

**Community Library Network  
Board of Trustees Special Meeting Minutes  
November 8, 2019  
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

**Call to order:** The meeting was called to order at 1:04 p.m. by Katie Blank, Chair

**Roll call:** Blank, Fish, McCrea, Veale; Meyer arrived at 1:12 p.m.

Valerie Clang was introduced to the Board. She is the Business Operations Specialist, hired to help with accounting, payroll and human resources.

**Succession planning:**

Blank discussed how she would like to present the succession planning process to staff at the November 15, Managers' Meeting, and request their input on the director's job description. The Director is opposed to a firm retirement date because that could lead to confusion if the director search is delayed or unsuccessful. He prefers to announce his intention to retire without a specific date.

What is the best way for the Board get feedback from staff? Because staff might be uncomfortable speaking out in the group setting, Blank will invite staff to talk one-on-one with a trustee, in person, by email or on the phone.

Retirement statement: A written retirement statement which expresses the intentions of the board to plan and move forward with the process was discussed. Several suggestions for wording changes were considered. After discussion, the Director issued this statement:

*After 40 plus years with the Community Library Network, Director John Hartung has notified the Board of his intention to retire within the next two years. The Board of Trustees is developing a hiring process to make the transition of administration a smooth one. While this will be a change for the Community Library Network, John and Rebecca, along with the Board, are committed to maintaining quality service to our members and a stable, safe environment for staff.*

**Philosophy discussion:**

The Board discussed wanting to find a balance for their role in interacting with the Director and administrative staff to make sure they are neither a "rubber-stamp" board nor a "micro-managing" board. McCrea discussed the differences between municipal and district libraries as outlined in Idaho code, Chapters 26 and 27. Idaho law dictates that a district library board is elected, responsible for setting the budget, certifying the budget levy and hiring the library director. Because of these responsibilities called out in code, a district library board must not be a rubber stamp board. Board members will need to be upfront with director candidates about the way the Board works with staff.

John Cafferty's written statement: The Director introduced the written statement from the District's attorney, John Cafferty that explains the board's responsibility for hiring a director. The "library director team" language in code was included for those districts that have co-directors. His statement will be discussed at the next regular meeting on November 21.

The Board took a break at 2:05

The Board reconvened at 2:15

**Director’s job description:**

The Board made the following changes to the Library Director job description draft dated 11/8/19. Under “Board of Trustees Representative,” added “Serves as Secretary to the Board” and “Serves as primary contact with District’s legal representative” as separate bullets. Modified 5<sup>th</sup> bullet point to read “Responds to public records requests, consults with the District’s attorney, and maintains the public records request notebook.” McCrea will work on the job responsibilities and send to staff for discussion at the regular Board meeting on the November 21.

The Board was reminded that a final job description draft is due to be approved at the December 20, meeting.

Fish discussed the additional information that will be part of the job announcement. He is working with staff to finalize the information.

Board asked if a formal application would be requested from each applicant. Staff will check on what other libraries request and report back.

**Agenda discussion and requests-**

- Next steps in the Director search, including Megan Hudson’s meeting notes and a timeline
- Long-range facilities planning, including the acquisition of land
- Article about 1% state funding cut
- Discussion of e-rate process and progress
- John Cafferty’s statement
- Boise library bond

**Set Special and regular meeting dates**

**Meeting review:**

None

**Adjournment:** action item

The meeting was adjourned at 3:02

M, C, Veale

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**Calendar of events:**

Nov 21:	2 - 5	Hayden	regular meeting
Dec 19:	2 - 5	Post Falls	regular meeting

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Phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

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