

**Community Library Network
Board of Trustees Regular Meeting Minutes
November 17, 2020
Post Falls Library**

We Empower Discovery

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

Staff present: John Hartung, Rebecca Melton, Janelle Sells, Denna Grangaard, Diane Van Etten

Call to order: The meeting was called to order at 2:17 p.m.

Roll call: Katie Blank, Regina McCrea, Judy Meyer, Michele Veale; Bob Fish joined the meeting at 2:45

Hayden annual report: Jessica Bowman:
Postponed

Web Site update: Denna Grangaard and Diane Van Etten
Grangaard and Van Etten introduced themselves to the Board and explained that their approach to the District website is to create a more inclusive experience for our members. The new website theme was intentionally selected because it includes ADA accessibility standards. In addition, Van Etten has attended an 8-hour training session to learn about ADA standards and guidelines.

As webmaster, Van Etten strives to:

- Use font styles that are accessible in size and color
- Provide a way to turn off animation if used
- Describe photos with text
- Make text easily understood by a 9-year old
- Show where links will go
- Provide more than one way to find information
- Make all content accessible using a keyboard

Van Etten debuted the new Board of Trustees page. The rest of the website should be completed by the end of 2020.

Grangaard explained that no website is accessible all the time and ADA appreciates all efforts by an organization to make website content easy to find and understand.

Meyer talked about providing scripts or captions for the hard of hearing. Screen readers help those who are sight impaired.

Van Etten and Grangaard left the meeting at 2:40 p.m.

Public comment:
None

Consent agenda: action item

Minutes of the October 15, 2020 special meeting

Minutes of the regular meeting of October 15, 2020

Minutes of the CIN meeting of September 16, 2020

Community Library October Reports 2020 which includes the YS October Reports

Cooperative Information Network October 2020 financial statements

McCrea noted that page 7 was missing from the YS October Reports

The Board accepted the consent agenda as presented

M, C, McCrea

Community Library Network October 2020 financial statements: action item

The Board accepted the financial statements dated October 31, 2020 as presented
M, C, Veale

Succession planning: action item (Chair moved this agenda item to allow for discussion before the executive session)

Blank discussed the recruitment process. She reminded trustees that everyone needs to meet the timeline for hiring a new director. Garcia will meet virtually with the Board at the end of this meeting to discuss details.

Circulation statistics: October 2020

Circulation figures for October reflect a time period when libraries were open to the public. Now that we are doing curbside and computers by appointment, circulation will decrease.

Review of COVID-19 policy: action item

The previous masking mandate was enacted by Panhandle Health District. It has been rescinded even though COVID-19 infection rates continue to climb. The Board considered whether to enact a District mask mandate to take the place of the PHD mandate. The Director explained that all people in our buildings are asked to wear a mask. Those with a medical issue who cannot wear a mask can wear a face shield or use a laptop in a study room. He also reported that Jester's has been deep cleaning on a regular basis.

The Board moved to have District libraries continue to follow the original face covering order adopted by the Panhandle Health District on July 23, 2020

M, C, McCrea

Schools report:

Local school districts continue to take a variety of approaches to dealing with the pandemic. Meyer reported that some southern Idaho schools are closed to in-person learning until the new year.

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

The Board discussed potential liability for having the Little Discovery Corner open for use at the Silver Lake Mall. Is there signage at the mall that warns to "use at your own risk?" The Director will discuss with the Youth Services Coordinator.

Progress report on the Broadband acquisition project:

The project is now complete

Job description: Facilities Specialist revisions: action item:

Postponed

Bereavement leave: action item

The Board reviewed proposed changes to the policy.

The Board adopted the amendments to the bereavement leave policy dated 10-15-20

M, C, McCrea

Executive session: IC 74-206 1 (a) Hiring a public officer.

Board went into exec session at 3:18. M, C, Veale

Blank Aye

Fish Aye

McCrea Aye

2nd draft 11 13 20

Meyer Aye
Veale Aye

Consultant June Garcia joined the executive session at 3:25.

Board came out of exec session at 3:53 pm. M, C, Meyer

Blank Aye
Fish Aye
McCrea Aye
Meyer Aye
Veale Aye

Board took a break at 3:55

Board reconvened at 4:10

**White paper on expansion of facilities: Continued discussion
Long-range facilities planning, including the acquisition of land**

The Director explained the two main purposes of his white paper. The first was to remind the Board about the expansion possibility at each library. The second purpose was to discuss the feasibility of moving the Rathdrum Library to a more central location south of the city. The Director and Fish talked to the Rathdrum city administrator in late summer. No community meetings have been held recently because of the pandemic. The District has requested to be present at future meetings.

Blank asked about the Hayden Library. Is it possible to talk to Bud Ford about his property next to the library? Meyer will follow through when it is safe to do that. Whitewater Construction owns property adjacent to the library which could be another expansion direction. Whitewater is set to build a new facility and their old building might be available to purchase.

An alternative to expanding the Hayden building would be to relocate several of the departments to a new building on the prairie. That would gain 8500 square feet for circulation/public space in the Hayden building.

The Director recapped the expansion prospects by library:

- Athol: relocating to a new site closer to Super 1 would be desirable; current library building is too small, and the District does not own it
- Spirit Lake: community is growing, current building does not belong to the District, parking is very limiting, new site would be needed
- Harrison: current building is probably okay
- Hayden: some expansion possibilities as outlined above, and additional space could be realized by moving departments to a different facility
- Pinehurst: location allows for expansion and the District owns
- Post Falls: crowding could be alleviated with new, central facility on the prairie, District owns the facility, Post Falls City owns the land.
- Rathdrum: District owns building and could keep or sell; Board will need to decide if a central location on the prairie would offer good service to all Rathdrum members

Additional questions: What about mobile services? New vehicles will be needed within 5-7 years; Discovery Bus serves different purpose than outreach vehicles; need to find inside parking for it

Legislative updates: New legislators

Meyer discussed her concerns about reaching out to new legislators during the pandemic. She alerted the Board to the change in legislative leadership that signals a lack of support for education and the state library.

Community announcements:

Meyer requested that the staff look at the Idaho Business for Education (IBE) letter published in the Coeur d’Alene Press on Sunday, November 15, 2020.

Agenda discussion and requests:

None

Set Special and regular meeting dates: action item

The Board confirmed a special meeting for December 15, 2020, 2-4 p.m. to discuss the applications for Director with consultant June Garcia. The meeting will be held at the Post Falls Library and through Teams.

Meeting review:

None

Adjournment: action item

The meeting was adjourned at 4:54
M, C, Meyer

Respectfully submitted,
John Hartung
Rebecca Melton

Calendar of events:

Dec 15:	2 - 4	Post Falls	special 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.