



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

May 24, 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:

Kiki Miller, City Council Liaison
Lily Givens, Student Representative
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 attended the meeting electronically via Microsoft Teams. Board Member Katie Sayler joined the meeting in the Community Room after several minutes.

Public Comment: None.

Consent Calendar: Jim asked about increased postage and courier fees as well as what items comprised the statistical line titled "Equipment". Michael explained that the increased postage and courier fees was likely due to an increase in volume in the number of inter-library loans the library was fulfilling and receiving. The equipment line encompasses the number of Wi-Fi hotspots and Chromebooks checkouts. It has decreased in FY 2022-23 since it was found that the DVD Binge Boxes were being included in the line in error. Motion to approve the consent calendar, Steve; second, Ann. Approved.

Director's report: Christopher Brannon, IT Coordinator, was named among the American Library Association (ALA) Movers & Shakers for 2023 in the Innovators category alongside George Williams of the Northeast Kansas Library System. It is in recognition for the duos work with the Koha integrated library system and their contributions to the wider koha-US user community.

Staff have been busy planning a packed schedule of activities, programs and events for all ages as part of this year's Summer Reading Program. The teen and adult reading challenges will start May 15 and run through August 31, while the children's challenge will run June 1 to August 31. The Friends have generously provided \$1,200 to be put towards prizes.

The library presented the lower-level exterior entrance art project at the May 23 meeting of the Arts Commission and received the commission's support. In a change of direction, Sharalee Howard has put together a concept for the entrance that both fits the aesthetics of the building and creates a landmark for children and families. The library will be seeking an artist to interpret the design and fabricate it. The hope is that the Arts Commission will run the Call to Artists process and attract applicants from their wide list of contacts. Project donor Paul Fleschner is supportive of the new concept.

Architects West are tentatively aiming to have the cabin fabricated and installed in the Children's Library sometime in August. An opening ceremony will be arranged after its installation. This will hopefully allow the

library and the community the opportunity to personally thank all of the businesses who have donated time and money to the project.

The Parks & Recreation department's Building Maintenance Supervisor, Adam Korytko, will be working with the TEREMARK Electrical Group to implement a LED lighting upgrade at the library. The majority of the library's incandescent lights will be replaced with LED ballasts and bulbs. The upfront cost is \$18,171, which will come from the city's building maintenance budget. Energy savings are projected to be \$6,567 for the first year and potentially \$111,839 during the lifetime of the LED bulbs. Given this development, it was agreed that the library would lower its requested budget line for Utilities from \$80,000 to \$75,000 in FY 2023-24. The Utilities line typically comes in under budget, giving it a solid buffer in spite of the decrease.

As reported at April 25 meeting, the Idaho Commission for Libraries (ICfL) was offering reimbursement for mobile hotspot costs incurred between July 1, 2022 and April 14, 2023. The library's application was accepted and \$9,879.92 will be reimbursed in late June.

City Council Liaison: Kiki is currently involved with many historic preservation projects. She is preparing for a city budget workshop in June. She noted that City Council will be looking closely at short term rentals in the near future. Fay asked what an "overlay district" was. Kiki explained that it is an additional set of regulations for a geographical area as decided by people who reside in that area.

Student Representative: Lily mentioned that students are pleased that the recent school levy passed as it will have an impact on the resources available next year.

Friends: The Friends have kindly sponsored summer reading prizes, a new battery for the library's golf cart, additional selections for the Pageturners book club and a large set of reusable cups for library programming purposes.

Foundation: Holly shared that the Marc Cameron event on April 26 was a success, raising \$1,200. William Kent Krueger will be the next author event on September 14 from 7 p.m.

Ironman closure June 25: Michael explained that the library has typically closed when the full Ironman is schedule. The race course surrounds the library, blocking road access for much of the time the library would be open. Motion to approve closing the library on June 25 due to Ironman, Katie; second, Steve. Approved.

Behavior Policy update: Due to the national state of emergency now being declared over, Michael recommended removing section D. COVID-19 Pandemic Safety Guidelines from the Behavior Policy. Steve expressed reservations about removing the guideline that asks patrons not to enter the library if exhibiting signs of illness. He believed it to be a common-sense precaution. Michael offered that that guideline or others could be moved to section A. Patron Behavior. Katie asked if people entering the building while ill was commonplace and causing issues for patrons and staff. Michael responded that it had been more of an issue during the height of the pandemic but not recently that he could recall. Katie stated that the trustees could always implement guidelines again in the future if they are warranted. Motion to approve the updated Behavior Policy with the removal of section D. COVID-19 Pandemic Safety Guidelines, Steve; second, Katie. Approved.

Parent & Caregiver Guide: Michael presented the draft content for a Parent & Caregiver Guide with the intention of providing information on how library collections are organized, managing library card accounts and ways library staff can assist with finding materials. Kiki suggested updating the library card application with a checkbox indicating that a parent or caregiver received the guide when signing up for a library card. The trustees agreed. Fay thought that the guide also presented an opportunity to highlight the library's policies for unattended children and recommended that that information be included.

Motion to have Michael amend the Parent & Caregiver Guide with information regarding the library's policies for unattended children, Fay; second, Katie. Approved.

Motion to approve the amended Parent & Caregiver Guide with the expectation that it be handed to parents and caregivers when signing up for a library card, Steve; second, Fay. Approved.

Next regular meeting – Noting scheduling conflicts on June 28, the trustees subsequently rescheduled to July 17, 2023 at 4:00 p.m. in the Library Story Room.

Adjourned at 4:51 p.m.

Respectfully submitted,
Michael Priest