

**Community Library Network
Board of Trustees Regular Meeting Minutes
June 20, 2019
Spirit Lake 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, Carol Ferguson

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

Swearing-in of elected trustee:

Veale administered the oath of office to Katie Blank as a newly elected trustee.

Public comment:

None

Spirit Lake Library Annual Report: Carol Ferguson

Carol welcomed the Board and introduced the Spirit Lake staff through pictures. Her current staff includes Circulation Specialists Lesia Stolley, Katie Alapai, Jackie Hughes, Jacob Tarnowski and Crystal Armijo-Vickers, a CS substitute who also works at Athol and Rathdrum. Meghan Alcala is the Youth Services Specialist for Spirit Lake and Rathdrum.

The three favorite youth programs identified by staff from the past year included a presentation on the life of Mozart by Traveling Lantern, the Pokemon program and Touch-a-Truck. The Spirit Lake Police Chief recruited SWAT vehicles and a K9 officer to make the Touch-a-Truck program special for the 300 people who attended. Cars 101, with an auto mechanic explaining the basics of car maintenance, was the best teen program.

Jacob leads Spirit Lake's adult programming efforts. This past year, he worked cooperatively with the Athol and Rathdrum Libraries to host a spelling bee for adults and kids. The second annual spelling bee is already being planned. He also organized a Band Scramble where impromptu bands were formed from the musicians who showed up. The bands then practiced and performed, much to the delight of the audience who chose a winner. The monthly Dungeons and Dragons program attracts a consistent group of new adults, so it will be offered twice a month in the fall.

Staff safety is an ongoing concern at Spirit Lake. Carol invited the Spirit Lake Police Chief to a staff meeting to train and answer questions. Staff can now receive alerts on the library cell phone from the nearby schools and a safe room door was installed in the staff work area.

The Woolen Brown building which sits adjacent to the library has received an urban renewal grant, and Spirit Lake community members are exploring ways to renovate and improve the space. One proposal is to make the ground floor a new senior center, the second floor city hall, and use the third floor for school classrooms and maybe library programs. Providing adequate

parking is a big concern. Library staff will be involved in future planning meetings to represent library needs and to make sure our current limited parking is not compromised.

The Board congratulated Carol on working closely with other community groups to plan for the next stage of renovations to the Woolen Brown building and thanked her for making the Spirit Lake Library an important part of the community.

Election of officers: action item

Trustees discussed board roles and responsibilities. Blank, McCrea and Veale are comfortable with retaining their positions.

Meyer discussed the option of a non-voting Treasurer which is permitted by statute. No one expressed interest in serving as a non-voting treasurer when it was considered the last time.

The following slate of officers was nominated for election:

Blank, Chair

Veale, Vice-Chair and Treasurer

McCrea, Clerk of the Board

The Board elected the slate of officers as nominated.

M, C, Meyer

Consent agenda: action item

Minutes of the regular meeting of May 16, 2019; Meyer suggested that “help the Board with their search for a new director” on p. 3 be replaced with “help the board with a succession plan”

Minutes of the special meeting of May 30, 2019

Minutes of the special meeting of June 6, 2019

CIN minutes May 15, 2019

Community Library Reports May 2019

Youth Services Reports May 2019

Cooperative Information Network May 2019 financial statements

The Board accepted the consent agenda with the suggested changes to the minutes of May 16, 2019

M, C, McCrea

Community Library May 2019 financial statements: action item

The Board accepted the monthly financial statements as presented

M, C, Veale

Circulation statistics: May 2019

Blank commented that she is pleased to see circulation increase again; Overdrive use continues to increase but Freegal use is below the year-to-date number from last year.

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

Meyer commented on the Innovia grant awarded to purchase a vehicle to deliver technology programs District-wide.

Blank asked about public reactions to the new fine free policy. The Director explained that the response has been overwhelmingly positive with only one complaint.

Budget items:

Second draft of 2020 budget with third salaries draft: The Board talked about the two proposals of budget draft 3. Blank reminded the Board that staff reported that low pay and lack of benefits may be two reasons why the District lost so many employees this past year and remembers when salary adjustments were necessary to equalize pay when the District consolidated with Post Falls. The addition of paid time off (PTO) for PERSI level staff would make the salary percentage exceed 63% of total budget which was the percentage set last year.

McCrea asked the percentage of the proposed salary increase for additional hours for existing employees. She stated that she is not in favor of either budget.

The Director asked the Board to specify what additional information the Board needs to decide on a salary proposal. The Board agreed to discuss additional documents needed at the end of the meeting.

Board took a break at 3:32

Board reconvened at 3:58

The Director asked the Board if staff should continue to work on a salary budget that includes paid time off. The revenue amount will not be available until July 25, making planning difficult. Another budget factor for consideration is the undetermined amount needed for succession planning.

Discussion/motion on the 3% budget increase: action item

The Director reminded the Board that both budget proposals include taking the 3%. Meyer suggested that the Board authorize accepting the 3% increase.

Veale spoke in support of taking the 3% increase.

McCrea said that she is not clear about priorities and would like to see more detail before passing the 3%.

Fish supports taking the 3% because of the need to raise salaries and hire new executive staff.

The Board authorized taking the full 3% tax increase available for next fiscal year.

M, C, Fish

Discussion/motion on providing prorated vacation & sick leave for PERSI level employees: action item

Board agreed to postpone this decision until additional revenue and expense information is available.

Consideration of audit firm engagement letter: action item

The Board considered the letter of engagement from Anderson Bros. CPA. It includes a 3% increase from last year's amount, not to exceed \$15,000, and includes the CIN audit amount. The letter mentions that Anderson Bros. retains the audit for a minimum of 5 years. Audit reports are permanently retained by the District.

McCrea questioned the need for two signature sections on the last page since there is no mention of governance in the document. She requested that Anderson Bros. clarify who should sign.

The Board authorized the Community Library Network to engage Anderson Bros. CPA to do the annual audit for fiscal year 2019.

M, C, McCrea

Closure for All-Staff day, 10 October 2019: action item

The Board authorized staff to close all District libraries for All Staff Day, to be held October 10, 2019

M, C, Meyer

Approval for ADA notification:

This item was inadvertently left off the agenda version that was posted on the website. For that reason, discussion was postponed until the regular July meeting.

Debrief of Trustee Connection meeting in Moscow:

No further comments

Board training with Emily Sitz:

Discussion of this topic will be held at the regular July meeting.

Long-range hiring plan: action item

The Megan Hudson workshop on June 27 was discussed. Details of the workshop were finalized. Staff will provide lunch for the participants.

Facilities report and discussion:

Report on ADA transition plan: The Director noted that the Facilities Manager has completed his assessment at 6 libraries.

New facilities discussion:

None

Legislative updates:

None

Community announcements:

None

Agenda discussion and requests:

None

Set Special and regular meeting dates: action item

The regular October Board meeting was changed to allow staff to attend e-rate training on October 16 and 17. The new meeting date is October 15, 2-5 p.m. at Post Falls.

A special meeting to approve the budget for publication was set for July 25, 2019, 2-4 p.m. at Post Falls.

A special meeting was set for July 11, 2019, 2-4 p.m. to discuss salaries, location to be determined.

The regular meeting at Harrison is set for July 18, 2019, 1-4. Details about the boat ride, weather permitting, will be shared in July.

The Board extended the meeting to 5:15

M, C, Meyer

Executive Session: IC 74-206 1 (b) Evaluation of personnel: action item
It was moved to go into executive session per IC 74-206 1 (b) to evaluate personnel at 5:05 pm. M, C, Meyer

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

The Board returned from executive session at 5:16 pm. M, C, Meyer

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

Meeting review

None

Adjournment: action item

The meeting was adjourned at 5:30 p.m.
M, C, Meyer

Respectfully submitted,
John Hartung, Rebecca Melton

Calendar of events:

Jun 27:	10-1	Post Falls	special meeting
Jul 18:	1-4	Harrison	regular meeting
Aug 8:	6	Post Falls	budget hearing
Aug 15:	2 - 5	Hayden	regular meeting
Aug 22:	6	Post Falls	special meeting
Sep 19:	2 - 5	Pinehurst	regular meeting

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. The complete policy is available for review upon request. 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 less than 72 hours. Phone: 208-773-1506 ext. 329
Email: ADACoordinator@communitylibrary.net
Please know a grievance procedure is available to resolve complaints. If you need this notice in large print or Braille, let us know.