



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

April 25, 2023

Meeting held in Library Community Room

**Trustees Present:**

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

**Others:**

Lily Givens, Student Representative  
Sharalee Howard, Youth Services Librarian  
Michael Priest, Library Director

**Call to Order:** The meeting was called to order by Board Chair Jim Windisch at 4:00 p.m.

**Public Comment:** None.

**Consent Calendar:** Ann asked for more information about the \$10,000 that was paid to the Cooperative Information Network (CIN). Michael explained that it was the library's quarterly contribution to purchase eBooks and eAudiobooks for CIN's shared Overdrive/Libby collection. Motion to approve the consent calendar, Steve; second, Ann. Approved.

**Director's report:** Foundation Manager Holly Stetson, Sharalee and Michael have been consulting with Ryan Johnson, Debbie Bravo and Kiana Carey of Architects West for the design of the centerpiece cabin/playhouse as part of the Children's Library updates. Architects West have been exceedingly generous with the time and effort they have put into the design. They have a recommendation for a builder when it comes time for fabrication and installation. The City's Building Maintenance team is aware of library's needs ahead of installation and will step in as required. The cabin portion of the project is so far looking as though it will come in under the budget of \$25,000. Given its significance to the overall aesthetics of the space, Sharalee is waiting to select new furniture and shelving that matches.

The library was unable to find a suitable candidate for the lower-level exterior entrance art project after the Call to Artists process. Holly, Sharalee and Michael will meet with the project donor Paul Fleschner to determine the next steps. It will likely involve running the project through the Coeur d'Alene Arts Commission.

In May of 2021, the library received a one-time reimbursement from the Idaho Commission for Libraries (ICfL) for mobile hotspots related costs between July 1, 2020 and April, 27, 2021 utilizing remaining state broadband and other end-of-year funds. ICfL is potentially offering this opportunity again for mobile hotspot costs incurred between July 1, 2022 and April 14, 2023. The library has submitted an application for review.

Circulation Clerk Olivia Cretella has accepted the full-time Reference Clerk role vacated by Bernadette Ambrozic. Her specialty focus will be on adult programming.

**Student Representative:** Lily said that it was a busy time at the high schools with ACT testing occurring. She shared that the Coeur d'Alene High School Theatre Department debuted "Frozen: The Broadway Musical" on April 20 and will be performing it again on select dates through April 29.

**Friends:** The Friends held a successful Shred Day on April 1. Around 120 people stopped by to have their unwanted personal documents shredded. The Friends provided light refreshments at the Julie Weston author event on April 20. They generously provided funding for touch-ups to the mural in the children's story room by its original artist, Mary Dodge.

**Foundation:** Michael shared a reminder from Holly about the fundraising event on April 26 at 7:00 p.m. featuring author Marc Cameron. Doors open at 6:30 p.m. and tickets cost \$25.00 each.

**Idaho Commission for Libraries Facilities Grant:** Michael explained that funding for this grant was approved by the Idaho State Legislature. The Idaho Commission for Libraries has opened up the application process to those libraries that submitted a letter of approval from their boards. The library is seeking to apply for up to \$425,000 in building upgrades. This incorporates updates to the HVAC system, teen areas, the study rooms, the room that houses the Library of Things collection and the Nelson Room.

**FY 2023-24 budget proposals:** Michael mentioned that it was still fairly early in the budget process and that many of the numbers within the proposals provided by City Finance were subject to change. The major request for FY 2023-24 was for a part-time Reference Clerk position that would be assigned to Sharalee and the Children's Library to support and enhance services. Steve noted the Computer Maintenance line of \$15,000 that incorporates new technology purchases along with the library's ongoing computer equipment replacement plan. He reiterated his previous request for the library to consider adding Apple products for patrons in addition to Microsoft products. Jim asked for clarification on the process after the board approves the proposal. Michael explained that he is scheduled to meet with City Finance in May. The proposals would then go onto City Council for consideration. City Council typically approves the city's budget at their first meeting in September. Motion to approve the FY 2023-24 budget proposal as presented, Katie; second, Steve. Approved.

**Meeting packets:** Michael presented a sample meeting packet for public posting. It included the board meeting agenda, minutes from the previous meeting and the director's report as the regularly featured documents. The FY 2023-24 budget proposal was also included, as would any documents that were being discussed and/or voted upon at future meetings. Ann expressed an interest in including one staff report on a rotational basis in addition to the director's report. She felt this would serve to better highlight staff accomplishments to the public. The trustees agreed.

Next regular meeting – May 24, 2023 at 4:00 p.m. in the Library Community Room

Adjourned at 4:32 p.m.

Respectfully submitted,  
Michael Priest