



REGULAR LIBRARY BOARD OF TRUSTEES MEETING AGENDA

April 25, 2023, 4 p.m. in Library Community Room

Call to Order

Public Comment

If you wish to provide a public comment, it may be given during this section of the meeting. No person shall be permitted to speak unless they have entered their full name and city of residence on the provided sign-in sheet. Speakers are limited to three (3) minutes. Groups representing a consistent viewpoint are strongly encouraged to select one spokesperson. If you do not attend the meeting, you may submit a written or oral testimony to be read on your behalf along with your full name and city of residence. Submissions can be made to the library director by emailing director@cdalibrary.org or calling 208-769-2315 ext. 436. Please note that written testimony must be received by noon on April 24, 2023.

Consent Calendar – Action Item

Items to be approved as a group with a single motion; minimal discussion; items may be removed for discussion

Approval of the Agenda – *Changes/additions to be approved by roll call vote*

Approval of the March 22, 2023 Meeting Minutes

Approval of Financial Reports

Director's Report – *Questions/discussion about Monthly Statistics Report, Monthly Staff Report, and Monthly Patron Feedback*

Other Reports – *When appropriate*

City Council Liaison

Student Representative

Friends of the Library

Library Foundation

Unfinished Business

Idaho Commission for Libraries Facilities Grant

New Business

FY 2023-24 budget proposal – Action Item

Meeting packets

Other

Next regular scheduled meeting: May 24, 2023, 4 p.m. in Library Community Room

Adjournment

The Coeur d'Alene Public Library will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact the library director by emailing director@cdalibrary.org or calling 208-769-2315 ext. 436 at least 24 hours in advance of the meeting date and time.

702 E. Front Ave. Coeur d'Alene, ID 83814 | 208-769-2315 | cdalibrary.org

Library Hours: Monday – Friday 10 a.m. to 7 p.m., Saturday 10 a.m. to 5 p.m., Sunday 12 p.m. to 5 p.m.

Board of Trustee Agendas & Minutes: cdalibrary.org/about/board-of-trustees/

Minutes of a Regular Meeting of the Coeur d'Alene Public Library Board of Trustees

March 22, 2023

Meeting held in Library Community Room

Trustees Present:

Jim Windisch, Board Chair
Ann Smart, Board Vice Chair
Steve McCrea, Board Member
Katie Saylor, Board Member
Fay Sweney, Board Member

Others:

Lily Givens, Student Representative
Holly Stetson, Library Foundation
Randy Adams, City Attorney
Tyler McLane, Public Services Librarian
Michael Priest, Library Director

Call to Order: The meeting was called to order by Board Chair Jim Windisch at 4:00 p.m. Board Member Fay Sweney joined the meeting via Zoom.

Public Comment: None.

Consent Calendar: Motion to approve the consent calendar, Katie; second, Ann. Approved.

Director's report: The Cooperative Information Network (CIN) voted not to renew its subscription to the online music service Freegal. Usage for Freegal peaked in FY 2016-17 followed by a steep decline. It bounced back in FY 2019-20 but has experienced another decline in recent years. Much of the usage is driven by a relatively small number of "power users". Given the high cost of the subscription to the consortium, CIN determined that the funds would be better spent on services that impact more users. The current subscription will expire mid-May. Coeur d'Alene Public Library's annual contribution – around \$6,750 – will be channeled towards OverDrive/Libby as demand for eBooks and eAudiobooks among patrons continues to grow.

It has been a busy winter for the library with regular programming, but spring kicks off with some of the larger annual events. Entries for the 34th Annual Julie Meier Writer's Competition are due by March 31. The entries will then be assessed by a volunteer judging panel to select the winners in each age and genre category. Shred Day is scheduled for Saturday, April 1 from 9 a.m. to 12 p.m. The Friends of the Library have generously hired the DeVries Business Services shred truck and will be volunteering at the event. Community members can drop off up to two boxes of documents that they wish to dispose of. The Earth Day Celebration will be held Saturday, April 22 from 10 a.m. to 2 p.m. Local organizations such as the University of Idaho Extension, Panhandle Health District, Kootenai Environmental Alliance, Coeur d'Alene Audubon Society and Friends of Tubbs Hill will be stationed at booths to present information and activities for the public. City departments are welcome to attend as an outreach opportunity.

Bernadette Ambrozic has resigned from her Reference Clerk position and her final day at the library will be March 30. The library appreciates all the progress Bernadette has made with implementing a wide range programming opportunities for adults.

Friends: The Friends discussed the plan for Shred Day at their February 28 meeting. They also provided light refreshments at the Stephen Towles author event on March 4.

Foundation: Holly shared that she had obtained a \$1,500 grant through the Idaho Humanities Council to increase its Spanish language collection. The Foundation generously agreed to match the awarded amount, giving the library a total of \$3,000. Melissa Searle, Collection Development Librarian, has ordered the materials. Holly gave a reminder about the fundraising event featuring author Marc Cameron on April 26 at 7 p.m. Mudgy & Millie author Susan Nipp's presentations and book giveaways at local schools were now completed. Fellow Foundation member Bette Ammon is preparing a report about the visits to share with local media. Holly mentioned the Born Reading project the Foundation and library collaborate on with Kootenai Health. Its aim is to provide a free board book and early literacy information to new parents through hospital staff. Packages are given to approximately 170 families per month.

Draft Communications Policy: Michael presented the updated draft of the policy that included Fay and Steve’s suggestions from the February 22 meeting. Fay thought that the line in section B. Staff and Trustee Conduct that read “Staff shall avoid speaking to the public while being photographed, filmed, or recorded and refer patrons who are photographing, filming, or recording to the Library Director or, if the Library Director is unavailable, a supervisor” clashed with other aspects of the policy. For example, she wondered if it meant that library staff could not be photographed, filmed, or recorded while giving a presentation at a community event. City Attorney Randy Adams explained that it was to protect staff when the person doing the photographing, filming, or recording was performing a “First Amendment audit” and aiming to get a reaction. He suggested the line be amended to read “Staff shall avoid speaking to the public while being photographed, filmed, or recorded without the permission of the Library Director and refer patrons who are photographing, filming, or recording to the Library Director or, if the Library Director is unavailable, a supervisor.” An internal procedure could then be developed to address those types of scenarios. Motion to approve the Communications Policy with the noted amendment, Steve; second, Katie. Approved.

Draft Photography, Filming and Recording Policy: Michael presented the policy that Randy had constructed for the library. Steve recommended that it be made clear that photographing, filming and recording at board meetings was permitted. Michael suggested adding an eleventh rule under section C. General Rules that read “11. Photographing, filming, or audio recording at Coeur d’Alene Public Library Board of Trustees meetings is permitted”. Motion to approve the Photography, Filming and Recording Policy with the addition of the eleventh rule under section C. General Rules, Steve; second, Fay. Approved.

Other: Katie recommended that the agenda include the opportunity for the Student Representative to provide a report during the “Other Reports” section of the meeting. She was interested in hearing Lily’s thoughts about library services moving forward. The trustees agreed.

Next regular meeting – April 25, 2023 at 4:00 p.m. in the Library Community Room

Adjourned at 4:37 p.m.

Respectfully submitted,
Michael Priest

Director's Report

April 2023

Youth Services Librarian Sharalee Howard, Library Foundation Manager Holly Stetson and Library Director Michael Priest have been consulting with Ryan Johnson, Debbie Bravo and Kiana Carey of Architects West for the design of the centerpiece cabin/playhouse as part of the Children's Library updates. Architects West have been exceedingly generous with the time and effort they have put into the design. They have a recommendation for a builder when it comes time for fabrication and installation. The City's Building Maintenance team is aware of library's needs ahead of installation and will step in as required. The cabin portion of the project is so far looking as though it will come in under the budget of \$25,000. Given its significance to the overall aesthetics of the space, Sharalee is waiting to select new furniture and shelving that matches.

The library was unable to find a suitable candidate for lower-level exterior entrance art project after the Call to Artists process. Sharalee, Holly and Michael will meet with the project donor Paul Fleschner to determine the next steps. It will likely involve running the project through the Coeur d'Alene Arts Commission.

In May of 2021, the library received a one-time reimbursement from the Idaho Commission for Libraries (ICfL) for mobile hotspots related costs between July 1, 2020 and April, 27, 2021 utilizing remaining state broadband and other end-of-year funds. ICfL is potentially offering this opportunity again for mobile hotspot costs incurred between July 1, 2022 and April 14, 2023. The library has submitted an application for review.

**CITY OF COEUR D'ALENE
REQUESTED BUDGET - FY 2023-24
LIBRARY FUND**

	Description	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24 Requested	
Revenues	Property Tax - Current Year	\$1,622,045	\$1,622,045	\$1,777,266	\$1,777,266	
	State Grant	-	\$5,000	\$5,000	\$5,000	
	Printing & Photocopy	\$7,000	\$5,000	\$2,500	\$2,500	
	Non Resident Fees	-	\$150	\$150	\$150	
	Sale of Books-Lost or Damaged	\$3,000	\$3,000	\$3,000	\$3,000	
	Other Revenue	\$4,000	\$3,000	\$3,000	\$3,000	
	Beginning Cash	\$100,000	\$157,129	\$157,129	\$162,000	
	Interest	-	\$741	\$400	\$1,936	
	Total Revenues	\$1,736,045	\$1,796,065	\$1,948,445	\$1,954,852	
Expenses	Wages	\$654,117	\$678,367	\$764,179	\$772,844	
	Part Time	\$283,745	\$295,867	\$301,482	\$323,062	
	FICA	\$71,748	\$74,536	\$81,607	\$83,926	
	PERS	\$111,989	\$116,317	\$127,370	\$124,790	
	Workmens Compensation	\$1,716	\$1,701	\$1,941	\$1,890	
	Health Insurance	\$137,851	\$146,699	\$170,387	\$135,507	
	Dental Insurance	\$14,086	\$13,116	\$13,800	\$11,664	
	Health Reimbursement Acct	\$45,840	\$52,404	\$57,787	\$72,712	
	Life & Disability Insurance	\$7,454	\$7,558	\$8,393	\$8,457	
	Unemployment Insurance	\$1,500	\$1,500	\$1,500	-	
		Total Payroll Expenses	\$1,330,045	\$1,388,065	\$1,528,445	\$1,534,852
	Office Supplies	\$45,000	\$45,000	\$40,000	\$40,000	
	Postage and Courier Fees	\$17,000	\$17,000	\$15,000	\$15,000	
	Computer Maintenance	\$5,000	\$5,000	\$15,000	\$15,000	
	Periodicals	\$12,000	\$10,000	\$8,000	\$8,000	
	Promotional Supplies	\$2,000	\$2,000	\$2,000	\$1,000	
	Dues / Subscriptions	\$51,000	\$55,000	\$55,000	\$55,000	
	Training	\$10,000	\$10,000	\$10,000	\$10,000	
Utilities	\$80,000	\$80,000	\$80,000	\$80,000		
Photocopier Maint & Supplies	\$4,000	\$4,000	\$5,000	\$6,000		
	Total Services & Supplies	\$226,000	\$228,000	\$230,000	\$230,000	
	Books	\$180,000	\$180,000	\$190,000	\$190,000	
	Total Capital Outlay	\$180,000	\$180,000	\$190,000	\$190,000	
	Total Expenses	\$1,736,045	\$1,796,065	\$1,948,445	\$1,954,852	