

**Community Library Network
Board of Trustees Regular Meeting Minutes
Thursday, November 15, 2018
Hayden Library**

We Empower Discovery

Trustees present: Bob Fish, Regina McCrea, Judy Meyer, Michele Veale; Katie Blank arrived at 2:53

Staff present: John Hartung, Anne Abrams, Rebecca Melton, Janelle Sells, Karin Hall, Randy Zepeda

Call to order: The meeting was called to order at 2:02 by Michele Veale, Vice-Chair

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

Public comment:
None

Outreach Library annual report: Karin Hall, Manager

Karin introduced herself to the Board, and presented her report titled “Changes, challenges and everything in-between.”

She discussed the four elements of outreach service delivered by her department including:

- 1) Library service at senior low-income apartments, retirement and assisted living facilities, community stops, schools and after-school programs, lobby, and mini-lobby stops. School stops are increasing in importance with more than 1200 kids being reached each month. When it was discovered that the current bookmobile was too big to access smaller parking lots, the Sprinter van was purchased. It is used for lobby stops, serving 260 members each month. The regular library van is used for mini lobby stops when the Sprinter is too big.
- 2) Housekeeping is the inclusive term for the preparation needed to get the bookmobile, Sprinter and van ready to deliver service to any stop. It involves stocking the shelves and prepping and delivering holds for members at specific locations.
- 3) Outreach vehicles and staff also represent the District at community events like parades and special youth services programs. Karin and her staff try to take the bookmobile to each District community every year.
- 4) Staff have had good success this past year delivering adult programs to lobby stop locations. Special craft programs have been developed to appeal to the audience at the facilities that the Sprinter serves along with bingo and trivia games.

Karin discussed the staffing changes in Outreach the past few years. The current Outreach staff includes Karin, Connie Nemeck, Debbie Johnson, Sara Cucksey, and Charlie Williams. Each one brings enthusiasm and unique skills to the department.

Karin commented on some health challenges that have affected her mobility and given her a greater understanding of how hard it is for some people to get into the bookmobile. Her staff has been very supportive and members have shown sympathy and understanding.

Karin closed her presentation by restating that the Outreach staff takes pride in the relationships that are established and nurtured between staff and members.

The Board expressed appreciation for the responsive service that Outreach staff provide, the bookmobile's efforts to reach school-age members, the value of adult programming at facilities and the importance of reaching preschoolers. They congratulated Karin on her presentation and the valuable service that Outreach provides.

Karin left the meeting at 2:25

Facilities Manager annual report: Randy Zepeda, Manager

Randy presented his facilities report titled, "You can't manage what you don't measure" to bring the Board up to date on his approach to maintenance strategies. He discussed reactive maintenance which is done after equipment has stopped working correctly, and preventive maintenance which follows a set schedule. Reactive maintenance is 3-5 times more expensive, so it pays to plan. Run-to-fail is also a strategy. It can be a good approach if the cost of replacing equipment is low and the items are easily available.

The Board asked questions about the facilities needs list that Randy presented, and asked if we should prioritize the ADA needs on the list. Long term facilities needs are not on his list, but will include new facilities of some type. The District building bond expires in 2025. Between now and then, the population is predicted to grow quickly. The Post Falls area will need a new facility, and other building needs will arise that require planning.

The Board thanked Randy for his report and good work. He left the meeting at 4:05.

Consent agenda: action item

Minutes of the regular meeting of October 18, 2018

Minutes of the regular CIN meeting of October 17, 2018

Community Library Reports October 2018

Youth Services Reports October 2018

Cooperative Information Network October financial statements

The Board accepted the consent agenda as presented.

M, C, Fish

Community Library October financial statements: action item

The payment schedule for the bond levy was discussed. Tax receipts, by law, pay off the bond each year before money is used for any other expense. Interest on the bond is paid in February and August.

The Board accepted the October financial statements as presented

M, C, Fish

Circulation statistics: October 2018

The Board reviewed the monthly circulation statistics and looked at the circulation comparisons for fiscal years 2011-2018. Total circulation and Overdrive usage has risen every year, internet use reflects a slight decline since 2016 and Freegal use is decreasing, also. The lower numbers for internet use may reflect an issue with how Wi-Fi sessions are counted.

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

The Board commented on the 3D printing service which will be rolled out soon and virtual reality. Both technologies were featured at All Staff Day.

Job description: Emerging Technologies Librarian: action item

The Board accepted the Emerging Technologies Librarian job description as written.
M, C, McCrea

Board calendar: action item

The Board reviewed the dates presented for Board meetings knowing there is a possibility that some dates may need to be adjusted as scheduling conflicts arise.

The Board accepted the board calendar as presented.

M, C, Veale

Budget discussion: Allocating additional Q1+ funds: action item

The Chair explained that the additional cash forward available (\$140,062) is money above and beyond what we need for Q1+, minus the amount committed for the Dirtt walls installed at Post Falls.

The Board discussed what should be done with the extra cash on hand. The Director explained staff recommendations outlined on the purple budget sheet distributed at the last meeting. Some are one-time expenses and some are ongoing expenses. Fish suggested putting the additional cash into capital. Veale raised the concern of a salary percentage or cap that she feels needs to be decided, but she indicated a willingness to assign extra money to salaries this year and take up the salary percentage later.

Blank requested that the Board have a salary percentage discussion at the December meeting and establish a standard for what to do with additional carry forward. Staff stated an interest in getting carry forward down to an adequate, not excessive, amount.

The Board allocated the additional cash forward for FY 19 (\$140,062) as presented on the attached sheet. (Attachment 1)

M, C, Veale

Money would be put into revenue lines and expenditures would be debited as appropriate on budget sheets shared with the Board.

Meeting was extended to 5:05

M, C, Veale

Request for leave: action item

Board approved request from Brittany Biglin

M, C, Meyer

Legislative updates:

Trustee challenge document

Staff shared the result of the latest elections. Newly elected legislators have completed a tour of the state. Meyer mentioned that there will be additional discussion and support for early childhood education initiatives, and requested an update on county commissioners and how to contact them.

Strategic Plan: Future Needs Marketing Evaluation:

Postponed until December

Facilities report and discussion:

Discussed as part of Randy’s presentation.

Community announcements:

None

Agenda discussion and requests:

Discussion about switching to an electronically delivered board packet and the Future Needs Marketing Evaluation will be on the December agenda.

Set Special and regular meeting dates

Meeting review:

None

Adjournment: action item

Meeting was adjourned at 5:04.

M, C, Meyer

Calendar of events:

Dec 11:	2 - 5	Post Falls	regular meeting
Jan 17:	2 - 5	Hayden	regular meeting
Feb 21:	2 - 5	Post Falls	regular meeting
Mar 21:	2 - 5	Hayden	regular meeting

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