



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

September 25, 2024

Meeting held in Library Community Room

**Trustees Present:**

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

**Others:**

Holly Stetson, Library Foundation Manager  
Ayla Frens, Student Representative  
Melissa Searle, Interim Library Director

**Call to Order:** The meeting was called to order by Board Chair Jim Windisch at 4:01 p.m.

**Consent Calendar:** Ann congratulated IT Coordinator Christopher Brannon on receiving the President's Award from Koha-US for his years of dedication working with Koha/Bywater in various capacities. She also noted appreciation for his mention of AI and the need to consider developing policies to address ways in which it could affect library services. Kudos were also given to Angela and other staff who helped put on another successful Coeur d'Con, as well as Sharalee, JD and the rest of the staff who assisted with the Stuffie Sleepover which saw a great turnout and engagement on social media. Motion to approve the consent calendar, Ann; second, Katie. Approved.

**Director's report:** As a result of Sunday and Monday library closures to be implemented by CLN by October 1, some reworking of the current courier delivery route has been required, as well as discussion and negotiation of our contract. I met with the CIN president Meagan Mize, our circ supervisor Tyler McLane and the courier to address those concerns before the October 1 deadline to do so. CIN directors then approved those changes at the monthly CIN meeting. There will likely be additional changes made by March for the next upcoming fiscal year due to ongoing increased circulation of materials and the resulting need for a larger vehicle to keep up with the consortium's courier needs.

I completed and met to discuss two staff annual evaluations, one for an outreach reference clerk and the other for the cataloging technician.

Idaho Book Award - I've served as a member on this committee for 6 years, which entails reading submissions throughout the year and meeting to discuss and eventually select a winner in September. The committee is comprised of 6 Idaho librarians who may work in public, school or academic libraries. This month the committee met and selected *The Last Honest Man* by James Risen as this year's recipient of the award. This year's winner encapsulates the essential components of the purpose of the Idaho Book of the Year award, which is to recognize and honor one book, selected from among all the books published in any one calendar year, that has made an outstanding contribution to the body of printed materials about Idaho, either through the work's setting or the locality of the author.

**Student Representative:** Ayla is excited about teen programs starting back up. She misses League of Legends but enjoys the other games offered as well. She thought Coeur d'Con was very fun and enjoyed completing one of the take home kits. She also found some very helpful titles in the Young Adult non-fiction collection to help with her schoolwork this year.

**Friends:** The Friends continue to bring in about \$1,000 per month through the bookstore. This year they have had a few larger book donations and have raised approximately \$11,000 so far. They generously approved funding several upcoming library projects including adding additional kits to the children's collection that will be available for checkout as well as utilized in upcoming programming, they also approved additional funding for the adult graphic novel collection, and plan to purchase 2 rocking chairs to replace the current well-used reading chairs in the children's department. The chairs will be presented as an anniversary gift to the library celebrating the 120<sup>th</sup> year since the library has been established.

**Foundation:** Holly shared that the Foundation has an upcoming author event scheduled on October 10<sup>th</sup> at 7pm with Tara Karr Roberts and her book *Wild and Distant Seas*. The cost is \$25 to attend and there will be refreshments. The doors will open at 6:30pm. She has also been working hard on wrapping up the lower level art project which will be installed on November 8<sup>th</sup>. She and Sharalee plan to have an event the following week to celebrate the art installation with the community and the Press. She is also looking into having a plaque installed that will credit the artist. Additionally, she's been working with Foundation members to plan the annual campaign and JD is working on marketing for the campaign.

**FY 2024-2025 budget approval:** Motion to approve the FY 2024-2025 budget as presented, Katie; second Ann. Motion carried.

**FY 2024-2025 Holiday Observances:** The trustees reviewed the list of library closures in FY 2024-25. It was noted that the library follows the City's designated holiday observances, with some variation since the library is open 7 days a week. Motion to adopt the FY 2024-2025 Holiday Observances proposal, Melisa; second Katie. Motion carried.

**Interim Director:** It was noted that this was the last board meeting Melissa would be attending as the interim director, as Elizabeth will start October 7th. The trustees thanked Melissa for taking on the position.

**Student Representative Position:** Melisa inquired as to whether or not we needed to recruit for a 2nd student representative on the board since Lola has graduated. A Press release and flyers went out to the schools in the beginning of September, and any applicants we receive will be forwarded by the mayor's executive assistant. The position is also posted on the City's website under volunteer opportunities.

**Director Orientation:** Since visiting the library is convenient for Katie, she offered to stop in periodically to touch base with the new director to provide ongoing support, if that was something that would be helpful to the board chair. Jim indicated that would be very helpful and appreciated. He does plan to meet with Elizabeth during her first week and check in as needed as well. Ann recommended trustees consider taking Elizabeth to various community groups (like Rotary, etc.) to introduce her to the community.

**Recognition of Ann:** Trustees thanked Ann for her 21 years of service to the library, the City of Coeur d'Alene and the community. Katie noted her valuable work on a vast variety of responsibilities she's taken on over the years. She will be very missed. The suggestion was made to organize an opportunity for the Friends, library

trustees and library Foundation to honor Ann's service and welcome Elizabeth. Holly gathered potential availability of the trustees and will reach out with an invitation to the Friends and Foundation board as well.

Next regular meeting – October 23 at 4:00 p.m. in the Library Community Room.

Adjourned at 4:34 p.m.

Respectfully submitted,  
Melissa Searle