

**Community Library Network  
Board of Trustees Regular Meeting Minutes  
March 19, 2020  
Post Falls Library**

**We Empower Discovery**

**Trustees present:** in person: Katie Blank, Bob Fish, Regina McCrea, Michele Veale; by phone: Judy Meyer

**Staff present:** in person: Rebecca Melton, Janelle Sells; by phone: John Hartung

**Call to order:** The meeting was called to order at 2:00 p.m. by Katie Blank, Chair

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

**Public comment:** none

**Facilities report: ADA transition plan draft: Randy Zepeda:** postponed

**Outreach report: Karin Hall:** postponed

Blank outlined some rules to allow each person to speak. People joining the meeting by phone asked everyone to speak slowly.

**Consent agenda: action item**

Minutes of the February 13, 2020 special meeting

Minutes of the February 14, 2020 special meeting

Minutes of the regular meeting of February 20, 2020

Minutes of the February 20, 2020 public hearing

Minutes of the 4 March 2020 special meeting

Minutes of the CIN meeting of February 19, 2020

Community Library February Reports 2020

Youth Services February Reports 2020

Cooperative Information Network February 2020 financial statements

Publicity items

Meyer noted an extra “at” in “Call to order” for minutes dated February 20, 2020

The Board accepted the consent agenda with the change to minutes dated February 20, 2020 as noted above

M, C, McCrea

**Community Library Network February 2020 financial statements: action item**

The Board accepted the February 2020 financial statements as presented

M, C, Veale

**Circulation statistics: February 2020**

Fish commented that he likes to see that circulation numbers were trending upward.

**Board calendar**

Timeline for 2021 budget process: Blank did not submit a modified board calendar

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

McCrea expressed interest in the newest remodel design for Pinehurst that will alleviate the dangerous pole behind the circulation desk. Meyer asked to have staff modify the project list to reflect the new reality that is a result of COVID-19

**Strategic plan discussion:**

Debrief the meeting of 4 March 2020

Trustees had the following comments:

Fish: lots of good information from the meeting

McCrea: thought the meeting was useful and likes feeling that she has more ownership of the plan

Meyer: current work provides a baseline for next steps. She is fine letting staff work through the process as time permits

Veale: thought the meeting went very well and likes having it laid out

Blank: loved that focus areas and initiatives were identified

The Board asked staff to work on the plan for consideration in April by taking the initiatives and fleshing them out to reduce duplication.

**COVID-19 library response update**

Trustees commented on the District's response to the COVID-19 pandemic:

- Fish said that the public was expecting libraries to close. He likes that we are beefing up the e-books selection and will be interested to see how usage increases.
- Meyer would like to make the public aware of all the great things our libraries offer through strong promotional efforts.
- Veale would like to see an online list of recommended activities available for children.
- Blank believes that we will still be dealing with the impact of the virus after April 6, and would like to have a plan.

Board took a break t 2:45

Board reconvened at 2:55

**Succession Planning: Director Search extension: action item**

The Director explained that we have eight candidates who have submitted application packets and asked if the Board wants to extend the deadline and re-advertise to expand the pool of applicants.

Trustees discussed the cost and method of extending the director search and would like each current applicant to be informed about next steps.

The Board voted to extend the application period for the director search and repost the position on April 6, 2020, for another 30 days

M, C, McCrea

**Review of application/resume rubric**

The Board reviewed the method for using the rubric for current applications.

**Review of questions for first phone interview**

The questions were not sent to the Board prior to the meeting, so they will be sent out for review and comments.

## **2 April Progress report on the Broadband acquisition project: Consideration of e-rate Cat 2 contracts: action item**

The Director stated that the contract language is the same for all five contracts. The only part that is different is the description of the equipment. Each one has been vetted by the District's attorney and e-rate consultant.

The Board asked about the time period covered in the contracts. Each would run for 5 years and end June 30, 2026 which coincides with the end of the e-rate year. By Idaho law, contracts cannot extend beyond a 12-month period, but automatic extensions are allowed. The equipment is a one-time cost that will be paid from the equipment line (if under \$2500) or from capital. Software support is an ongoing cost. E-rate reimbursement should help will these costs, making the total cost for the District about \$44,000, due after installation. McCrea is in favor of the contracts and would like a complete copy of the contract text. The Board approved the five e-rate contracts with Ednetics dated March 1, 2020  
M, C, Meyer

## **Facilities report and discussion**

White paper on expansion of facilities: Continued discussion  
Postponed

Bob's & John's visit with Rathdrum city manager: Fish discussed the likelihood of Rathdrum moving its city campus south of current city limits. He and the Director talked to the city manager about selling the current Rathdrum library and building in the area of the city property across from K-Tec on Lancaster. The city seems receptive to having the library as part of the campus. Several questions and concerns were raised that need additional research:

- Would a new library be built to serve Rathdrum area residents only or would it also include administrative services and other departments?
- What is the timeline for moving the city campus?

Long-range facilities planning, including the acquisition of land:  
No discussion

## **Legislative updates:**

Proposed property tax limitation bills: HB 409 is dead

The Idaho legislature could still do something to reduce the property tax burden, but the current health crisis has put some of this on hold for now.

**Community announcements:** Kootenai County reported its first confirmed case of COVID-19

## **Agenda discussion and requests:**

None

## **Set Special and regular meeting dates:**

Blank mentioned that the Board may need a special meeting to discuss the application rubric.

## **Meeting review:**

None

## **Adjournment: action item**

The meeting was adjourned at 4:22

M, C, McCrea

Respectfully submitted,  
John Hartung, Rebecca Melton

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Calendar of events:

|          |       |                  |                 |
|----------|-------|------------------|-----------------|
| Apr 16:  | 2 - 5 | Post Falls       | regular meeting |
| May 21:  | 2 - 5 | to be determined | regular meeting |
| Jun 18:  | 2 - 5 | Spirit Lake      | regular meeting |
| July 16: | 2 - 5 | Harrison         | regular meeting |

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Phone: 208-773-1506 ext. 329

Email: [ADAcordinator@communitylibrary.net](mailto:ADAcordinator@communitylibrary.net)

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