

**Community Library Network  
Board of Trustees Regular Meeting Minutes  
September 19, 2019  
Pinehurst Library**

**We Empower Discovery**

**Trustees present:** Katie Blank, Bob Fish, Regina McCrea, Michele Veale

**Trustee absent:** Judy Meyer

**Staff present:** John Hartung, Anne Abrams, Rebecca Melton, Janelle Sells, Brenda Ludwick

**Call to order:** The meeting was called to order at 2:00 by Katie Blank, Chair

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

**Public comment**

None

**Pinehurst Library report:** Brenda Ludwick

After introductions, Brenda presented her annual report about changes in staffing, space and social media.

**Staff:** Brenda showed pictures of the Pinehurst employees Ann, Isabelle, Rachel and Gyna and herself. Rachel is expecting "Dolly" in late October so she will be on leave for a while. Eloise left in August but still keeps in touch with exploits of her grandkids, including an exploding volcano. Kim has replaced Eloise. She worked at Post Falls for several years before moving to the Silver Valley.

**Space:** Pinehurst has moved from hardwired public computers to wireless laptops to allow more flexibility for programs and events. The improved space was used right away to accommodate the Mobius planetarium program which was moved inside because of weather. Communication with Mark allows the public access catalog to be used as the ADA-accessible station.

**Social media:** Staff has re-emphasized Facebook and try to post daily. One of the impacts of increasing their online presence has been the frequent calls from people looking for the Pinehurst, South Carolina, public library. Staff now keeps the South Carolina phone numbers handy.

The Board asked about programs and ADA computers. Brenda shared that a recent roasted garlic program had the library smelling of garlic for days! The Board thanked Brenda for her presentation.

Brenda left the meeting at 2:20.

**Consent agenda:** action item

Minutes of the budget hearing of August 8, 2019

Minutes of the regular meeting of August 15, 2019

Minutes of the special meeting of August 22, 2019

Minutes of the CIN meetings of June 19, and July 17, 2019

Community Library August Reports 2019

Youth Services August Reports 2019

Cooperative Information Network August 2019 financial statements

Blank mentioned that emerging technology librarian, Nick Madsen, will return to present additional information to the Board in October.

The consent agenda was approved as presented

M, C, Veale

**Community Library Network August 2019 financial statements:** action item

Fish asked about highlighted lines on the income statement which indicate that additional money was added to them at the start of FY 2019 from Q1+. Any amount for the new fiscal year above what was approved will require that the budget be reopened in October.

The financial statements were accepted as presented  
M, C, Fish

**Circulation statistics:** August 2019

E-book circulation is up throughout the District. McCrea asked about the contributions from other CIN libraries for Overdrive. All e-book purchases are made through CIN. The Board asked about publishers who have set a moratorium for new e-items. This prevents libraries from getting new material until the moratorium period has passed. Libraries nationwide have objected to this practice by Macmillan, Blackstone and other publishers.

**Director's report:** update on Strategic Questions goals (new 2019-20 goals)  
The trustees discussed the report briefly.

**Budget item:**

The required budget forms filed with the County and State Tax Commission were included in the Board packet at Blank's request to help trustees understand the tax process.

**Succession Planning:** Debrief of meeting of June 27

Fish asked if staff has been informed of upcoming staffing changes. The Director replied that no formal announcements have been made.

**Megan Hudson recommendations:**

The Board discussed the composition of the search committee. Would an outside person be invited to participate? Should a consultant be hired? Would the Board be a search committee of five, or would there be sub-committees? Blank asked about who would create agendas and follow-through with the process. A subcommittee composed of two people reporting back to full board would be easiest because there would be no need for public notification. The first step is to complete the job description which is needed before posting the job. Megan Hudson is scheduled to meet with the Board on Wednesday, October 9 from 2-4:30 in the workroom at Post Falls.

Fish asked for the current job description. McCrea offered to work with Fish on a draft job description to be available on Oct. 9.

Blank would like to talk to Megan prior to having the Board meet with her. The Director will coordinate that conversation.

**Timeline/next steps:** The board discussed the timeline from Megan.

**Director's job factors:** The Director discussed that many of the factors were taken from the competency list created with Megan. Other points came from the current job description and the Grand Rapids, Michigan job description found online. John dislikes the term "servant leadership" but does not object to the secular concepts that have emerged as a result and is fine with concept if it is called something else. Servant leadership was originally developed in religious organizations then spread out to secular organizations. The Board agreed that the job factors and the competency list are a good place to start but not everything will be included in the final version of the job description.

The Board took a break at 3:39  
The Board reconvened at 4:02

**Executive Session:** IC 74-206 1 (b) Evaluation of personnel: action item:  
Not needed.

**Job description:** Communications Coordinator: action item  
McCrea suggested the following changes: in general statement of duties;  
“manages the communication budget line” changed to “manages budget funds allocated for communications”  
Bullet point #2 “Tracks and manages communications budget line” changed to “Tracks and manages communications budget”  
Bullet point #3 “...District libraries and online” to “online and at District libraries”  
Bullet point #6 “Provides written and verbal reports on routine...” to “Provides verbal and regular reports”  
Bullet point #8 “Collaborates with webmaster to coordinate...” to “Collaborates with webmaster on social media campaigns”  
Bullet point #14 add “as needed” at end  
Bullet point #16 “Represents the District at meetings” to “Represents the District at business and community meetings and events for the purpose of explaining and garnering support for library programs and services”  
Under Acceptable Experience: “with increasingly more responsibility” to “with increasing responsibility”  
Under Performance Aptitudes, Physical Ability add “a” between “in” and “seated”  
The Board accepted the job description with suggested changes  
M, C, McCrea

**Approval of art donation policy:** action item  
The Board discussed the Art Acquisition Policy. McCrea asked why the board would want to get involved in a donation exceeding \$5000. The Director responded that a donation of that size represents a substantial donation and the Board might want to have a say in accepting or refusing the donation.  
McCrea suggested the following changes:  
Replace “very occasionally” in first sentence with “on occasion”  
Replace third paragraph with: “District reserves the right to exercise its discretion and reject any piece deemed inappropriate or not suitable for its facilities.”  
Replace last paragraph with: “Only permanent donations without conditions will be considered.”  
The policy was accepted with suggested changes  
M, C, Fish

**Approval of computer use policy revisions:** action item  
McCrea suggested changes to the computer use policy. Staff will re-submit final policy for Board approval in October.

**Request for leave:** action items  
Pinehurst staff request - Rachel Crigger  
The Board approved an unpaid leave of absence for Rachel Crigger as requested in a letter dated 9/7/19.  
M, C, Veale  
Hayden staff request -Vickie Currie

The Board approved an unpaid leave of absence for Vickie Currie as requested in an email dated 9/10/19.

M, C, Veale

**White paper on expansion of facilities**

A white paper on facilities expansion will be included in the October Board packet for discussion at the October meeting.

**Facilities report and discussion:**

The Director gave the following facilities updates:

- Spirit Lake remodel has been completed.
- Harrison remodel revealed some unexpected structural issues that will require pouring footings with a concrete pumping truck and adding supports to allow the trailer to be pulled back together. The structural repair is scheduled soon.

**Closing of Harrison Library the 25<sup>th</sup> of September: action item**

The Board approved a motion to allow staff to close the library “as needed” for structural repair

M, C, Fish

The Director discussed the recent purchase of a 60-foot bus for STEM programming. It functioned as a programming bus, sponsored by Micron, until they pulled funding in 2017. Staff looked at the bus and could see it fulfilling the purposes outlined in the grant from the Innovia Foundation. It is equipped with built in counters and stools and wired to handle lights and equipment. A generator and a trailer to haul it were also purchased.

**Report on ADA transition plan:**

The Facilities Manager is working to complete the ADA transition plan for discussion at the December board meeting.

New facilities discussion: postponed until next month

**Legislative updates:**

None

**Community announcements:**

None

The meeting was extended by 5 minutes

M, C, Veale

**Agenda discussion and requests**

Further discussion of the Emerging Technology Librarian job description  
Updated and revised Computer Use Policy

**Set Special and regular meeting dates:**

Board training with District’s attorney

Blank discussed that the attorney could help explain budgeting and other board responsibilities and asked if a special meeting would be needed. McCrean wanted it known that she may not agree with all that he shares as there is no one-size-fits-all when it comes to interpreting the law. The Board will consider a November date for the training.

McCrea may have another commitment on the 15<sup>th</sup> of October. The Board discussed if October 22<sup>nd</sup> or 24<sup>th</sup> might work. All trustees present are available on the 24<sup>th</sup>. Blank will check with Meyer.

The Board approved moving the regular October meeting to the 24<sup>th</sup> at either Post Falls or Hayden depending on room availability.  
M, C, McCrea

**Meeting review:**  
None

**Adjournment:** action item  
The meeting was adjourned at 5:12  
M, C, Veale

Respectfully submitted,  
John Hartung, Rebecca Melton

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**Calendar of events:**

Oct 10:	all day	Hayden	all staff day
Oct 15:	2 - 5	Post Falls	regular meeting
Oct 24	2 - 5	Hayden	regular meeting
Nov 21:	2 - 5	Hayden	regular meeting
Dec 19:	2 - 5	Post Falls	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: [ADAcordinator@communitylibrary.net](mailto:ADAcordinator@communitylibrary.net)

The Community Library Network does not discriminate on the basis of disability in its programs, services, activities or employment practices. The Library Network has a policy on ADA compliance and the complete policy is available for review upon request. In addition, a grievance procedure is available to resolve complaints. If you need this notice in large print or Braille, let us know.