

**Community Library Network
Board of Trustees Regular meeting
December 19, 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, Jennifer Craft

Call to order: The meeting was called to order at 2:04 by Katie Blank, Chair

Roll call: Katie Blank, Bob Fish, Regina McCrea; Judy Meyer arrived at 2:12; Michele Veale arrived at 2:44

Public comment:

None

Post Falls Annual Report, Jennifer Craft, Community Librarian/Manager

Jennifer Craft presented her annual report to the Board. 2019 was a year of change. One-third of Post Falls staff has been hired in the last year, with three of four Circulation Assistants being new. Library collections have been moved, some multiple times! - to make room for Wilma's Realm. Jennifer is pleased that her staff has remained resilient and positive through all the change.

Jennifer outlined her library's work on strategic initiatives:

Engage community members in innovative, education and fun experiences by offering:

- painting classes
- workforce training programs
- holiday ladies' tea
- Harry Potter trivia night
- family fair with an ice cream truck and adoptable pets
- amazing summer reading programs
- 2nd annual teen writing workshop

Exceed member expectations by:

- encouraging staff to be away from desk to help people on the floor
- embracing fine free policy and welcoming members back to the library
- merchandizing book and DVD collections
- seriously increasing social media presence by engaging members with local history
- increasing YouTube presence
- using Instagram every day

Champion staff excellence: Provide continuing education...for staff development

- Jennifer attended ARSL Conference and found it amazing
- Jennifer graduated from River City Leadership academy

Provide accessible, inviting, safe and welcoming facilities by:

- Furnishing Wilma's realm with community fund-raising effort
- Displaying local art and promoting local artists
- Making pergola more attractive

In FY 2019, circulation and library visits increased with 27,000 more people coming through the doors of the Post Falls Library. Adult programs increased by 50%, teen use of the library as recorded in Wilma's Realm is way up and our community is engaged with our social media. All in all, a pretty good year!

Jennifer left the meeting at 2:30 p.m.

Consent agenda: action item

Minutes of the regular meeting of November 21, 2019. The following typo was noted: under Community Announcements, "A election referendum" should read "An election referendum"

Minutes of the budget hearing of November 21, 2019

Minutes of the CIN meeting of November 20, 2019

Community Library November Reports 2019 (dated this month)

Youth Services November Reports 2019 (dated last month)

Cooperative Information Network November 2019 financial statements

The consent agenda was accepted with the correction to the minutes of the November 21, 2019 regular meeting as noted above.

M, C, McCrea

Community Library Network November 2019 financial statements: action item

The Board reviewed the financial statements and requested that staff add a percentage of expenditures to total budget on line 78. Fish asked if there will be adjustments to the telecom line #32. Staff is not sure if the Idaho Commission for Libraries will fund reimbursements this year.

Fish requested that the Director send the FY 2019 year-end financial statement to him.

The Board asked why Utilities/PK (line 54) is high. Staff replied that the yearly cost for the alarm system has been paid in full. It will start to balance out through the year.

The Board accepted the financial statements dated November 30, 2019

M, C, Fish

Circulation statistics: November 2019: Year end 2019 circulation comparison to past years.

The Board discussed library service and program attendance numbers and wondered why some libraries' numbers are up and others are down. Fish asked if library service at smaller libraries has a good return-on-investment. The Director explained that serving smaller communities cost more per transaction, but the Board was aware of the cost when the decision was made to fund smaller libraries across our service area.

Board calendar:

Special meetings will be needed for e-rate and strategic planning. The Board will meet with Megan Hudson for further work on the director search and strategic planning. The Board will start working on the strategic plan in January and start budget work in February. Meyer requested that special meeting topics be included on the board calendar.

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

Board and staff commented that fine free policy has been very well received.

The Board took a break at 3:08, then gathered for a tour of the Post Falls Library with Craft. The Board reconvened at 3:36

Discussion of e-rate/broadband RFP bid process:

The Director explained that the District's contracts for internet and broadband access will expire on 6/30/2020. A request for proposal (RFP) has been released and bids have been received. Staff is currently evaluating the bids and will notify the winning bidder soon. The contract for the winning provider will be vetted by the District's e-rate consultant and attorney. The contract will then be brought to the Board for approval. Staff is hoping to increase the speed of broadband access at all our libraries. It will be a one-year contract with yearly automatic renewals to comply with the new RFP process for Idaho. Veale asked whether libraries will need new, updated equipment. Once the provider is selected and the contract signed, the equipment needs will be addressed through the Category 2, e-rate process. Blank asked the Director's impression of Caitlin Kling at Hawley-Troxell. His interactions with her have been very positive and she has replied to him quickly when he has requested a legal opinion.

Strategic plan discussion:

Blank asked the Board for feedback on scheduling two back-to-back planning sessions with Hudson. Board members indicated they were fine with that plan. McCrea asked for staff to prepare a list of strategic needs to work from in preparation to creating a new strategic plan. Hudson can help the Board identify the priorities from the staff list. Staff offered to find one or more articles with library trends to share for discussion.

Hudson is available to meet with the Board on the afternoon of Thursday, February 13, 2-5, for strategic planning and in the morning on February 14, from 9-12 to discuss the interview process and questions.

Succession Planning: Director's job description: action item

Fish commented that the new line, "Knowledge of library automation and other technologies" might prevent non-library people from applying for the job. Blank advocated for a library professional so the board will not have to bring the person up to speed.

The meeting was extended by 15 minutes
M, C, McCrea

The following revisions to the job description were adopted:

Under Qualifications, 2nd bullet... "experience to include analyzing and applying financial data and trends, property management and bond and building campaigns"

Under Knowledge, Skills and Abilities, 6th bullet..."Knowledge of automation systems and other technologies; library automation systems preferred"

P. 2 Library Services, 8th bullet "Oversees...enhance library service" (Library not capitalized)

P. 3 Facilities Management, 2nd bullet "Works with the Facilities Manager to manage, repair and maintain library facilities and vehicles."

The Board accepted the Library Director job description dated 12-19-2019 with the changes listed above

M, C, McCrea

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

The Board will discuss at a future meeting.

Facilities report and discussion: Report on ADA transition plan

The Board will discuss at a future meeting.

Legislative updates:

None

Community announcements:

None

Agenda discussion and requests:

None

Set Special and regular meeting dates:

January and February special meetings.

Possible dates to meet for approving the new internet provider contract are January 23 and 30, 2-4 with the location to be determined. Meyer explained that she has some personal connections to Intermax, one of the companies that submitted a bid, but she also has some information and concerns to share. She would like an update and discussion of the process but may recuse herself from the vote.

A fees hearing will be part of the January regular Board meeting on the 14th at Hayden, 9-noon.

Meeting review

None

Adjournment: action item

The meeting was adjourned at 5:15 p.m.

M, C, Veale

Respectfully submitted,

John Hartung and Rebecca Melton

Calendar of events:

Jan 14:	9 - 12	Hayden	regular meeting
Feb 20:	2 - 5	Post Falls	regular meeting
Mar 19:	2 - 5	Hayden	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.