

**Community Library Network
Board of Trustees Regular Meeting Minutes
August 20, 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 2:03 p.m. by Katie Blank, Chair

Roll call: Katie Blank, Bob Fish, Regina McCrea, Michele Veale; Judy Meyer arrived at 2:14

Public comment:

None

Consent agenda: action item

Minutes of the July 7, 2020 special meeting

Minutes of the regular meeting of July 16, 2020

Minutes of the July 24, 2020 special meeting

Minutes of the July 30, special meeting

Minutes of the July 31, special meeting

Minutes of the CIN meeting of June 17, 2020

Community Library August Reports 2020 which includes the Youth Services and July Reports

Cooperative Information Network July 2020 financial statements

The following changes were made to the July 16 minutes: in the Spirit Lake report, it should read “the library remodel was the biggest” with “has” eliminated; top of 2nd page, eliminate extra “the” to read “The Director explained how the District..”; in bulleted section on 2nd page, eliminate “could” to read “How quickly can a request for bank hours be granted?”

The Board asked about the contributions to the CIN e-book account which is above budget.

Staff noted that District contributions are higher because of the emphasis on e-resources due to COVID-19 closures.

The consent agenda was accepted with changes to minutes of the July 16 regular board meeting as listed above, and library board reports for July and August were approved.

M, C, McCrea

Community Library Network July 2020 financial statements: action item

The Board approved the financial statements ending July 31, 2020

M, C, Fish

Circulation statistics: July 2020

The Board noted that circulation has started to increase again.

Review of COVID-19 situations

District libraries will reinstitute a 72 hour quarantine period for returned items. Other CIN libraries are quarantining also. The Director reported there have been some angry member responses to the mask mandate.

Staff recommends extending the mask mandate to all District libraries. Currently, the Panhandle Health Department mandate only applies to Kootenai County, leaving Pinehurst without a policy to require masks.

Director's report: update on Strategic Questions goals (new 2020 - 21 goals)

The Director reminded the Board that the new strategic plan was used as the basis for his report.

Personnel Manual: Holidays: action item

The revision to the Personal Policy section on Holidays was accepted
M, C, McCrea

Budget 5th draft discussion:

Debrief public hearing: Board members recapped the public hearing for Meyer who missed the meeting. Fish expressed concern that more people are not interested in our budget process.

The only person who spoke at the hearing was former Board member Seely who was upset that the Board was considering a budget that includes any of the 3% allowable tax increase. A follow up letter from him also criticized the Board for paying staff through the time the libraries were closed due to COVID-19.

The Director reminded trustees that the District's unemployment reimbursement entity status would have made it very expensive to lay people off and there would have been little or no savings. The Board requested that staff make a timeline about the closure to help answer questions. Meyer and Fish suggested preparing a letter to explain the closure and the budget for a press release. Blank stated that she would like to make a decision on the budget independent of Seely's opinions and would like to see board meetings advertised better. Meetings are now featured more prominently on our website.

The Board took a break at 3:42 p.m.

The Board reconvened at 4:04 p.m.

Salary discussion: The Director discussed the Board Draft 5 of the budget, dated August 20, 2020. It includes an extra \$.50 for circulation specialists in the salary line to help keep the District more competitive with the higher starting wage offered at Coeur d'Alene Public.

Q1+ discussion: The anticipated amount in Q1+ is sufficient to cover costs for the first quarter of the new fiscal year and could provide extra funds to put into CARRF if Board approves a 1.5% budget. If the Board decides not to take a percentage increase, money from Q1+ could be used for budgeted expenditures with CARFF receiving less. That would mean the District has a deficit budget because new revenue does not cover new expenditures.

Foregone resolution discussion: action item

Veale and McCrea expressed dislike of foregone.

Budget decision: action item

Meyer moved to approve the budget with a 1% increase with remaining 2% to go into foregone
After discussion, motion was withdrawn

The Board extended the meeting to 5:30 p.m.

M, C, McCrea

Meyer restated her motion to approve the budget with a 1% increase with remaining 2% to go into foregone.

Discussion: Fish will not support a 1% increase; Veale will support 0 or 1.5% and would not take foregone; McCrea would like to see a budget with an increase but thinks that this difficult time requires supporting a 0% increase

Meyer's motion was withdrawn

McCrea moved to approve the budget with a zero percent increase, reserving the allowable 3% to foregone

Motion was amended to approve budget as presented with a zero percent increase
M, C, McCrea

Motion to reserve to foregone the amount not taken in taxes
M, C, McCrea

Progress report on the Broadband acquisition project:

None

Facilities report and discussion:

Hayden project: The Director mentioned that a firm bid for the project has not been received. A full discussion was postponed to a later meeting.

Proposed new Harrison hours: action item

The Director explained the request to add 4 additional open hours to the Harrison Library schedule. The extra hours would allow staff to deal with the courier on the day it arrives and facilitate school and library programming for kids on Thursdays.

The Board approved adding 4 additional open hours to the Harrison Library schedule
M, C, Veale

White paper on expansion of facilities:

Continued discussion:

Postponed

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

Postponed

Legislative updates:

None

Succession planning: action item

The Director will present costs for hiring an executive search firm at the next meeting

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

Not needed

Community announcements:

None

Agenda discussion and requests:

None

The meeting was extended to 5:45

M, C, Meyer

Set Special and regular meeting dates: action item

The Board discussed the agenda items for the special meeting on August 27 to include a resolution on taking foregone, approval of the FY21 budget and next steps in the director search. Blank suggested that the Board meet earlier than the scheduled 6:00 p.m. time.

The time of the August 27 special meeting was changed from 6:00 to 2:00-4:00 p.m.

M, C, Veale

A special meeting was set for September 3, 3:00-5:00 p.m. at Post Falls

Meeting review:

None

Adjournment: action item

The meeting was adjourned at 5:39 p.m.

M, C, Meyer

Respectfully submitted,
John Hartung, Rebecca Melton

Calendar of events:

Aug 27:	2 - 4	Post Falls	special Board meeting
Sep 3:	3 - 5	Post Falls	special Board meeting
Sep 17:	2 - 5	Pinehurst	regular meeting
Oct 15:	2 - 5	Post Falls	regular meeting

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Phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

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