



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

February 28, 2024

Meeting held in Library Community Room

Trustees Present:

Jim Windisch, Board Chair
Ann Smart, Board Vice Chair
Steve McCrea, Board Member
Katie Sayler, Board Member

Others:

Kiki Miller, City Council Liaison
Ayla Frens, Student Representative
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 Melisa Carper-Bell and Alternate Student Representative Lola Burns were excused.

Public Comment: None.

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

Director's report: The library was fortunate during the recent city network outage that critical operational tools such as Koha (for check in and check out, fulfilling hold requests, and cataloging items), OverDrive/Libby (for eBooks and eAudiobooks) and Baker & Taylor (primary book vendor) have remained accessible as long as the library has an internet connection. To assist with this, IT Coordinator Christopher Brannon set up a series of Wi-Fi hotspots throughout the building for portable devices. Staff have recently regained access to desktop computers and some work files. The City IT department are working hard to bring back services, but have to take a piecemeal approach in doing so.

A large barrier remains a lack of internet connectivity for the public. The city network is not yet in a place where an internet connection can safely be brought back, and the Wi-Fi hotspots can only sustain service desk and staff activity. This means that the following services remain unavailable to the public:

- Self-checkout stations (patrons are having to visit the service desks to check items out)
- Public computers
- Catalog computers (the public can still access the catalog and their accounts at <https://catalog.cin.bywatersolutions.com/> and staff are busy assisting patrons in finding what they need)
- Wi-Fi
- Printing, copying, scanning, faxing

Library programming and outreach engagements have mostly proceeded as scheduled throughout the network outage. Existing meeting room reservations by the public have been honored whenever possible. The library will look to take on new reservations again in the near future.

While foot traffic has slowed down since the outage, the library was continuing to adapt to the increase in usage by Community Library Network patrons while Post Falls and Athol libraries are closed. The service desks remain

solidly busy and the holds shelves have been expanded to accommodate more items. Additional midday shifts have been added on Saturday to counter the higher volume of visitors.

The library will be starting an Advantage Plus account with OverDrive/Libby. This allows Coeur d'Alene Library to have a separate collection of items within the Cooperative Information Network's OverDrive/Libby service. All of the other CIN member libraries will have access to the items, but Coeur d'Alene will have ownership and the hold requests of Coeur d'Alene patrons will be prioritized.

In response to the question from the January 24 meeting asking what software the library uses for content filtering on its wired and wireless internet connections, the City IT department confirmed that they use Barracuda Nextgen Firewall's category-based content filter.

Ann praised the staff for their perseverance and flexibility during the network outage. Jim noted that teen virtual programming statistics had seen a significant increase in recent months. He wondered why and how the current situation might impact the programs in the future. Michael referred the answer to Teen Librarian Angela Flock. Angela explained that virtual programs had grown due to a move from a monthly to a weekly offering and a change in platform to TikTok. She experienced numerous difficulties conducting these programs during the first two weeks after the network went down, but is investigating ways to pivot using the tools available.

City Council Liaison: Kiki has been active in her role with the Association of Idaho Cities during the legislative session and has advocated for legislation in the housing arena that looks set to pass. She is working to resurrect a housing solutions partnership to again focus on local worker housing. The Historical Preservation Commission are having conversations about the implementation of a historic overlay district.

Student Representatives: Ayla said she is continuing to enjoy teen programs offered by the library. The Creative Arts Club had not been impacted by the network outage and the Gamers Guild had pivoted to board games and the Nintendo Switch. She expressed that the library holds a useful collection of materials that focus on study guidance and mental health for students.

Friends: The Friends generously provided funding for Chromebook cases totaling over \$1,500. The cases will hold 45 Chromebooks that were recently acquired by the library through two separate grants. They will continue to provide refreshments at popular adult programs such as the History Hour series, held in partnership with the Museum of North Idaho.

Foundation: The Foundation's meeting in February was the first for several months and finalizing their annual budget was the priority. They are additionally busy mapping out the year's fundraising events.

Legislative updates: Michael shared that Senate Bill 1289, sponsored by Sen. Schroeder and Rep. Crane, failed a vote in a Senate. It remains to be seen whether any other library-related bills will be introduced this legislative session, but he will keep the trustees updated.

Confidentiality of Library Records review: Michael presented an updated policy with recommended edits to the language by City Attorney Randy Adams. Randy had also sought clarification as to whether the American Library Association (ALA) Code of Ethics referenced within the policy has ever been formally adopted by the board. Given that the board had not, Randy recommended that the trustees either adopt the ALA Code of Ethics as policy or construct a new policy addressing ethics for staff and volunteers. Michael expressed support for the second option, and he had prepared a draft with Randy to be reviewed next. Motion to approve the updated Confidentiality of Library Records Policy as presented, Katie; second, Ann. Approved.

Draft Staff and Volunteer Ethics Policy: Michael presented the draft policy that was largely based on the ALA Code of Ethics, albeit a condensed version and tailored more specifically to Coeur d'Alene Library. He noted that

there may be a better way to word the sixth principle: “Strive for excellence in the profession by maintaining and enhancing knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.” Ann suggested beginning the sentence with “promote” instead of “strive for”.

Motion to approve the Staff and Volunteer Ethics Policy with Ann’s recommended edit, Ann; second, Steve. Approved.

Other Business: Ann commented that she was impressed with how outreach staff are catering to a new schedule of activities at care facilities around the city. She wondered if the increased volume may open up more volunteer opportunities at the library and out in the community. Michael replied that it had been discussed among outreach staff and may prove to be a useful option in the future.

Jim and Ann noted that they were unavailable on March 27. Due to a lack of pressing business at this time, the trustees agreed not to hold a regular meeting in March. A special meeting may be scheduled before April 24 if required.

Next regular meeting – April 24, 2024 at 4:00 p.m. in the Library Community Room

Adjourned at 4:40 p.m.

Respectfully submitted,
Michael Priest