

**Board of Trustees Regular Meeting Minutes
Tuesday, December 11, 2018
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 2:03 p.m. by Katie Blank, Chair

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

Public comment:
None

Post Falls annual report: Jennifer Craft

Trustees introduced themselves. Jennifer explained that this is her second year with the District, but her first full fiscal year. She introduced the Post Falls staff via pictures and discussed her “Year of Firsts.”

- Staff helped her adjust to a more relaxed pace. She now understands that the “need for speed” is overrated
- Post Falls’ three Facebook pages were combined into one to make it easier to keep them current and more convenient for our members
- New Instagram page was launched
- Hotspots are available for member checkout
- New rugs, pillows and furniture for children’s library were purchased with grant money from the Post Falls Friends
- New teen/multipurpose space (Wilma’s Room) was created
- Writing workshops for youth produced a book of original materials authored by participants
- Library partnered with TESH to sponsor William who worked for 6 weeks during the summer
- Sensory toys and large print books are now available for kids
- Giveaway bags were developed to celebrate a child’s first library card
- One-on-one computer help and group classes for specific devices are offered
- Ladies’ Christmas tea and barn owl presentation were just two of the popular programs for adults
- Cash register to handle money received from members and new photocopiers with color capability were introduced
- New electronic timesheet program has made payroll easier and more accurate
- Ongoing weeding program keeps collection fresh

- Staff training topics included active shooter preparedness, first aid and defibrillators
- Jennifer is participating in River City Leadership Academy which is a great way to network with Post Falls business community

Jennifer concluded her presentation by sharing a hand-drawn picture left in the book drop heralding the Post Falls Library as the “Best Library in Town!” It has been a fun but challenging first full year.

The Board commented that sponsoring a TESH employee was worthwhile and asked about the story in the local newspaper concerning teen behavior at the library. Jennifer left the meeting at 2:25.

Consent agenda: action item

Minutes of the regular meeting of November 15, 2018; extra “is” on page 4, line 2 should be deleted

Community Library Reports November 2018

Youth Services Reports November 2018

Cooperative Information Network November financial statements

Board approved consent agenda with the one change to minutes as noted above.

M, C, McCrea

Community Library November financial statements: action item

The Board asked to have all financial handouts dated and marked “revised” when appropriate.

The Board accepted the financial statements as presented

M, C, Fish

Circulation statistics: November 2018

The Board and staff discussed the slight decrease in overall circulation.

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

The Board expressed appreciation for the “tough topics” story time being offered at Hayden and for the efforts of youth services outreach staff to reach foster families.

Defibrillator policy: action item

The Board accepted the updated policy as presented and requested that it be reviewed by the District’s insurer, ICRMP.

M, C, McCrea

Rules of Conduct: action item

The Board approved the changes to the Rules of Conduct.

M, C, Fish

The Board took a break at 3:15

The Board reconvened at 3:30

Public Hearing: Copier and 3D printing fees: action item

Staff reminded the Board about the public hearing requirement when fees are implemented or increased. The proposed costs for color copies were set based on paper size and corresponding cost for computer prints.

The Board asked about the proposed fee for the 3D printing capability that will be implemented in February or March. The District wants to encourage use of the printers and keeping the cost low will help in our marketing efforts.

The Board accepted the new fee schedule for photocopies, and 3D printer objects as presented.

M, C, Veale

The Board toured the library with the Post Falls' manager at 3:46.

The Board reconvened at 4:13.

Budget discussion: Salary percent discussion:

Blank explained that she asked to have this discussion and would support designating a percentage range of revenue as a guideline for future salary discussions. The percentage for this year's budget is 63%. She stated that a salary range is a commonly accepted way to judge where salaries are in relation to other budget items and might help to justify decisions on budget allocation. Veale asked if the Board is trying to answer a question that wasn't asked and said that retaining the ability to be fluid with no designated percentage would be her preference.

McCrea stated that she considers that she is fiscally responsible and objected to the inference that opposing a salary percentage would imply that she was not. The Director indicated a willingness to experiment with a salary percentage for the next budget cycle. Veale will vote for the motion because she wants to be part of the team and supports viewing it as a pilot. She, too, is sensitive to the fact that it is taxpayers' money and considers herself fiscally responsible.

The Board voted to establish guidelines for salary and related expenses (budget lines 17-22) with a range between 60-63% of revenue as currently stated (bond included).

M, C, Fish

The Board meeting was extended for 15 minutes.

M, C, Fish

Legislative updates:

Meyer informed the Board that Idaho Public Television will broadcast legislative updates every Friday night during the legislative session.

Trustee challenge document: The Board requested that legislators' email addresses be included in any updated legislative listing.

Strategic Plan: Future Needs Marketing Evaluation:

The presentation of the findings from the Future Needs Marketing Evaluation was postponed until the next regular meeting.

Facilities report and discussion: Vehicles on the facilities plan:

Randy will present an updated facilities report that includes the District vehicles.

Board packet discussion:

The Board agreed to continue receiving a mailed, paper board packet.

Community announcements:

Meyer shared information about January 9th PBS presentation of Victoria and provided information for distribution to libraries.

Agenda discussion and requests:

No discussion.

Set Special and regular meeting dates:

No discussion.

Meeting review:

Fish requested that staff discuss with auditor how carryforward (Q1) for salaries should be handled on budget sheets.

Blank mentioned that special meetings may be necessary in near future for the budget process and the Director’s evaluation. The evaluation form will be handed out at January meeting.

Adjournment: action item

Meeting was adjourned at 5:13

M, C, Fish

Calendar of events:

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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