Board positions for the next year will be:  
Katie Blank, Chair; Michele Veale, Vice-Chair and Treasurer; Regina McCrea, Clerk,

Meyer moved to add discussion of board attorney to the agenda because of an emergency within the last 24 hours. M, C, Meyer

A letter was received announcing that Board attorney Kling is leaving Hawley Troxell. Director recommended that District records be transferred to follow Kling to Lake City Law.

Motion by McCrea to select option 2 in letter from Hawley Troxell and continue representation with Caitlin Kling for municipal counsel.

M, C, McCrea

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

No discussion

**Review of closure (COVID -19), re-opening and discussion of next steps: action item**

The Board discussed what might happen should a COVID-19 exposure happen in a District library.

Staff who had been exposed would be expected to self-quarantine and those not exposed would be asked to work to keep the library open, if possible. The Board would be informed and would be asked to decide on the length of closure and whether staff would be paid.

The Board agreed to augment the authority granted to the Director to exercise discretion and best judgement to address emergent circumstances related to COVID-19, not to exceed 15 days without Board approval

M, C, McCrea

**Strategic plan discussion:**

Postponed

**Budget 2<sup>nd</sup> draft discussion: Salary discussion**

A special meeting date will be set for this topic

**Progress report on the Broadband acquisition project**

None

**Facilities report and discussion:**

Hayden project:

No discussion

Discussion of Rathdrum facility situation, Bob:

No discussion

**White paper on expansion of facilities:**

Continued discussion

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

No discussion

**Legislative updates:**

None

**Succession planning:**

Executive Session: IC 74-206 1 (a) Hiring a public officer: action item

It was moved to go into executive session pursuant to IC 74-206 1 (a) at 4:35 pm M, C, Meyer

Blank Aye  
Fish Aye  
McCrea Aye  
Meyer Aye  
Veale Aye

The Board moved out of executive session at 5:01 . M, C Meyer

Blank Aye  
Fish Aye  
McCrea Aye  
Meyer Aye  
Veale Aye

It was moved to extend the meeting by 10 minutes. M, C, Veale

**Community announcements:**

None

**Agenda discussion and requests:**

None

**Set Special and regular meeting dates: action item**

A special Board meeting to discuss the 2021 budget was set for Friday, June 26, from 1:00-3:00 p.m. at the Post Falls Library.

In person interview with first Director candidate was tentatively set for Friday, July 17, 2020

**Meeting review:**

None

**Adjournment: action item**

The meeting was adjourned at 5:13

M, C, Fish

Respectfully submitted,

John Hartung, Rebecca Melton

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**Calendar of events:**

Jun 26:	1 - 3	Post Falls	special meeting
July 16:	2 - 5	Spirit Lake	regular meeting

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Phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

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