

**Community Library Network
Board of Trustees Special Meeting Minutes
March 4, 2020
Hayden 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 3:00 p.m. by Katie Blank, Chair

Roll call: Katie Blank, Bob Fish, Regina McCrea, Michele Veale; Judy Meyer arrived at 3:04

Strategic Plan:

Blank introduced a timed agenda to guide the Board through the strategic plan discussion.

Other libraries' strategic plans:

Hartung explained that staff had printed and shared the strategic plans that the Board had requested with a few exceptions and additions. He asked trustees to highlight what they each liked about the plans included in their packets.

Blank: loved Sno-Isle's plan, their values and purpose statement

Veale: liked the Fort Vancouver Regional list of five core services; liked seeing the multitude of services from Los Angeles

Meyer: liked the Los Angeles plan because it has quantitative measurements

Fish: liked the Meridian District's format and the Fort Vancouver Regional plan because it is measurable

McCrea: liked that Los Angeles Public Library included taxpayers in the planning process and that they emphasize services to specific age groups (young readers and students)

SWOT analysis:

The Board identified the following Strengths, Weaknesses, Opportunities, and Threats
(* denotes staff input)

Strengths

Strong library system in place

Rapid community growth

Fiscally prudent

Engaged Board

Dedicated staff

Branches (libraries)

CIN

Youth Services

Community involvement

Forward thinking

Friends groups

Collection, physical & digital

Generative, Creative staff

Upgraded tech and equipment (broadband)

Discovery bus

Staff training/cross training

Provide access to reliable information

Engaging programs

People love our libraries*
Attractive buildings*
Good relationship with the police*
Emerging technology staff*

Weaknesses

Rapid growth
Large service area
Employee turnover
Staff connection with libraries
Building challenges, worn out real estate
Accessibility
Increased access to facilities (parking, etc.)
Land locked
Not clear about what this library district is in business to do
Underserved markets
Library Foundation
Too much focus on fun
Offer competitive benefits package
People don't ask for help at the desk*
People don't know what we have*
Too many community involvement opportunities vs staff*
CIN Branding
Lack of advancement opportunities, benefits and paid time off*

Opportunities

Become a community hub (connected communities)
Build an informed populous
Create public trust as repositories of knowledge, offering democratic access
Create dynamic engaging communities
Equity, diversity, and inclusion
Silver tsunami
Underserved markets
Rapid growth
Library foundation
Public trust
More approachable
Explore ways to offer service away from the desk*
IT has made learning more enjoyable
Offer competitive benefits package
Change in administration*
Construct new building*
Increased service population*
Train staff and public on how to use emerging technologies*

Threats

Funding (also national)
Legislature
Perception of libraries and their value

Cap on property taxes
Marian the librarian image
People not coming to the library
New administration*
Budget constraints for a new building*
Inability to act in a timely manner*
Disruptive member behavior*
Competition for good employees*

The Board took a break at 3:50
The Board reconvened at 4:00

From the SWOT analysis, the Board identified the following focus areas and initiatives:

Focus Area A: Building literate and informed community

Initiatives:

1. Technology
2. Collection (accurate information)
3. Cultivate and inspire young readers
4. Nurturing student success
5. Championing literacy and lifelong learning

Focus Area B: Creating connected communities

Initiatives

1. Partnerships (chambers)
2. Equal access for all (diversity, inclusion, equity)
3. Getting outside of the library walls

Focus Area C: Providing operational Excellence

Initiatives

1. Meeting the needs of a growing population
2. Care and feeding of staff
3. Fiscally prudent (strive to be responsible stewards of our financial resources)
4. Maintain and cultivate public trust

Focus Area D: Providing space to think, meet, work, & create

Initiatives

1. Keep buildings attractive, etc. (ADA)
2. Virtual space, Discovery bus and Outreach access, offsite programs
3. Examining and planning for future needs, public and staff space

Blank asked for additional staff input on the plan for Board consideration at the regular Board meeting March 19 and thanked the Board for their good work.

Meeting was extended for 15 minutes
M, C, Veale

Meeting review:

None

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

Meyer moved to go into executive session at 5:02 pm

Rollcall: Blank, yes; Fish, yes; Meyer, yes; McCrea, yes; Veale, yes

Meyer moved to leave executive session at 5:07 pm
Rollcall: Blank, yes; Fish, yes; Meyer, yes; McCrea, yes; Veale, yes

Hartung announced that Coeur d'Alene Public Library Director Bette Ammon is retiring
6/30/2020

Adjournment: action item

The meeting was adjourned at 5:11
M, C, Veale

Respectfully submitted,
John Hartung and Rebecca Melton

Calendar of events:

Mar 19:	2 - 5	Hayden	regular meeting	Large Meeting Room
Apr 16:	2 - 5	Athol	regular meeting	Meeting room
May 21:	2 - 5	Rathdrum	regular meeting	Meeting room

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Phone: 208-773-1506 ext. 329

Email: ADAcordinator@communitylibrary.net

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