

**Community Library Network  
Board of Trustees Special Meeting Minutes  
Wednesday, April 29, 2020  
Post Falls Library/virtual/phone**

**We Empower Discovery**

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

**Staff present:** John Hartung, Rebecca Melton, Janelle Sells

**Call to order:** The meeting was called to order at 2:11 p.m. by Katie Blank, Chair

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

**Discussion of partial reopening of the library beginning May 11: action item**

The Director discussed the steps in place for CIN to begin to offer library service again:

- CIN courier will restart delivery on Monday, May 4
- Coeur d'Alene Public is resuming curbside service
- A few small libraries have not been completely closed or have left book drops open
- Washington libraries in CIN will remain closed at least through May

**Self-serve pickup of holds at District libraries:**

A self-service procedure is being developed for each library in the District:

- Each community and building is different so there will be some variations to the process.
- A schedule will be set for members to pick up materials at their library
- People will call in or email to ask staff to prepare item delivery to outside location
- Returned items will be quarantined for 72 hours
- A press release will go out along with newsletter and website updates

**Board members asked:**

- Is it possible to reduce the use of disposable bags for pickup? No. Reusable items are too risky.
- Will items still be cleaned after quarantine period? If time is available, but the 72-hour quarantine should eliminate the virus.
- Do we have a plan for high risk staff? Yes. There are tasks that will not expose staff to dirty materials or the public and FMLA is available if staff members are very concerned.
- Do we have enough staff to carry out the plan? Yes

The Board authorized staff to reopen library buildings to offer self-service pickup service beginning May 11, 2020

M, C, Meyer

**Discussion concerning Board action reaffirming commitment to COVID-19 protections: social distancing, personal protective equipment (PPE): action item**

The Director restated that staff is appreciative of Board support for maintaining health and safety protections. Some orders for supplies are backordered, making it hard to get the personal protective equipment that we need for staff protection. It may also be necessary to close if there is a spike in local cases or the governor orders another closure of non-essential services. If the situation were to change and demand quick action, staff would like permission to make critical decisions, following established guidelines, without prior Board approval.

The Board authorized District staff to continue to take all necessary precautions consistent with all state and national guidelines to protect staff and the public. The Director is authorized to take emergency action as needed without Board approval.

M, C, McCrea

**Agenda discussion and requests:**

None

**Set Special and regular meeting dates:**

None

**Meeting review:**

None

**Discussion of video meetings:** Teams and Zoom.

As part of the Microsoft Office Suite, District staff has access to and has used Teams, virtual meeting software. It offers a better level of encryption than Zoom. Trustees are encouraged to start using Teams for virtual meetings. Staff will train trustees as necessary with the goal to hold the May 14 meeting on Teams. That special Board meeting will include a discussion of director candidates and the Director’s evaluation.

**Adjournment:** action item

The meeting was adjourned at 3:00 p.m.

M, C, Fish

Respectfully submitted,  
John Hartung, Rebecca Melton

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**Calendar of events:**

May 14:	1 - 5	Post Falls/virtual	special meeting
May 21:	2 - 5	Post Falls/virtual	regular meeting
June 18:	2 - 5	Post Falls/virtual	regular meeting

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 later than 72 hours before the event.

Phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

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 and the complete policy is available for review upon request. In addition, a grievance procedure is available to resolve complaints. If you need this notice in print or Braille, let us know.