

**Community Library Network  
Board of Trustees Regular Meeting Minutes  
Thursday, August 16, 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

**Call to order:** The meeting was called to order at 2:02 p.m. by Katie Blank, Chair

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

**Amending agenda:**

The Director asked the Board to amend the agenda to include a request for unpaid medical leave from Chris Arnold that was just submitted today. Action on this item is needed at this meeting because notice of surgery was received today and is scheduled before the next Board meeting. It was moved and carried to amend the agenda to include the emergency request for leave.

M, C, Meyer

**Public comment:**

None

**Consent agenda: action item**

Minutes of the regular meeting of 19 July 2018

Minutes of the special meeting of 31 July 2018

Community Library Reports July 2018

Youth Services Reports July 2018

Cooperative Information Network July financial statements

Minutes of CIN meeting added to consent agenda

The Board questioned courier payments as reflected in the Cooperative Information Network July financial statements. Staff reported that the Benewah County Library had added courier service in mid-year. They were paying for it as reflected in their revenue line. The income line overage offsets the expenditure line overage.

Minutes of the July 19 regular meeting and the July 31 special meeting were pulled from the consent agenda to allow staff to edit and resubmit at the next meeting.

Consent agenda was accepted without the meeting minutes from July 19 and 31.

M, C, Veale

**Community Library July financial statements: action item**

The Board asked for an estimate of the total revenue available at year end. Currently revenues are above the budgeted amount for year to date. Janelle will provide an estimate at the September Board meeting.

The Board asked to have the budget lines numbered on the income statements (green sheets) to make it easier to discuss.

The Board accepted the July financial statements as presented  
M, C, Fish

**Request for leave: Bobbi Whatcott: action item**

The Board approved a request for unpaid bereavement leave on behalf of Bobbi Whatcott, through September 3, 2018.

M, C, Meyer

**Request for leave: Chris Arnold: action item**

The Board approved a request for unpaid medical leave for Chris Arnold from August 29- October 13, 2018.

M, C, Veale

**Circulation statistics: July 2018**

The Board requested previous years' total circulation numbers to allow historical comparisons. Staff will submit yearly circulation totals from 2011-present in next Board packet.

The Board commented that the Rathdrum internet speed is slow. Staff explained that bandwidth can be increased with additional funding. The Board requested that staff share the information about what that would cost and would like to know more about the contract that governs our internet service.

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

The Board commented on the removal of large computer desks at Harrison and asked which library would be next to see the laptop model put into place. Pinehurst is likely the next location with Spirit Lake to follow. The Board expressed surprise about the nationwide popularity of rock painting, and asked which libraries still need safe zones for staff. Staff reported that Harrison, Hayden, Pinehurst and Spirit Lake do not have safe rooms.

**Budget discussion: action item**

Questions or concerns on draft 5, salaries sheets or capital projects;

Blank thanked Fish for his efforts in helping to revamp the budgeting process.

Fish shared the following concerns:

Percentage of salary to revenue (62.4%) appears to be increasing with this budget which he sees as going in the wrong direction. He asked if the Board should set a

percentage cap for salaries. Staff responded that percentage is up this year even though salary costs have decreased because the total of the revenue line has been reduced. Blank mentioned that a percentage discussion could be added to October agenda. Veale added that she has seen published salary lists for other public employers and wonders if the District should increase benefits or salaries to stay competitive.

Staff distributed budget sheet to be shared at the budget hearing and outlined the budget steps:

- Budget was published last Thursday in the Coeur d'Alene Press and Shoshone News
- Budget needs to be approved for certification, which could happen today if there is no public comment to be considered
- If the budget is accepted today, meeting scheduled for August 23 can be cancelled

The Board mentioned some surprise at the lack of public comment about the budget this year, and expressed a desire to present a positive story before the Board and District face negative public attention. Discussion followed about the best way to share our positive message with the public.

The Board took a break at 3:30

The Board reconvened at 3:45

#### **Open meeting law discussion:**

The Director showed the new library law manual which is a thick book of statutes for libraries and the laws that govern public meetings. The law governing agendas has changed to include action items and amending agendas. All board business is public.

#### **Board responsibilities as listed in Idaho Code 33-2720:**

The Board continued their discussion of duties as outlined in Idaho code, starting with 1. (g) *To acquire by purchase, devise, lease, etc.*, which discusses real property. Hayden, Rathdrum, and Pinehurst library properties are the only ones owned without restrictions by the District.

1. (h) *To accept gifts...* no comments

1. (i) *To establish policies for purchase and distribution of library materials.* The Board requested that staff include the District's collection development policy for review at a future meeting.

1. (j) *To issue warrants...* The District does not use warrants.

1. (k) *To invest any funds...* The District uses the Insured Cash Sweep

1 (l) *To pay actual and necessary expenses...* no comments

1. (m) *To see to the proper conduct of library district elections.* Elections are now governed by the 2009 law consolidating election dates and all elections are run by county elections offices.

1. (n) *To maintain legal records...* The Director does this as secretary of the Board.

1. (o) *To exercise other powers...* Emphasizes the effective use of power, and allows the Board to enter into joint power agreements, etc.

2. *Individual trustees have no authority to make decisions...* Individual Board members do not speak for the board.

3. *It shall be the duty of each trustee to attend all board meetings...* no comments

### **Legislative updates: Trustee challenge document**

Staff shared contact information for legislators with trustees. Legislative districts do not align with locations of District libraries, making it challenging to determine which legislator corresponds to which library.

Meyer referred to a letter written by Ann Joslin, Idaho State Librarian, which explains the economic impact of libraries. Staff will share the letter with the Board for their information.

The list of legislators was divided among trustees:

Bob- Filios, Brooks, Duncan, Wisniewski, Vick

Judy - Brooks, Barbieri, Mendive

Regina - Amador

Veale - Cheatam

The Director is the only staff person who can advocate for library issues. Board members can and should advocate for the District.

The Board discussed developing a plan to approach and talk with politicians. They would like to have dates for chamber of commerce events to meet and greet politicians. JFAC, economic development, and education issues that impact libraries should be shared. Board members are interested in in meeting candidates.

### **Facilities report and discussion: Peak Fitness meeting review: action item**

Blank and McCrea met with Gary Retter from Peak fitness to discuss the construction project that is impacting the Hayden Library parking lot and access. An agreement is expected to allow egress through the Parkwood properties parking lot onto Centa which appears to be a safer alternative. Just prior to this meeting, the Director requested that the excavation be stopped because the digging was too close to the trees in the library's swale. As a compromise, the Board authorized the Director to negotiate with Peak Fitness to remove the trees that have been undercut in the library's swale at Peak's expense, to remit stumpage to the District and replace the trees with new ones of the same size. The Director will prepare a document to outline the steps that will need to happen with the removal and replanting of trees.  
M, C, McCrea

DIRTT wall update: The modular wall panels ordered for the Post Falls teen area were made to the wrong specifications. Staff has renegotiated with the construction company that will install the walls. The project is still on track, but will be delayed.

**Community announcements:**

Meyer shared an article from found in the Idaho State Historical Society's museum newsletter about the Spirit Lake Library.

**Agenda discussion and requests:**

None

**Set Special and regular meeting dates:**

Staff is coordinating training for the Board with the North Idaho field consultant for the Idaho Commission of Libraries. No date has been set.

**Meeting review:**

None

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

The Board voted to go into executive session to evaluate personnel at 4:53 pm.

M, C, Veale

Blank	Aye
Fish	Aye
McCrea	Aye
Meyer	Aye
Veale	Aye

The Board voted to leave executive session at 4:56 p.m.

M, C, Veale

Blank	Aye
Fish	Aye
McCrea	Aye
Meyer	Aye
Veale	Aye

No actions concerning personnel were taken.

**Adjournment: action item**

The meeting was adjourned at 4:59 p.m.

M, C, Fish

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Calendar of events:

Aug 23	6	Hayden	special meeting: budget approval
Sep 20:	2-5	Pinehurst	regular meeting
Oct 18:	2-5	Post Falls	regular meeting
Oct 25:	8:30-4:30	Hayden	All Staff Day
Nov 15:	2 - 5	Hayden	regular meeting
Dec 20:	2 - 5	Post Falls	regular meeting

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