

**Community Library Network
Board of Trustees Regular Meeting Minutes
Thursday, September 20, 2018
Pinehurst Library**

We Empower Discovery

Trustees present: Katie Blank, Bob Fish, Judy Meyer, Regina McCrea, Michele Veale
Staff present: John Hartung, Rebecca Melton, Janelle Sells, Brenda Ludwick

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

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

Public comment:
None

Pinehurst Library annual report: Brenda Ludwick, Manager.

Brenda delivered her annual report based on the strategic plan.

Goal 1B: Identify and eliminate barriers to convenient service; Pinehurst Library has eliminated barriers with Eloise's tech time and by providing exceptional interlibrary loan service. Pinehurst staff report that they can get anything for their members.

Goal 1C: Provide our communities with library spaces that will satisfy current and future needs; Brenda keeps the collection fresh and interesting by optimizing (weeding) on a regular basis so items are current and in good condition. She and staff have recently allocated shelving space according to member demand.

Goal 2A: Help prepare preschool and school aged members to be enthusiastic learners; Youth services staff and adult programming staff host family programs and work closely together. The family program about pets was a team effort, and members and staff enjoyed it.

Goal 2B: Offer a variety of community gathering and learning opportunities for adults; Reiki group and open crafts are regular programs for adults. Pinehurst has also presented programs on making beer, tie dyeing, etching glass, and writing. A summer concert was presented during Pinehurst Days in conjunction with adult summer reading. Members' suggestions for program topics are encouraged.

Goal 2C: Provide library members and staff with innovative environments and technologies; Pinehurst staff want to untether the library's laptop computers to allow members to move about the library.

Goal 3A: Develop broad-based community awareness of library services and programs; Staff is active in promoting library programs through Facebook. Programming fliers are posted on local business bulletin boards.

Goal 4A: Provide high-interest virtual, physical, and print materials that satisfy community needs and preferences; Pinehurst staff promote library resources through homework help, lessons in searching the catalog, and database promotions like "talk like a pirate day."

Goal 4B: Redesign library staff spaces to incorporate safe zones; The Facilities Manager has worked with Pinehurst staff to help create a safer library for staff and members. New locks, cameras and a hammer to break windows have been purchased. Additional building improvements are scheduled for the new fiscal year.

Goal 4C: Update staff skills, tools, and techniques to stay current with library “fresh practices;” Brenda and staff value training and will cover another’s shift to allow staff to attend a workshop or conference.

The Board thanked Brenda for her presentation and expressed appreciation for including the strategic plan.

Brenda left the meeting at 2:30.

Consent agenda: action item

Minutes of the regular meeting of August 16, 2018

Minutes of the budget hearing of August 16, 2018

Minutes of the special meeting of July 31, 2018

Minutes of the regular meeting of July 19, 2018

Community Library Reports August 2018

Youth Services Reports August 2018

Cooperative Information Network August financial statements

Board members asked to receive a copy of the tabloid-sized 2019 wall calendar mentioned in the community library reports.

The Board accepted the consent agenda with the following changes:

August 16 regular meeting minutes: The article which mentioned the Spirit Lake Library was in the Museum of North Idaho Newsletter

July 19 minutes: on page 2, consent agenda, it should read “Veale was absent from the meeting and did not vote to go into executive session”

M, C, Veale

Community Library August financial statements: action item

Fish acknowledged that the financial statements show that income as a whole is up and expenses are down, leaving some funds left unspent. Some of the unspent funds will be needed to remediate environmental problems at Rathdrum. A mouse infestation was handled poorly by a vendor. That company has been fired and replaced. An environmental scan was performed to determine if there are other problems in the building. The final report has not been released yet but staff will follow up with all recommendations. HVAC ducts may need to be cleaned or replaced.

Blank asked if the Board should consider adopting a policy to look at building issues and staff safety. No action was taken.

The Board accepted financial reports dated August 31, 2018

M, C, Fish

Circulation statistics: August 2018

The Board reviewed District year-end statistics for the years 2011-2018, and indicated that they would like to see this comparison each year in October. The Board would also like to see other library trends that help to tell the story of how much our libraries are used. Purchasing

new, improved people counters would help and the Director will explore ways to count the people who access our libraries electronically.

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

The Director explained that the Coeur d'Alene Press has imposed restrictions on the date ranges they will allow to be digitized. Currently only those papers through 1962 will be digitized.

The Board took a break at 3:35 to tour the Pinehurst Library
The Board reconvened at 4:06

Open meeting law review: Action item discussion:

If an agenda item does not have "action item" noted in the posted agenda, then the Board cannot vote on the issue. An exception is made when an emergency is declared for a legitimate reason. The Board could make an item "actionable" if the posted agenda is modified at least 24 hours prior to the meeting time.

Materials selection policy review:

The most recent version of this policy was distributed at the meeting and will be on the agenda next month as an action item.

Legislative updates:

The Board was reminded that the general election is coming up quickly so contacting candidates should happen soon.

Facilities report and discussion:

The contract with Intermax, one of the District's telecommunications vendors, was distributed for Board information. The Director explained that one Intermax employee has been assigned as a point of contact with the District. Staff will soon begin negotiating with vendors to provide internet access to meet e-rate requirements, and the process will be more extensive than any the District has done before. Meyer stated that she will recuse herself when a vote is required for Intermax business. The Board discussed the public expectation for broadband access and the ongoing need to provide more and faster access.

Peak Fitness update report: action item

Two large trees in the swale on District property were removed. The project was stopped for a short time so that the construction company could get permission from the District to remove them. The Director allowed the removal with the provision that new trees of a comparable size will be planted in the spring of 2019. The Board encouraged staff to continue with email communication to Peak and the construction company to document the terms of the agreement concerning the trees. The contractor may also need to be informed about other issues especially the compacting of soil when the trees are replaced.

The Director mentioned the reopening celebration of the Athol Library, which was very successful.

Community announcements:

Nationally known presenters, Martha Raddatz and Colin Powell, will be appearing locally.

Agenda discussion and requests:

The annual Board calendar will be shared at the next meeting. McCrea asked to have an update on the defibrillator policy included. The Board asked to have the possibility of electronic packets on the agenda for discussion. The materials selection policy and the Intermax contract will be discussed.

Set Special and regular meeting dates:

The Board expressed concern that the December 20 meeting is too close to the holidays and suggested December 11, 2-5 p.m. at Post Falls if a meeting room is available.

Meeting review:

None

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

The Board did not choose to enter into executive session.

Adjournment: action item

The meeting was adjourned at 4:57

M, C, McCrea

Calendar of events:

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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