

**Community Library Network
Board of Trustees Regular meeting
November 21, 2019
Hayden 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, Jessica Bowman

Call to order: The meeting was called to order at 2:01 by Katie Blank, Chair

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

Public comment:

None

Introducing Jessica Bowman, Hayden Community Librarian/Manager

The Board introduced themselves to Jessica. She was hired for the Hayden librarian/manager position to replace Darla Gunning. Jessica is from Sandpoint, born and raised in North Idaho. She attended the University of Idaho where she got her bachelor's and master's degrees in history. She earned her master's degree in Library and Information Science from San Jose State University. Her library work history includes being a middle school librarian and working at the East Bonner and Moscow-Latah County library districts. She was hired to work for the Youth Services Department of the Community Library Network before being promoted to her current job. The Board welcomed Jessica.

Bowman left the meeting at 2:11.

Consent agenda: action item

Minutes of the special meeting of October 9, 2019

Minutes of the regular meeting of October 21, 2019

Minutes of the special meeting November 8, 2019

Minutes of the CIN meeting of October 16, 2019

Community Library October Reports 2019

Youth Services October Reports 2019

Cooperative Information Network October 2019 financial statements

The Board accepted the consent agenda as listed

M, C, Veale

Community Library Network October 2019 financial statements: action item

The Board accepted the financial statements dated 10/31/2019

M, C, Veale

Circulation statistics: October 2019

The Director commented that physical items check outs have increased some. The Board discussed the large number of holds on some popular e-items. Some publishers are making it harder for libraries to fill holds by limiting the number of copies that can be purchased.

Library groups are boycotting Macmillan because of their restrictive policy toward libraries.

The Board suggested posting something on the Overdrive page to let people know about problems obtaining e-material.

The year end 2019 circulation comparison to past years was not included in this board packet and will be discussed at regular December meeting.

Director’s report: update on Strategic Questions goals (new 2019-20 goals)

The Board noted the comment about the success of the last All Staff Day and wondered what helped make it successful. The staff evaluation listed good speakers and break-out sessions as reasons for rating the training day highly.

Board calendar:

Blank shared a proposed board calendar updated with the current year. It does not include board meeting dates or special meetings needed for the director search.

Board took a break at 3:00

Board reconvened at 3:14

Strategic plan discussion

Blank wants increased Board input for the strategic plan process this year to make sure the Board is fully informed about the direction of the District. She discussed that the plan in the past has come to the Board from staff and she wants to see more discussion between the Board and staff at the beginning of the process. Fish likes the idea of being involved in the planning process and asked if the plan should look ahead five years. The District’s bond expires in 2025 with full bonding capability available in 2026. If land acquisition is a priority, it will require strong participation from the Board. A commitment to acquiring land for new facilities might also determine what skills a new director should have.

Succession Planning:

Megan Hudson recommendations: The Board reviewed the director search timeline created by Hudson and modified by staff. Tasks listed for July and August were moved forward to give the Board some time to work on the budget. That adds additional tasks to the next couple of months. If the timeline is not followed closely, the start date for a new director will be delayed. The Director repeated that he is willing to flex his retirement date a month or two if necessary.

Blank updated the Board about talking to staff at the managers’ meeting November 15. She invited staff to give input about the director’s job description in person or via email. The Director will send contact information out. Blank will report back to managers to keep them updated.

The Board asked what was meant by Hudson’s reference to the director search strategy. The Director replied that he interprets that to mean all the elements of hiring a director that are called out in the timeline.

Timeline/next steps: The most pressing elements include: finishing the job description, writing the job announcement, determining the minimum requirements, and completing the additional information to be included with the job announcement. The Board will need to assign a search committee or hire a consultant. Blank requested that staff contact at least three hiring consultants for pricing information and an outline of what tasks they would perform for the Board.

Staff mentioned that all external applications for District employment are redacted to reduce potential discrimination liability concerns, but it has not been determined if the materials submitted for the director search need to be redacted. Board members need to submit a short bio to be included with the recruitment information and other packet items that will be shared with potential candidates.

Director's job description: action item

New job description:

The Board discussed the 11/21/19 draft of the director's job description and proposed some changes. McCrea shared her suggested edits with staff. The Board decided to move the "Qualifications" and "Knowledge, Skills and Abilities" sections to the beginning of the job description. A final draft with all proposed changes will be discussed at the special meeting December 12, 2019.

Minimum qualifications: These are the "must have" qualifications for a new director. The Board asked if we are making the minimum requirements too restrictive? Does the Board need to hire a consultant for the director search process?

Fish talked about the welcome letter that he has been working on. It will give candidates an idea about the most important qualifications for a director candidate. The welcome letter will be part of a package of documents to include: job description and benefits package, governing structure, map of the district and a funding statement, history of the District, explanation of CIN, CIN map, annual report for 2019, space needs report, future needs study, and infographics. The recruitment webpage will be shown at the December regular meeting for Board input.

Idaho Code 33-2721:

No discussion

John Cafferty's opinion on "Director...Director Teams":

No discussion

White paper on expansion of facilities: Long-range facilities planning:

No discussion

Personnel manual revision: action item

The Board considered a proposed change to the Commercial Driver's License (CDL) requirement. The change to the Personnel Policy would require reimbursement if a CDL class is not completed or the employee does not complete at least one year of employment. The revised policy (in yellow) would read:

Employees whose job mandates operating a vehicle requiring a Class B with air brake endorsement CDL are expected to obtain and maintain a valid Commercial Driver's License (CDL). A plan for meeting these requirements will be in place within 30 days of hire. The District will reimburse employees the expense incurred in acquiring and maintaining a CDL. Employees are paid for classroom, driving, and testing time. **The District will require reimbursement of the CDL costs if the course is not successfully completed or if the employee does not complete one year of employment.**

The Board accepted the proposed change to the CDL requirement as written above.

M, C, McCrea

Facilities report and discussion:

Report on Harrison: The remodeling project at Harrison has been completed. Staff there are thrilled with the new windows and members comment that the library feels bigger.

Report on ADA transition plan: This project is ongoing.

Legislative updates: Article about 1% state funding cut

No discussion

Community announcements:

Jan 6 Google speaker in Boise: Judy mentioned that an education speaker from Google will present in Boise on the 6th. This is part of Google’s approach to promoting education.

Boise library bond: An election referendum passed in Boise to require that any bond election over a certain amount would go before the voters to see if the bond election should be held. The library bond election is on hold until further notice from the city.

Agenda discussion and requests

The Board requested the following items for the special meeting: minimum qualifications for director candidates, final job description draft, recruitment package materials, bids from hiring consultants, and the salary range.

Set Special and regular meeting dates:

A December special meeting will be held December 12, 2019, from 2-5 p.m. Agenda items will include the director job description, and minimum requirements for candidates

The January regular meeting was rescheduled. It will be held January 14, 2020, from 9 a.m. to noon in the large meeting room at the Hayden Library.

Meeting review:

None

Adjournment: action item

The meeting was adjourned at 4:59

M, C, Meyer

Calendar of events:

Dec 12:	2 - 5	Post Falls	special meeting
Dec 19:	2 - 5	Post Falls	regular meeting
Jan 14:	9- noon	Hayden	regular meeting
Feb 20:	2 - 5	Post Falls	regular meeting

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Phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

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