

**Community Library Network  
Board of Trustees Regular Meeting Minutes  
August 15, 2019  
Hayden Library**

**We Empower Discovery**

**Trustees present:** Katie Blank, Bob Fish, Michele Veale; Judy Meyer

**Trustees absent:** Regina McCrea

**Staff present:** John Hartung, Anne Abrams, Rebecca Melton, Janelle Sells, Nick Madsen

**Call to order:** The meeting was called to order at 1:59 p.m. by Katie Blank, Chair

**Roll call:** Katie Blank, Bob Fish, Michele Veale; Judy Meyer arrived at 2:04

**Public comment:**

None

**Emerging Technology report:** Nick Madsen

After introductions, Nick related a story about a group of education students who toured the Post Falls Library as part of a Pace technology class at Lewis and Clark. One of the future teachers said she had no idea that our libraries featured 3D printing and other technology, showing that technology in libraries can still catch some people by surprise.

After the first full year in his position, Nick has identified three foundational concepts that emerging technology supports:

- 1) Lifelong learning. The primary thesis for lifelong learning involves a growth mindset which encourages people to continue to learn and work to improve skillsets. A growth mindset implies that we can get better when effort is applied to learning.
- 2) Access. Why do we offer access to technology? Our libraries used to be about books and reading. Now libraries include technological literacy opportunities and offer technology for the public to try and use.
- 3) Connections. Building connections between members, members and staff, staff with staff, and staff to other community resources is essential to build support for the District and its programs.

Nick discussed the year to date projects he has led.

- The District's 3D printer service features three printers; one at Hayden, one at Post Falls, and one that travels to other libraries. One hundred ten members have produced 643 prints with 1,128 hours of printing.
- The first annual MakerFaire was held at Gizmo in Coeur d'Alene with the University of Idaho, North Idaho College and the District as sponsors. Ninety-three makers were present with their projects and there were 2200 attendees.
- A successful \$25,000 grant was awarded by the Innovia Foundation to fund a mobile learning experience. The concept for the grant includes an introductory experience with the library then a follow-up with an industry partner to give a member the next step in exploring technology and building job skills.

In the near future, Nick would like to see an increase in:

- the use of 3D printers
- technology programming coordinated with youth services and adult programmers
- inhouse and outreach technology events including mixed reality and coding to help encourage a growth mindset

Nick left the meeting at 2:32

**Consent agenda:** action item

Minutes of the regular meeting of July 18, 2019

Minutes of the special meeting of July 25, 2019

Community Library Reports July 2019

Youth Services Reports July 2019

Cooperative Information Network July 2019 financial statements

Board members voiced appreciation for CIN libraries that donate money toward the purchase of e-books and acknowledged the good work of the youth services team.

The Board accepted the consent agenda as presented

M, C, Veale

**Community Library 2019 financial statements:** action item

The Board accepted the July 2019 financial statements

M, C, Veale

**Circulation statistics:** July 2019

The Board and staff discussed that circulation is improving but computer use is decreasing.

**Director's report:** update on Strategic Questions goals (new 2019-20 goals)

Director commented that the new strategic plan is easier to write about in his reports.

**Emerging technologies job description:** action item

The Board discussed building support for this job and the importance of technological literacy for our members. Job responsibilities include developing new programs and partnerships in the communities.

The Board accepted the Emerging Technology Librarian job description but would like to get McCrea's input when she is back.

M, C, Fish

**Request for leave of absence,** action item

Meyer asked about financial impact of the leave of absence. The Director explained that some unpaid time will be used. A manager or coordinator is only able to approve up to two weeks per the Personnel Manual. Each request brought to the Board has been approved by staff.

The Board approved Veda Weingard's request to take an extended leave from October 1 to November 4, 2019

M, C, Fish

The Board took a break at 3:32  
The Board reconvened at 3:44

**Budget item:** Debrief budget hearing

There were no complaints from the public voiced at the hearing on August 8, 2019. Blank encouraged the Board to keep the budget approval meeting as set to allow for public comment.

**Draft of 2020 budget,** action item

Fish stated he is not happy with the full telecom amount being budgeted because we will likely get e-rate reimbursements. Instead, he would like to see more for collections. Blank acknowledged that salary lines as presented are within the range the Board has set. The business manager will prepare the worksheet that shows how Q1+ would be spent. The Board expects to approve the budget at the next special meeting on August 22, 2019.

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

None

**Facilities report and discussion:**

**Report on Spirit Lake:** The remodeling project at Spirit Lake is progressing well. An enlarged staff workroom has been created, a mobile circulation desk installed, collections have been moved to create a new children's area, and the tall shelving has been removed. Some carpet work still needs to be completed.

**Report on Harrison New closed dates:** Action Item

The Harrison remodel will begin in early September. To ensure member safety, library staff would like to close the library on two consecutive Wednesdays, September 11<sup>th</sup> and 18<sup>th</sup>. The Board approved closing the Harrison library on September 11 and 18, 2019.  
M, C, Meyer

The Pinehurst project will be delayed until October. The money budgeted this fiscal year for that remodel will be rolled into the next budget year.

**Report on ADA transition plan:**

When library remodels are completed, Randy will continue his work on the ADA transition plan. Staff has determined that the slope of the sidewalk to the front door at Harrison is within ADA tolerance so the ADA door opener for Harrison can proceed. The cost for other changes throughout the District should be manageable but correcting them will take time.

**New facilities discussion**

The District bond will expire in 2025. To help prepare the Board for the next phase of facilities, staff will prepare a white paper.

**Debrief of meeting of 27 June:** Megan Hudson recommendations:

The Board agreed that a special meeting would be best for the Megan Hudson debrief but did not set a date for that meeting. Staff volunteered to create a timeline and Gantt chart to share with the Board.

**Legislative updates:** November elections

The Board noted that Deanna Goodlander passed away. She had a strong history of supporting libraries and served for 16 years on the Coeur d’Alene City Council.

**Community announcements:**

Meyer mentioned an article about new job tasks that some librarians are dealing with at work. Tasks include administering opioid overdose medication and dealing with homelessness. District administration has noted the changes facing libraries and offers training for staff on mental health, homelessness, and active shooter topics. We have also built safe rooms in most libraries.

Meyer encouraged staff to share articles about library issues and acknowledged the Coeur d’Alene Press sponsorship of the library foundation through a fantasy football tournament.

**Agenda discussion and requests:**

None

**Set Special and regular meeting dates:**

The Board reviewed upcoming meeting dates and looked at Board election dates. Board terms expire as follows: Veale and Fish in 2021; Meyer and McCrea in 2023; Blank in 2025

**Board training with District’s attorney:**

The Director offered to arrange a Board training session with John Cafferty, the District’s attorney to review board responsibilities. No date was set pending information about the schedules of all trustees.

**Meeting review:**

None

**Adjournment:** action item

The meeting was adjourned at 4:56

M, C, Veale

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**Calendar of events:**

Aug 22:	6	Post Falls	special meeting
Sep 19:	2 - 5	Pinehurst	regular meeting
Oct 10:	all day	Hayden	all staff day
Oct 15:	2 - 5	Post Falls	regular meeting
Nov 21:	2 - 5	Hayden	regular meeting
Dec 19:	2 - 5	Post Falls	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: [ADAcordinator@communitylibrary.net](mailto:ADAcordinator@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 large print or Braille, let us know.