

**Community Library Network
Board of Trustees Regular Meeting Minutes
May 16, 2019
Rathdrum 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, Linda Mahon

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

Rathdrum Library Annual Report: Linda Mahon

After introductions, Linda talked about how the Rathdrum Library works to implement the strategic plan.

Focus area A: Engage community members in innovative, educational and fun experiences

The following programs were highlighted:

- Community spelling bee for kids and adults saw Spirit Lake, Athol and Rathdrum members compete in head to head competition
- Bill Rossiter music presentation featured “Railroad Songs and Lies”
- Preschool programs with up to 50 people for story time, play group and crafts
- Ongoing adult programs: Book Club and Knit Along are established programs that include lots of social time. Friday morning Yoga, in its 10th year, is at capacity
- Special Rathdrum community programs include December D’lights, Trunk or Treat, the American Legion Easter egg hunt and the Open House during the holidays
- Going to Seed and a hummingbird swing craft that was so popular it had to be repeated
- Partnership with Lakeland schools to enhance adult literacy efforts

Focus area B: Exceed members expectations

- Rathdrum has a member-focused staff including Jennifer Basham, Rachel Bowes, Trina Peterson, Diane Park, Linda and Cherie Millsap
- Members love to place holds and are waiting at 2:00 on courier days to pick them up!
- Linda appreciates Collection HQ and uses it to find the best titles for the Rathdrum community
- Staff work one-on-one to help members with computer questions and skills
- Rathdrum Library is a pleasant, safe and inviting atmosphere (except for the location of the overflowing courier bins!)

The Board congratulated Linda for her work to make connections in the Rathdrum community and encouraged her to take her presentation to the Rathdrum Chamber. Linda left the meeting at 2:40.

Consent agenda: action item

Minutes of the regular meeting of April 23, 2019.

The following corrections were suggested: The word “minutes” to be added to the header; strike line “putting something here to test - Mark” on page 1-- and “purposely duplicated for testing. - Mark” on page two;

In first line of paragraph after bullet points in Athol library report, add “of” after word “because”; strike “and featured in Jill’s pictures” in fifth sentence and add “the” before “parking lot” in fourth sentence under Facilities report;

Sentence about the “Tour of Athol to be included on the way to Spirit Lake board meeting” should be added to “Set Special and regular meeting dates” to confirm logistics.

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Community Library Reports April 2019

Youth Services Reports April 2019

The Board commented on how much they value the library and youth services reports included in their board packets

Cooperative Information Network April 2019 financial statements

The Board accepted the consent agenda with changes to the minutes as noted above

M, C, McCrea

Community Library April 2019 financial statements: action item

The Board asked about the Income - Interest line which is above budget for the month. The increased revenue is a result of having more money in interest generating accounts. The Board also commented on the generous donations received this fiscal year.

The Board accepted the financial statements for April 2019

M, C, Veale

Circulation statistics: April 2019

The Director noted that the numbers for circulation at our libraries are up this month.

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

The process for sending long overdue accounts to collections was reviewed. The new fine-free policy was discussed. It will become effective on Monday, June 3, 2019.

Budget items: Rough draft of 2020 budget

Staff presented a draft budget which includes some substantial wage increases for staff. In the last year, the District has lost 25% of its employees. While there are a variety of reasons for staff leaving the District, exit interviews indicate that District’s pay scale and benefits are not competitive.

Board members asked how the District can compete for good employees. Staff is researching wage and benefits offered by local competitors to share with the Board.

The draft presented does not include the annual 3% budget increase allowed by Idaho law. Fish stated that he likes the philosophical position that encourages the Board to talk through budgeting priorities.

The Board was asked to study the draft budget and bring questions to the next Board meeting.

Blank asked the Board to consider a special meeting to discuss staffing needs for the budget.

The Board took a break at 3:35

The Board reconvened at 4:01

Strategic Plan discussion

The final version of the plan was distributed.

Long-range hiring plan: action item

Megan Hudson workshop:

The Director explained the efforts underway to help the Board with their search for a new director. There are several questions to be considered including where would the Board want to see the District in five years? Staff supports hiring a consultant to work with the Board to determine a direction and timeline. The Board will consider a proposal to work with Megan Hudson.

Board training:

A training session with Idaho Commission for Libraries consultant, Emily Sitz, was discussed but not set.

ADA grievance procedure: action item

The following corrections were suggested for the ADA Grievance Procedure dated May 16, 2019: first section #2 change “assessible” to “accessible”. #3 in second section: Replace “you” with “The Library District Director” and “meeting” with “discussion”.

Change comma to period in “U.S.” in 2nd to last paragraph; Office “of” not “on” in last paragraph

The Board accepted the ADA Grievance Procedure with changes suggested above
M, C, McCrea

Medical leave: action item

The Board approved Kelsey Mack’s unpaid medical leave as requested.

M, C, Meyer

Facilities report and discussion:

The report on the ADA transition plan was postponed until June.

The new facilities discussion was postponed until June.

Legislative updates:

None

Community announcements:

Meyer asked about cooperation between Kootenai Medical Library and the Cooperative Information Network. CIN receives some money each summer from Kootenai Medical, which has been used to purchase electronic resources.

Abrams, Melton and Sells left the meeting at 4:42

Executive Session: IC 74-206 1 (b) Evaluation of personnel: action item

It was moved by Meyer to go into Executive Session per IC 74-206 1 (b) for the evaluation of personnel, the Director at 4:43 pm. M, C, Meyer

Blank: Aye, Fish: Aye, McCrea: Aye, Meyer: Aye, Veale: Aye

It was moved by Meyer to return from Executive Session per IC 74-206 1 (b) for the evaluation of personnel, the Director at 5:05 pm. M, C, Meyer

Blank: Aye, Fish: Aye, McCrea: Aye, Meyer: Aye, Veale: Aye

Meyer moved to extend the meeting until 5:30 pm. M, C, Meyer

Agenda discussion and requests:

None

Set Special and regular meeting dates:

The Board briefly discussed holding a meeting with Megan Hudson as recommended by staff.

As a result of the discussion, the Board set the following special meetings:

Thursday, May 30, 1:00-3:00 p.m. to review the salary draft

Thursday, June 6, 2:00-5:00 p.m. to prepare discussion points for Megan Hudson meeting

Thursday, June 27, 10:00 a.m.-1:00 p.m. to meet with Megan Hudson

The tour of Athol was reviewed. The tour will start at 1: 15 pm. The Board will need to be in Spirit Lake by 2 pm.

Meeting review:

None

Adjournment: action item

The meeting was adjourned at 5:29 p.m.

M, C, McCrea

Respectfully submitted,

John Hartung, Rebecca Melton

Calendar of events:

Jun 20: 2 - 5 Spirit Lake regular meeting

Jul 18: 2 - 5 Harrison regular meeting

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