



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

September 26, 2023
Meeting held in Library Story Room

Trustees Present:

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

Others:

Tyler McLane, Public Services Librarian
Michael Priest, Library Director

Call to Order: The meeting was called to order by Board Chair Jim Windisch at 4:02 p.m. Board Member Steve McCrea and Student Representative Lily Givens were excused.

Public Comment: Marianna Cochran, Rathdrum, wanted to bring attention to what she believes to be concerning trends in recent years. While the library's Long Range Plan states that it will strive meet the needs of the community, her opinion is that the library was failing to fulfill that mission by hosting programs and offering materials that are inappropriate for minors. Ms. Cochran feels that a change in leadership is required and she is looking towards the City Council elections on November 7 as a catalyst.

Consent Calendar: Ann asked Michael if all of the expenses for the updates to the children's library were included in the Budget Status report. Michael explained that the report is often a month or so behind due to the time it takes to process payments. An accurate account of all expenditure for FY 2022-23 will become available in October or November.

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

Director's report: The updates to the children's library are nearing completion. The ribbon-cutting ceremony for the reading cabin on August 24 saw great attendance from families and sponsors of the project alike. The cabin is receiving use on a day-to-day basis, inspiring creative play among younger visitors. A new row of shelving has now been added under the windows that better caters to the board book and backpack kit collections. The remaining items to be purchased mostly consists of replacement shelving and furniture.

The library recently received two separate grants that will expand its Chromebook laptop offering for patrons. The Idaho Commission for Libraries sent the library 20 Chromebooks that will first be used for a series of digital literacy workshops aimed at seniors. Reference Clerks Meagan Myrberg and Olivia Cretella hope to alternate the location of the workshops between the library and the Kroc Center. Once the series is completed, the Chromebooks can be added to the library's collection for patron checkout. The Federal Communications Commission Emergency Connectivity Fund will assist in purchasing up to 30 Chromebooks for patron checkout. These will join the 10 or so Chromebooks that are currently circulating.

The library has seen much turnover in the Circulation Clerk positions over the past couple of months. Theo Kenning, Heather O'Neill, Noah Coll and Alaina Thies have joined the team, while Loren Roberts, Chris Arnold, Jodi Hansen and Mary Comfort have moved on to other opportunities.

The family foundation of donor Paul Fleschner has very generously donated an additional \$10,000 to the lower-level entrance art project, making it \$20,000 in total. Conversations with Architects West about the concept of a decorative canopy are ongoing. Other options for artwork will likely have to be considered for budgetary reasons.

Friends: At their September 26 meeting, the Friends approved \$4,000 in expenditures for the library. This includes \$3,000 for shelving, \$300 for coffee carafes in the Community Room kitchenette and \$700 for two sitting benches that will be situated in the upper and lower entrance vestibules.

Foundation: The Foundation held a successful fundraising event on September 14 with bestselling author William Kent Krueger. There were 110 people in attendance and the event raised around \$4,000. They will be hosting another event, not intended as a fundraiser, on October 2 at 7 p.m. David Kilmer will be presenting his experience participating in the Race to Alaska.

FY 2023-24 budget approval: Michael presented the FY 23-24 budget that was approved by City Council at their September 5 meeting. He noted that, apart from a few minor adjustments, it looked very similar to the proposed budget that the trustees had prepared for City Council at their April 25 meeting. Payroll expenses saw the largest increase due to a 5% Cost of Living Adjustment (COLA) for all employees, one-time \$2,500 bonuses for full-time, non-exempt employees, and the addition of the part-time Reference Clerk position. As a result, the total budget for FY 23-24 is \$2,058,967, which is a 5-6% increase compared to \$1,948,445 in FY 22-23. Other than that, line items stayed fairly level. Katie noted that the training account had been decreased from \$10,000 to \$5,000 and wondered if the new total was sufficient. Michael responded that the library had not come close to spending out that account for several years now. The door was still open to eligible staff to attend workshops and conferences as needed, but uptake had not been as strong in recent years. Tyler added that the Idaho Commission for Libraries offers a generous first-time conference attendance grant for staff that the library has often utilized.

Motion to adopt the FY 2023-24 budget, Katie; second, Ann. Approved.

Long Range Plan update: Michael went through the updates to the Strategic Plan that the trustees had suggested at the August 23 meeting.

Motion to approve the 2023 Strategic Plan as presented, Fay; second, Ann. Approved.

Holiday observances for FY 2023-24: The trustees reviewed the list of library closures in FY 2023-24. Fay asked if Iron Man should be included. Michael said that the library had to close on the Sunday, June 25, 2023 due to Iron Man being a full day race. Iron Man in 2024 is scheduled to be a half day race and it should be concluded by the time the library opens on Sunday, June 23, 2024.

Motion to approve the holiday observances for FY 2023-24, Katie; second, Fay. Approved.

Executive session: Motion to move the meeting into executive session at 4:45 p.m. to consider the evaluation of the Library Director, pursuant to Idaho Code 74-206(b). Roll call: Fay, Aye; Ann, Aye; Katie, Aye; Jim, Aye. Motion carried.

Motion to exit executive session at 5:20 p.m. and return to the regular meeting. Roll call: Fay, Aye; Ann, Aye; Katie, Aye; Jim, Aye. Motion carried.

Motion to approve the annual evaluation of Library Director Michael Priest, Ann; second, Fay. Approved.

Recognition of Fay: Ann took the opportunity to thank Fay for her service to the library and the City of Coeur d'Alene. She noted Fay's dedication to upholding the United States Constitution as well as considering the needs of the community as a whole. Jim echoed Ann's comments.

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

Adjourned at 5:22 p.m.

Respectfully submitted,
Michael Priest