



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

August 23, 2023

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
Fay Sweney, Board Member

Others:

Holly Stetson, Library Foundation
Melissa Searle, Collection Development Librarian
Michael Priest, Library Director

Call to Order: The meeting was called to order by Board Chair Jim Windisch at 4:03 p.m. Board Vice Chair Ann Smart joined the meeting via Microsoft Teams. Student Representative Lily Givens was excused.

Public Comment: Cecil Kelly, Coeur d'Alene, shared that he intended to apply for the upcoming vacancy on the board. He stated that he had been a patron of Coeur d'Alene Public Library for over 70 years and is a frequent participant in the programming that is offered.

Consent Calendar: Jim inquired about the \$4,579.60 annual fee paid to OCLC. Michael said that OCLC membership assists library operations in a number of different ways. It connects the library to a network of more than 10,000 libraries worldwide, greatly assisting the inter-library loan service. Melissa added that it grants staff access to pre-made catalog records that can then be adapted, saving staff much time and effort. Fay noted the success of the Sunshine and Storytime in the Park series over the summer and its turnout of around 80-120 participants at each event. Jim said he felt that it was justification for the library providing services out in the community beyond the library facility.
Motion to approve the consent calendar, Katie; second, Steve. Approved.

Director's report: The reading cabin is currently being installed in the children's library and is on track to be ready for the ribbon-cutting ceremony on August 24 at 11 a.m. The ceremony allows the opportunity for the library to thank all of the project's partners and sponsors – Knudtsen Chevrolet, Architects West, Ginno Construction, Gibbs Lumber, Accurate CNC Services, Rodda Paint and All Wall Contracting – for the time and effort they have put into making this new feature a reality.
The library's application for a Facilities and Capital Improvement Grant totaling \$390,000 through the Idaho Commission for Libraries (ICfL) was unsuccessful. ICfL had \$3.5 million available and received \$8.5 million in requests from libraries all over the state. The library will now work with the Library Foundation to address some of the facility's needs outlined in the application. The Library Foundation's annual campaign is scheduled to begin in November.

Friends: At their August 22 meeting, the Friends discussed holding a volunteer breakfast on October 7 for all of the individuals who have dedicated their time to the library over the past year.

Foundation: Holly shared that Mudgy & Millie author and Foundation member Susan Nipp, supported by Ann, had concluded all of the planned visits to Coeur d'Alene School District locations. The visits have been a great success at connecting students with Mudgy and Millie and the library by extension. The Foundation is looking forward to the William Kent Krueger fundraising event will be on September 14 from 7 p.m. Holly secured a \$15,000 grant from United Way of North Idaho for two library outreach projects. \$10,000 will go towards the popular kindergarten readiness series and \$5,000 will fund an upgrade to the story walk frames in McEuen Park. Holly is additionally working on a grant through the Idaho Humanities Council that will assist with purchasing materials for the Pageturners book club. It requires a \$1,000 match from the Foundation. The Foundation is pleased to reintroduce the travelogue series Novel Destinations on October 2 at 7 p.m. with David Kilmer will talk about his experience participating in the Race to Alaska. The event is free and open to the public to attend.

Long Range Plan update: A report presenting updates to the Long Range Plan, retitled as the Strategic Plan, was originally prepared by Mandi Harris, doctoral student and library consultant, in March 2023 with input from library staff. Michael then edited the Strategic Plan to present to the board. Much of the content contained within the Long Range Plan was transferred over to the Strategic Plan, only in a reorganized format. There were a few new additions, mostly under the category of Readiness.

Katie asked if the library was keeping up with its stated strategy of adding 0.5 FTE employees per 1,000 city residents as able. Michael replied that the number was in the ballpark but not there yet.

Steve recommended that it be made clear which staff were responsible for the strategies in each category. He would then appreciate progress reports on a regular basis. Fay thought that the monthly staff reports to the board were an opportunity to do this. The board agreed that they should be refocused on presenting new projects/accomplishments and projects/accomplishments that relate to the Strategic Plan.

Fay wanted clarification on what was meant by the term “digital branch” and asked whether that could be reworded in layman’s terms. Michael explained that the website is the library’s 24/7 access point and should have the user experience at the forefront, getting people the information that they need clearly and efficiently. Katie added that it was still useful to have information printed for those patrons who do not use the website as frequently.

Steve asked about the quote “mirrors, windows, and sliding glass doors” by scholar Rudine Sims Bishop and questioned whether it should be paraphrased for greater clarity.

Jim liked the suggested update to the library’s mission statement but thought that it lacked the term “varied resources” and requested that it be reworked to reflect this.

Jim said he would like to see a Vision Statement, present in the Long Range Plan but not in the Strategic Plan, reinserted. Michael replied that it was removed in the Strategic Plan because it did not offer anything substantially different to the Mission Statement. Jim thought that they could be differentiated by having the Mission Statement represent the status quo and the Vision Statement represent the future objective.

Fay wondered if there should be something within the document about how library services will respond to the city’s growth. Michael responded that he did not think the conversation was there yet but that it may be in a future update to the document. In his opinion, the library is still benefitting from its Cooperative Information Network partnerships and was yet to max out the potential of its current facility. There was not an identifiable need to establish an additional branch or a mobile unit at this time. Katie thought it should still be on the City’s radar as the city continues to grow and develop.

The trustees suggested several minor edits to be made to language throughout the document. It was agreed that staff will work to update the document with the board’s suggestions and present it again at the next meeting.

Motion to table the updated Strategic Plan until the September 27 meeting to allow staff time to provide the discussed edits, Steve; second, Ann. Approved.

Lower-level exterior entrance art project: Jim asked if there were any updates to share on the decorative awning that had been presented to the Arts Commission. Michael said that he and Building Maintenance Supervisor Adam Korytko presented the concept to Architects West on August 2 to gauge its feasibility. Architects West suggested some adjustments to the design, strongly recommended that a structural engineer be involved in the project, and estimated that the total project could cost in the region of \$40,000. Michael reminded the board that the Library Foundation only had a \$10,000 donation committed to the project so far. This news was reported by Michael to the Arts Commission at their August 23 meeting. The Arts Commission may be willing to donate to the project if there is a fundraising campaign. Michael, Holly, Youth Services Librarian Sharalee Howard and donor Paul Fleschner are set to discuss the next steps.

Presentation to Fay: Katie and the trustees presented Fay with flowers and a card in recognition of her long years of service on the board since February 1, 1981. The September 27 meeting will be Fay's last before her current 5-year term ends.

Next regular meeting – September 26, 2023 at 4:00 p.m. in the Library Story Room

Adjourned at 5:16 p.m.

Respectfully submitted,
Michael Priest