

**Community Library Network
Board of Trustees Regular Meeting Minutes
September 17, 2020
Pinehurst Library**

We Empower Discovery

Trustees present: Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale
Staff present: John Hartung, Rebecca Melton, Janelle Sells, Brenda Ludwick

Call to order: The meeting was called to order at 2:07 p.m. by Katie Blank, Chair

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

Pinehurst Library annual report: Brenda Ludwick

The Board introduced themselves and Brenda presented her year in review for the Pinehurst Library:

- There have been quite a few changes at Pinehurst in the last year. Kim is a new Circ Specialist who replaced Rachel. Kim excels at keeping library displays fresh and inviting. She is a great addition to the team.
- Adult programming times have expanded to include daytime programs. The ADA focus groups helped Pinehurst staff to see that both evening and daytime programs are needed to reach a wider audience.
- A new focus on the library as an ecosystem- means that the collection and circulation is emphasized during programs and programs are promoted at the circulation desk.
- Staff have introduced three puppets to help engage with members. They appear in Facebook post to explain what is fun and new, allowing the human staff stay behind the camera. COVID brought changes in procedure and the puppets were there to explain curbside pickup, demonstrate self-check and keep members up to date on the construction project.
- In June, members were allowed back in the library to browse again and program kits were made available in lieu of in person programs.
- The remodeling project to eliminate the big circulation desk and hide the pole encountered some problems. Getting the floor right was especially frustrating but has finally been completed.
- The recent mask mandate has seen varied responses. A few members are offended by the mandate. Staff works together to reassure each other when people are negative.
- A long-term result of the current pandemic is an increased emphasis on cleaning, including the public restroom which is used frequently by members and non-members.

At 2:25, Brenda toured the library with the trustees.
The Board returned at 2:37; Brenda left the meeting

Public comment:

None

Consent agenda: action item

Minutes of the August 12, 2020 special meeting

Minutes of the August 13, 2020 budget hearing

Minutes of the regular meeting of August 20, 2020

Minutes of the August 27, 2020 special meeting

Minutes of the CIN meeting of July 15, 2020

Community Library August Reports 2020 which includes the Youth Services August Reports
Cooperative Information Network August 2020 financial statements

The Board commented that there is an incomplete sentence on page 2 of the CIN minutes for July 15, 2020

The consent agenda was approved as presented
M, C, McCrea

Community Library Network August 2020 financial statements: action item

Trustees commented that some revenue lines are lower than budget amounts
The Board approved the 11-month financial statement dated 8/31/2020
M, C, Fish

Circulation statistics: August 2020

The overall circulation numbers are down, but Overdrive continues its upward trend. In-person programs have been cancelled but new programming kits are being created and online programs are popular.

Review of COVID-19 situations: action item

Schools report:

None

A question raised about whether the Board should be preemptive in tying the status of our libraries to a threshold of COVID-19 infections? Is there a metric which is appropriate to link to? Staff will investigate

PHD Mandate document:

This document was distributed in the Board packet

Policy for COVID-19: action item

Staff presented a policy to explain the procedures for dealing with staff exposed to COVID-19.

The following changes were approved:

In first bulleted section:

- Add “Regularly” before “disinfect” in 5th bullet
- Remove bullet #7 “be considerate...”
- Add “prior to coming to work” in bullet #9 to read “Notify your manager or coordinator prior to coming to work if you believe...”

In second bulleted section:

- Add third bullet: “Test results are required to be turned into Admin before returning to work”

After the second bulleted section:

“The Administrative team will determine whether to grant paid leave”

The policy was accepted with the corrections and additions listed above

M, C, Veale

The revised policy will be shared with the Board next the next meeting.

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

Meyer questioned the delay in moving forward with the Hayden remodel. It has been postponed temporarily to give staff time to work on bidding process.

Budget: approved 2021 budget: action item

The budget was re-submitted for approval with a small arithmetic correction.

The FY ’21 Worksheet dated 9/17/2020 was approved

M, C, Fish

Unemployment insurance: discussion

Staff explained how unemployment insurance works for the District. We are a cost-reimbursement entity, so our premiums are low, but we pay the full amount of unemployment benefits for every former employee who qualifies. Paying unemployment

benefits, therefore, is an expensive and unpredictable cost for the District. Board members expressed appreciation for the explanation.

Tax relief discussion: action item

The federal government is permitting employers to suspend withholding of payroll taxes for the last quarter of 2020. This is an optional program. For employers participating in the program, payroll taxes would then be doubled in first three months of 2021. This could be punitive to staff.

The Board moved to continue to withhold regular payroll taxes

M, C, Fish

The Board took a break at 3:52

The Board reconvened at 4:00

Letter of engagement for 2020 audit; Anderson Bros.: action item

The Board agreed to engage Anderson Bros to conduct the annual audit

M, C, McCrea

McCrea requested that Toni Hackwork expand her annual report to the Board to include an assessment of District finances in general.

Progress report on the Broadband acquisition project;

The Director reported that some equipment has still not been installed. The system is working with used equipment, but the project is not yet complete.

Facilities report and discussion:

The remodeling project at Hayden will require a soft bidding process with more formal paperwork. This will delay the start of the remodel.

White paper on expansion of facilities:

Continued discussion: postponed

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

Legislative updates:

None

Succession planning:

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

It was moved and carried to enter executive session at 4:07 pm. M, C, Meyer

Blank Aye

Fish Aye

McCrea Aye

Meyer Aye

Veale Aye

It was moved to return from executive session at 5:14 pm. M, C, Fish

Blank Aye

Fish Aye

McCrea Aye

Meyer Aye

Veale Aye

The meeting was extended to 5:45.

M, C, McCrea

Succession planning: action item

Current Director’s salary: action item

The salary of the current director was set at \$115,000 to begin October 1, 2020
M, C, Veale

Recruitment consultant: action item

The Board moved to employ June Garcia to head the director recruitment process at the full-service support level.
M, C, Meyer

Community announcements

none

Agenda discussion and requests

The Kootenai County Republican platform will be discussed at the next meeting.

Set Special and regular meeting dates: action item

The next regular meeting will be held in Harrison from noon to three on October 15, 2020.

Meeting review:

None

Adjournment: action item

The meeting was adjourned at 5:28 p.m.
M, C, McCrea

Respectfully submitted,
John Hartung, Rebecca Melton

Calendar of events:

Oct 15:	12 - 3	Harrison	regular meeting
Nov 19:	2 - 5	Post Falls	regular meeting
Dec 17:	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: ADAcoordinator@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.