

**Community Library Network
Board of Trustees Special Meeting Minutes
April 2, 2020
Post Falls Library**

We Empower Discovery

Trustees present: In person: Katie Blank, Bob Fish, Michele Veale; by phone: Regina McCrea, Judy Meyer
Staff present: In person: John Hartung, Rebecca Melton, Janelle Sells; on the phone: Denna Grangaard

Call to order: The meeting was called to order at 1:07 by Katie Blank, Chair

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

Discussion to close the libraries from 6 April to 30 April: action item

The Director explained that schools are likely to be closed throughout the month of April with a projected peak in COVID-19 cases in the 3rd week of April. He discussed the potential negative health impact of having libraries open when schools are closed and recommended keeping District libraries closed through April. Trustees asked about what other libraries are doing in the area and indicated support for having libraries closed to the public at least through April.

The Board accepted the Director's proposal to keep libraries closed from April 6 through April 30, 2020.
M, C, Veale

Discussion concerning salaries during closure: action item

The Director recommended that staff continue to be paid during the time that District libraries are closed due to the COVID-19 pandemic. This provides stability for employees and helps reassure them, ensures that they will be available when libraries are ready to open and helps avoid a large unemployment benefit pay out.

The Board agreed to continue to pay staff salaries during the time of library closure. Staff are expected to be available to perform work as needed.

M, C, McCrea

Fish suggested that a letter be sent to inform staff about the length of the closure and that they will continue to be paid for scheduled hours. Veale added that the letter should emphasize that the Board supports and appreciates staff and is mindful of safety needs. Board members will receive an electronic copy of the letter.

Director's report on staff activities

The Director discussed ways that staff continue to provide member services. Holds can now be placed on items to be available when libraries open again but the courier is not operating and book drops are bolted closed. Story time programs are being recorded and shared through social media and You-tube. E-materials are being heavily promoted and purchasing has increased for e-books and e-audios. Staff answer online and voicemail questions. The closure will be reviewed at the regular meeting on April 16, 2020.

Succession planning: Discussion of current candidates

Blank introduced the topic of how many director candidates should be given phone interviews. She is not opposed to including the local applicant and all those who scored higher on the rubric. Fish appreciates the rubric and supports Blank's suggestion. McCrea feels the Board should be use the rubric as a guide and interview who they choose as long as there is a good basis for the selection.

Veale stated that she considers this to be two decisions. What is the cut-off point on the rubric for granting an interview? And, will this be the cut-off point for all applicants?

The Director would like to see a score selected and used consistently.

The Board agreed that applicants with a 4.25 score and above be given a phone interview

M, C, Veale

The Board agreed to send an email to those with scores below 4.25 to notify them that they are no longer being considered. Those with scores of 4.25 and above will be asked to schedule a phone interview if they are still interested in the position.

M, C, Meyer

The meeting was extended until 3:15

M, C, Fish

Interview questions; choices: action item

A list of phone interview questions will be sent out to Board members for comments.

Re-advertising the Director’s position: action item

McCrea reminded the Board that her motion to extend the director search was approved at the March 19 regular meeting.

Motion: “Board agreed to extend application period for the director search and repost position on April 6, 2020, for another 30 days.

M, C, McCrea”

Fish would like to advertise locally to reach executives who are browsing the paper, not actively looking for a job.

Agenda discussion and requests:

None

Set Special and regular meeting dates

Next regular Board meeting will be held at Post Falls on April 16 from 2-5 p.m. Trustees may attend in person or by phone. A videoconferencing option is being explored. Manager presentations are being postponed until libraries open again.

Meeting review:

None

Adjournment: action item

Meeting was adjourned at 3:16

M, C, Fish

Respectfully submitted,

John Hartung, Rebecca Melton

Calendar of events:

Apr 16:	2 - 5	Post Falls	regular meeting	Meeting room
May 21:	2 - 5	to be determined	regular meeting	Meeting room
Jun 18:	2 - 5	Spirit Lake	regular meeting	Meeting room

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Phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

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