



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

June 26, 2024

Meeting held in Library Community Room

### **Trustees Present:**

Jim Windisch, Board Chair  
Ann Smart, Board Vice Chair  
Melisa Carper Bell, Board Member  
Steve McCrea, Board Member  
Katie Saylor, Board Member

### **Others:**

Ayla Frens, Student Representative  
Holly Stetson, Library Foundation Manager  
Tyler McLane, Public Services Librarian  
Michael Priest, Library Director

**Call to Order:** The meeting was called to order by Board Chair Jim Windisch at 4:03 p.m. City Council Liaison Kiki Miller was excused.

**Public Comment:** Angela Flock, Coeur d'Alene, thanked Michael for his time while in the Library Director role.

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

**Director's report:** Michael shared that he handed in his notice of resignation on June 24 and his last day at the library will be July 12. He thanked the board for their support during his time at the library.

The first phase of updates to the teen area is complete. The 12 adult public computers have been consolidated over on the adult non-fiction side of the library, creating more space for new shelving and furniture in the teen area. With the new shelving installed, the teen fiction collection has been shifted into a more easily accessible configuration.

Artist Pete Goldlust provided his final design and samples for the lower-level art project by the May 31 deadline. The selection committee has met and provided Pete with some feedback on potential adjustments. He predicts that it will take a couple more weeks to implement these changes into the design.

**City Council Liaison:** Michael passed on news from Kiki that the next City Council budget workshop is tentatively scheduled for July 22. Katie asked Michael if a trustee should be present since he would have left his role by then. Michael said that he would check with the city, but it is typically only staff who attend.

**Student Representatives:** Ayla shared that she has been busy teaching at summer camps. She anticipates having more time to spend at the library again soon.

**Friends:** At their May 28 meeting, the Friends kindly agreed to contribute \$2,000 towards prizes and supplies for the children's Summer Reading Program. They also generously provided \$3,000 to assist with the repair of the upper-level main entrance automated door system.

**Foundation:** Holly shared that Novel Destinations on June 13 with David Kilmer was well attended and raised almost \$500 in donations. The Foundation are looking to schedule more dates for this series in the future. The Foundation are preparing the MudygMobile for the 4<sup>th</sup> of July parade downtown. They have a fundraiser scheduled for October 10 featuring Moscow-based author Tara Roberts. Katie suggested that plans to assist the Community Library Network in their fundraising efforts for Post Falls Library be put on hold until the network finds a new Library Director.

**Loan Policy update:** Michael explained that City Attorney Randy Adams thought the procedure for signing minors up for library cards could remain the same for now but may need to be revisited in the future. The question for the trustees to discuss was whether the library should introduce an optional card for minors that is restricted to only checking out materials within the juvenile and teen collections for those families who may prefer it. Ann, Katie, Melisa and Jim spoke in favor of not pursuing it as an option at this time, but to potentially revisit after July 1 if needed. Steve was initially in favor of its introduction, but agreed with Katie, Melisa and Jim's suggestion after discussion. Melisa additionally mentioned that she would like the library to continue exploring options to enhance online registration, with perhaps incorporating features such as DocuSign if possible. The result was that no changes were made to the Loan Policy. However, the trustees agreed to add the review date of June 2024.

Motion to approve the Loan Policy with a new review date of June 2024, Ann; second, Melisa. Approved.

**Behavior Policy update:** Michael shared that the policy was largely the same as presented at the May 22 meeting. The only change was Jim's suggestion at that meeting that a definition for vulnerable adults be added. Jim had sourced Idaho Code § 18-1505 – Abuse, Exploitation or Neglect of a Vulnerable Adult, which provided the definition.

Motion to approve the Behavior Policy as presented, Steve; second, Ann. Approved.

**Director recruitment and interim plan:** Michael presented that the City HR department is preparing to post the vacancy. The job notice will include all details of the job, including the closing date. It will be shared to regional and national job boards wherever possible. Once posted, HR will be reaching out to the board about the anticipated timeline for candidate selection and interviews.

It is suggested that the entire board plus City Council Liaison Kiki Miller, Collection Development Librarian Melissa Searle, and City HR Director Melissa Tosi form a recruitment committee to select candidates to interview. In 2020, one trustee was assigned to head the committee, acting as a point person. Katie said that she took that role due to being the Board Chair at the time.

The recruitment process will be conducted through a series of regular and special board meetings. The selection of candidates and the interviews occur during executive session. While it would be ideal to have all members of the recruitment committee participate at every session, the aim is to at least have a quorum of board members. In 2020, two staff members at the librarian pay grade level, Collection Development Librarian Melissa Searle and Public Services Librarian Tyler McLane, were appointed by the board to serve as interim co-directors. They received a 10% pay increase as compensation for their additional responsibilities. A single interim director would be compensated at the bottom of the director pay grade. Michael is gauging interest from applicable staff. The trustees expressed concern that the level of compensation for the interim roles was not as high as the additional workload warrants. Michael will communicate this to Melissa Tosi and City Administrator Troy Tymesen and report back to the board.

Next special meeting – July 10, 2024 at 4:00 p.m. in the Library Jameson Room

Next regular meeting – August 28, 2024 at 4:00 p.m. in the Library Community Room

Adjourned at 5:08 p.m.

Respectfully submitted,  
Michael Priest