

**Community Library Network
Board of Trustees Regular Meeting Minutes
Thursday, October 18, 2018
Post Falls Library**

We Empower Discovery

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

Staff present: John Hartung, Anne Abrams, Rebecca Melton, Janelle Sells, Darla Gunning

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

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

Public comment:

None

Hayden Library annual report: Darla Gunning, Manager.

Darla Gunning introduced herself to the Board and the Board introduced themselves.

Darla highlighted some improvements at the Hayden Library in 2018 including having the meeting rooms painted, getting chair rails installed in the large meeting room, two new copiers, a new community bulletin board, AED defibrillator installed, an improved exterior book drop which is ADA compliant, and a new interior book drop which sends returned materials into the staff workroom. Darla praised her staff and introduced them with pictures.

Adult programs at Hayden increased this past year from 49 to 160, a 226% increase.

Among the regular offerings are:

- Tech help
- Dungeons and Dragons
- Gentle yoga
- Coffee and Coloring
- Monthly craft program
- Adulting is Hard

Special adult events this past year included:

- North Idaho reads with Kelli Estes. Members' comments indicated that they really enjoyed meeting the author and discussing her book.
- Shred day which was held on a very wet and windy Saturday
- Music concerts suited to the summer reading theme "Libraries Rock"

Also new this year:

- Utilizing Collection HQ to identify items that have not circulated well, then featuring them in a display. Two-thirds of the books displayed have then checked out.
- Hot spots for member check out
- Text messaging option for member circulation notifications
- Libby app from Overdrive
- Beanstack, a reading registration app used for summer reading
- Receipt printers
- New public scanners
- Wi-fi printing from a personal device

Staff training has included safety and security topics, more consistent onboarding, and looking at procedures district-wide. A personal highlight for Darla was acceptance and participation in the 2018 Coeur d'Alene Chamber Leadership class which helps her get to know the community leaders and issues.

Several challenges were mentioned. An area of the library flooded and it took a month for the carpet to dry. Luckily, no library materials were affected. Hayden has seen some staff turnover, requiring interviews and additional training. Also, meeting room space is very limited resulting in competition with the public and other departments.

New for 2019:

- Staff will repurpose laptops for use throughout library
- Adult programmers will partner with Youth Services
- New flooring will be installed in the large meeting room

Darla left the meeting at 2:35

Consent agenda: action item

Minutes of the regular meeting of September 20, 2018

Minutes of the regular CIN meeting of September 19, 2018

Community Library Reports September 2018

Youth Services Reports September 2018

Cooperative Information Network September (year-end) financial statements

Board accepted the consent agenda as presented
M, C, McCrea

Community Library September (year-end) financial statements: action item

The Board accepted the year-end financial statements for September 2018

M, C, Fish

Circulation statistics: September 2018

The Director noted that the annual circulation comparison will be shared in November.

The Board asked what total circulation includes. The Director explained that it includes all circulation transactions, including computer sessions and electronic checkouts.

Director's report: update on Strategic Questions goals (new 2018-19 goals)

The Board expressed approval for the purchase of two additional 3D printers.

Materials selection policy review: action item

The Board commented that the policy as presented was shorter in length than previous collection development policies. The policy was reviewed and approved, to be considered again in three years, on or before November 1, 2021.

M, C, Meyer

Defibrillator policy review: action item

In light of a sample policy from ICRMP that was just received, the Board delayed further review until staff is able to analyze both policies.

Board took a break at 3:32
Board reconvened at 3:53

Job description: Facilities Maintenance Specialist: action Item

The Board discussed the revised Facilities Maintenance Specialist job description which was updated in preparation for interviewing and hiring a new 19.5 hour person. The new hire will work cooperatively with the current 24 hour person, but will work different ends of the week, and concentrate on grounds and basic building maintenance. The salary range starts at 14.98. The Board accepted the revised job description for the Facilities Maintenance Specialist, dated 10/18/18.

M, C, Veale

Board calendar: action item

The Board Chair distributed the new board calendar which includes meeting locations and a presentation schedule.

The Board accepted the board calendar as presented.

M, C, Veale

Budget discussion:

The Board Chair discussed whether the Board should consider beginning next year's budget talks by looking at a zero percent increase in additional revenue (no 3% and/or growth factor included.) Then, increases would be authorized only when the Board felt they were justified. A cap on salaries was also discussed. Should salaries be held at a certain percentage? Is it rigid? Blank stated that a target range for salaries is not a salary cap, and believes it would help the Board get a clearer direction to guide staff. The Director mentioned that when the Board approves a budget for a fiscal year, it provides the District with a guaranteed base, since levy rates float based on property value.

The Director distributed a purple budget sheet with possible line increases for the additional carry-forward. This will be a discussion topic for next month.

Legislative updates:

Trustee challenge document:

The Board members were reminded that the general election is getting very close and each was encouraged to discuss library issues with candidates. The legislative tour is coming to North Idaho the weekend after the election but there may not be a chance to get the tour into one of our libraries.

Strategic Plan: Future Needs Marketing Evaluation:

This item was postponed until the November agenda.

Facilities report and discussion:

The Intermax contract distributed at last month's meeting is in effect until 6/30/2020.

Peak Fitness update: The Director will stay in touch with Gary Retter and the new project foreman to make sure suitable trees are planted in the spring.

The Director discussed a new people counter that will be prototyped at Post Falls. A demonstration was presented to staff.

Board packet discussion

The Board will discuss receiving their packet electronically at the November 15, 2018 meeting.

All Staff Day, October 25, Hayden:

Trustees will attend All Staff Day as schedules permit and all expect to be there for lunch.

Community announcements:

None

Agenda discussion and requests:

No requests made for November.

Set Special and regular meeting dates

All Board members are available on December 11, 2018, for a regular Board meeting to be held at Post Falls from 2 to 5 pm.

Meeting review:

None

Adjournment: action item

The meeting was adjourned at 5:01.

M, C, Veale

Calendar of events:

Oct 25:	8:30-4:30	Hayden	All Staff Day
Nov 15:	2 - 5	Hayden	regular meeting
Dec 11:	2 - 5	Post Falls	regular meeting
Jan 17:	2 - 5	Hayden	regular meeting

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