

**Community Library Network  
Board of Trustees Special Meeting Minutes  
January 30, 2020  
Post Falls Library**

**We Empower Discovery**

**Trustees present:** Katie Blank, Bob Fish, Regina McCrea, Michele Veale  
**Staff present:** John Hartung, Anne Abrams, Rebecca Melton, Janelle Sells

**Call to order:** The meeting was called to order at 2:02 p.m. by Michele Veale, Vice Chair

**Roll call:** Michele Veale, Bob Fish, Regina McCrea; Blank arrived at 2:56

**Succession planning: recruitment package: action item**

Abrams demonstrated the webpage for Director recruitment. It includes the welcome letter and explains the application process. A letter of interest, resume and the District job application are requested from anyone applying for the job.

Other pieces on the Director search website include the job description, salary range, medical coverage and benefits, strategic plan, District service area map, District history, updated infographics, and information about the Cooperative Information Network and the region.

The website link is: <http://www.communitylibrary.net/drupal7/content/director-search>

After reviewing the website, McCrea asked to have Idaho Code "Title 33, Chapter 27" spelled out in the newspaper ad and Fish asked to have District employee chart on the Fast Facts:

District infographic modified

Abrams left the meeting at 2:20

Additional discussion of the Director search was continued later in the meeting.

**Broadband contract discussion/approval: action item**

The Director presented the final drafts of the three-part Fatbeam contract consisting of a Dedicated Fiber Optic Internet Service Order, WAN Service Order and Master Service Agreement. The contracts for Board approval, dated 1/29/2020, have been vetted by the District's attorney and e-rate consultant.

McCrea commented on the following items in the Master Service Agreement:

#11 - Invoice Disputes: does not state how a dispute would be resolved

#12 - Taxes and Fees: District is exempt from sales tax; tax exempt status will be shared with Fatbeam

#18 - Service Outage Credits: states that service outage credits may reach 100% but Exhibit A shows the highest credit at 50%

#20 - Cancellation for Denial of E-Rate Funding: prefers good faith negotiations to amend instead of cancellation

#30 - Customer Indemnification: clause has been modified to include Idaho Code section that prohibits indemnification which makes it confusing

#32 - Governing Law and Venue: would like to have Idaho spelled out as the service location

McCrea also questioned why the contracts are dated 1/29/2020, but service is not set to start until 7/1/20. The Director explained that Fatbeam needs time to get everything up and going.

The 5-month period between contract date and the service start date gives Fatbeam a chance to do that.

The Board asked if the concerns voiced by McCrea would postpone contract approval. McCrea said she could vote to approve the contracts as submitted.

The Board approved a motion to enter into the contracts with Fatbeam as submitted  
M, C, McCrea

The Director outlined the next steps in the e-rate process. Connecting to fiber in all our libraries will require new equipment in our buildings. We have initiated a full-bore bid process with bids due by March 2, 2020. The Board should expect to see the equipment contracts for approval toward the end of March.

**Succession planning: (continued)**

The Board accepted the recruitment package with the changes noted above  
M, C, McCrea

**Job announcement in what locations: action item**

Blank outlined the upcoming responsibilities of the Board, with staff support, to initiate and complete the Director search.

The Board reviewed the list of locations where the job announcement will be placed including local papers, regional library association job websites and the American Library Association job site.

The Board authorized staff to post the job announcement at the locations listed on the Director Recruitment document dated 1-3-20

M, C, Veale

**Release of announcement (start/end dates): action item**

The Board discussed the following details for the Director search process:

- Job announcement will be run in local papers
- District Director Search webpages will become active soon
- Each application will be acknowledged by staff via email as it is received
- Redacted applications will be sent out to Board members
- All trustees will review all applications
- Phone interview questions and scoring rubrics will be topics for the special meeting on 2/14/20
- Phone interviews will be short. Each one should take less than 30 minutes
- Blank proposed an interview team of two Board members for the phone interviews to consist of Blank and Veale
- Second interview (Skype or phone) could be done by the same two-member team
- Sells will batch 3-5 application packets and send to trustees on Fridays, due back by following Wednesday

The Board accepted February 9 as the date to start the job announcement process and March 16 as the closing date

M, C, McCrea

**White paper on facilities: discussion**

The Director discussed the facilities options by library as outlined in the document prepared for the Board.

Athol:

1. City has no sewer system, so growth has been limited
2. Athol Library is most undersized in the District
3. District could not sell the building. If library were to vacate, the building would become the property of the city
4. There is no room to expand at the location except upward

Harrison:

1. Closest District library to “right-sized”
2. Lot is leased from Grange for \$1637.50 a year
3. Recent improvements have helped with the space
4. Harrison has few other options for a library location
5. We own the modular building but not the land so we couldn’t sell

Hayden:

1. Minimal space to expand
2. District owns so we could sell
3. Building houses multiple departments as well as circulation

Pinehurst:

1. Only library that we own and that has space to expand

Post Falls

1. Minimal space to expand
2. Parking is an issue
3. District owns building but not the land
4. City and surrounding area seeing rapid growth

Rathdrum:

1. Cannot expand because of limited parking
2. District owns building and land and could sell
3. Real problem is its location because city is growing south; city plans to move city hall to Lancaster Avenue
4. City and area seeing rapid growth
5. Rathdrum city boundaries border Post Falls at Hayden Avenue

Spirit Lake:

1. District could not sell
2. No room to expand
3. Parking is a big issue

The Board and staff discussed some options to handle growth and undersized buildings. One idea is to sell the Rathdrum Library and move to a location on Prairie Avenue. That building could house multiple departments and a public library and would free up 8,000 square feet in the Hayden building to be used for the public.

At 4:02 the meeting was extended by 15 minutes

M, C, Fish

The Board discussed getting an estimate of the value of the Rathdrum building. Moving the Rathdrum Library to a location as far south as Prairie Avenue is not ideal. We would likely still need to have a library building for the Rathdrum area, but selling the current Rathdrum building might give the Board some options.

**Agenda discussion and requests:**

None

**Set Special and regular meeting dates:**

None

**Meeting review:**

None

**Adjournment: action item**

The meeting was adjourned at 4:15

M, C, Fish

Respectfully submitted,  
John Hartung, Rebecca Melton

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Calendar of events:

Feb 13:	2 - 5	Post Falls	special meeting	Meeting Room 2
Feb 14:	9 - 12	Post Falls	special meeting	Wilma's Realm
Feb 20:	2 - 5	Post Falls	regular meeting	Meeting Room 2
Mar 19:	2 - 5	Hayden	regular meeting	Large Meeting Room

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Phone: 208-773-1506 ext. 329

Email: [ADAcordinator@communitylibrary.net](mailto:ADAcordinator@communitylibrary.net)

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