

**Community Library Network  
Board of Trustees Regular Meeting Minutes  
July 16, 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

**Call to order:** The meeting was called to order at 2:04 by Katie Blank, Chair

**Roll call:** Katie Blank, Regina McCrea, Judy Meyer, Michele Veale, Bob Fish arrived at 2:27

**Public comment:**

None

**Spirit Lake annual report:** Carol Ferguson

Ferguson presented her annual report to the Board via a recording. She introduced Spirit Lake staff and discussed some highlights of programming this last year. Two adult programs stood out: Sarah Bell's "Creating Realistic Fiction Characters" and Brad Sondahl's musical history program about hobo songs and stories from famous people who rode the rails, including Woody Guthrie.

A favorite for all ages was the Touch-a-Truck program organized by the Spirit Lake Police Department. There were several pieces of heavy equipment to touch with a helicopter landing for all to experience.

The library remodel was the has biggest event for the staff. All library items were moved at least once, public computers were relocated, an expanded staff work area with a safe room was built and the children's library was moved to the back corner of the library.

When the COVID-19 pandemic struck, library staff worked on locking the book drop and developed protocols for quarantining items and self-serve curbside pickup. All staff were grateful to the Board for getting paid during the closure.

Staff and members love the new, improved broadband capacity! It allows staff to be more productive.

The Board acknowledged Ferguson's presentation and requested that the Director thank her.

**Consent agenda:** action item

Minutes of the June 12, 2020 special meeting

Minutes of the regular meeting of June 18, 2020

Minutes of the June 26, 2020 special meeting

Minutes of the CIN meeting of May 27, 2020

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

Cooperative Information Network June 2020 financial statements

The Director asked the Board to remove the Library June Reports from the consent agenda to allow one of them to be rewritten

Consent agenda was approved without Library June board reports

M, C, McCrea

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

The Board asked about the Cares Act grants for libraries. They were awarded to all District locations for COVID-19 related expenses. The money the District received will be used for hot spots and Chromebooks to increase members' digital access.

The Board accepted the June 2020 financial statements

M, C, McCrea

**Circulation statistics: June 2020**

The Director announced that an expanded report on online program views will be part of the circulation statistics in the August packet.

**Review of COVID-19 situations:** The Director explained the how the District is handling staff exposure to COVID-19. If there is a known exposure, the employee is tested and cannot return to work unless test results are negative or 14 days has expired. Staff wear masks when working with the public and generally glove up when working with returned items. Meyer asked if the libraries should require masks for members? Instead of a mandate for masks, signs will be posted to encourage everyone to wear masks in the library.

McCrea asked about other alternatives to prevent the spread of disease like limiting the number of people in our buildings and better filtration systems for our libraries.

The Board stated that they are concerned about public and staff safety without clear direction from health or political officials and feel unqualified to make these decisions.

McCrea wants to consider reasonable steps to ameliorate the danger from the spread of COVID-19 and asked to have Board concern noted.

Meyer stated that the Board reviews the current situation at every Board meeting, has closed programs, advocates social distancing, requires all staff to wear masks, encourages members to wear masks and has noted that attendance is lower than usual. Staff is authorized to react quickly to any related situations as they arise.

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

The Director asked if the new strategic plan should be reflected in the monthly Director's report starting in August. The Board's reply was "yes."

**Strategic plan discussion: action item**

The Board accepted the Strategic Plan draft dated 6/2020 with these changes:

Action #13 from previous Strategic Plan "Evaluate and address staff safety concerns and provide appropriate training" was added as #19. Numbering was corrected.

M, C, McCrea

**Personnel Manual: action item**

The Board asked:

- How quickly can a request for bank hours could be granted? That process can happen within three business days when all parties are available to receive and approve the request.
- What is a temporary employee? Person hired to fill in for an employee on extended leave

The Board agreed to remove all references to category 5 employees and eliminate that category. Trustees asked that section 5.3.6 (Holidays) be resubmitted for approval with clarifying language.

The Board approved revisions to the Personnel Manual and Sick Leave Bank policy as presented with changes discussed and asked to have section 5.3.6 resubmitted with additional revisions

M, C, McCrea

**Budget 3<sup>rd</sup> draft discussion:**

The 3<sup>rd</sup> draft shows an increased growth estimate in line 1 that reflects \$9450 from a closed urban renewal district in the Post Falls area. It also shows an annual budget with an additional 2% included. The growth number is preliminary. The certified budget number for

publication is also an estimate until final numbers are available in September. For the meeting on July 30, staff will have property tax numbers that are more realistic. Fish commented that the income estimates are too low. If we are too conservative, the District may take 1.5 % and not need it. The 2020 budget will need to be reopened to include the URD check and grant income.

**Salary discussion:**

Postponed until special meeting on July 30, 2020, at 2:00 in Post Falls.

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

The Director provided the Board with a review of the project. All libraries are running the new fiber optic system from Fatbeam at 1 Gigabyte per library.

**Facilities report and discussion:**

Hayden project

Discussion of Rathdrum facility situation: Bob

Proposed new Harrison hours

No discussion due to time constraints

**White paper on expansion of facilities:**

Continued discussion and Long-range facilities planning, including the acquisition of land

Postponed

**Legislative updates:**

None

**Succession planning:**

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

Motion by Meyer to go into executive session at 4:15

Meyer yes

Fish yes

Veale yes

McCrea yes

Blank yes

Motion by Fish to leave executive session at 5:03

Meyer yes

Fish yes

Veale yes

McCrea yes

Blank yes

It was moved and carried to extend the meeting until 5:30. M, C, Fish

**Community announcements:**

None

**Agenda discussion and requests:**

None

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

Budget discussion and debrief of candidate in-person interview set for Thursday, July 30, 2020 at 2:00-4:00 at Post Falls Library

**Meeting review:**

None

**Adjournment:** action item

The meeting was adjourned at 5:25 pm.

M, C, Fish

Respectfully submitted,

John Hartung and Rebecca Melton

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**Calendar of events:**

July 16:	2 - 5	Post Falls	regular meeting
July 30:	2 - 4	Post Falls	special meeting
July 31:	all day	Post Falls	special meeting
Aug 3:	2 - 4	Post Falls/Teams	special meeting

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