



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

March 22, 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  
Holly Stetson, Library Foundation  
Randy Adams, City Attorney  
Tyler McLane, Public Services Librarian  
Michael Priest, Library Director

**Call to Order:** The meeting was called to order by Board Chair Jim Windisch at 4:00 p.m. Board Member Fay Sweney joined the meeting via Zoom.

**Public Comment:** None.

**Consent Calendar:** Motion to approve the consent calendar, Katie; second, Ann. Approved.

**Director's report:** The Cooperative Information Network (CIN) voted not to renew its subscription to the online music service Freegal. Usage for Freegal peaked in FY 2016-17 followed by a steep decline. It bounced back in FY 2019-20 but has experienced another decline in recent years. Much of the usage is driven by a relatively small number of "power users". Given the high cost of the subscription to the consortium, CIN determined that the funds would be better spent on services that impact more users. The current subscription will expire mid-May. Coeur d'Alene Public Library's annual contribution – around \$6,750 – will be channeled towards OverDrive/Libby as demand for eBooks and eAudiobooks among patrons continues to grow.

It has been a busy winter for the library with regular programming, but spring kicks off with some of the larger annual events. Entries for the 34th Annual Julie Meier Writer's Competition are due by March 31. The entries will then be assessed by a volunteer judging panel to select the winners in each age and genre category. Shred Day is scheduled for Saturday, April 1 from 9 a.m. to 12 p.m. The Friends of the Library have generously hired the DeVries Business Services shred truck and will be volunteering at the event. Community members can drop off up to two boxes of documents that they wish to dispose of. The Earth Day Celebration will be held Saturday, April 22 from 10 a.m. to 2 p.m. Local organizations such as the University of Idaho Extension, Panhandle Health District, Kootenai Environmental Alliance, Coeur d'Alene Audubon Society and Friends of Tubbs Hill will be stationed at booths to present information and activities for the public. City departments are welcome to attend as an outreach opportunity.

Bernadette Ambrozic has resigned from her Reference Clerk position and her final day at the library will be March 30. The library appreciates all the progress Bernadette has made with implementing a wide range programming opportunities for adults.

**Friends:** The Friends discussed the plan for Shred Day at their February 28 meeting. They also provided light refreshments at the Stephen Towles author event on March 4.

**Foundation:** Holly shared that she had obtained a \$1,500 grant through the Idaho Humanities Council to increase its Spanish language collection. The Foundation generously agreed to match the awarded amount, giving the library a total of \$3,000. Melissa Searle, Collection Development Librarian, has ordered the materials. Holly gave a reminder about the fundraising event featuring author Marc Cameron on April 26 at 7 p.m. Muddy & Millie author Susan Nipp's presentations and book giveaways at local schools were now completed. Fellow Foundation member Bette Ammon is preparing a report about the visits to share with local media. Holly mentioned the Born Reading project the Foundation and library collaborate on with Kootenai Health. Its aim is to provide a free board book and early literacy information to new parents through hospital staff. Packages are given to approximately 170 families per month.

**Draft Communications Policy:** Michael presented the updated draft of the policy that included Fay and Steve's suggestions from the February 22 meeting. Fay thought that the line in section B. Staff and Trustee Conduct that read "Staff shall avoid speaking to the public while being photographed, filmed, or recorded and refer patrons who are photographing, filming, or recording to the Library Director or, if the Library Director is unavailable, a supervisor" clashed with other aspects of the policy. For example, she wondered if it meant that library staff could not be photographed, filmed, or recorded while giving a presentation at a community event. City Attorney Randy Adams explained that it was to protect staff when the person doing the photographing, filming, or recording was performing a "First Amendment audit" and aiming to get a reaction. He suggested the line be amended to read "Staff shall avoid speaking to the public while being photographed, filmed, or recorded without the permission of the Library Director and refer patrons who are photographing, filming, or recording to the Library Director or, if the Library Director is unavailable, a supervisor." An internal procedure could then be developed to address those types of scenarios. Motion to approve the Communications Policy with the noted amendment, Steve; second, Katie. Approved.

**Draft Photography, Filming and Recording Policy:** Michael presented the policy that Randy had constructed for the library. Steve recommended that it be made clear that photographing, filming and recording at board meetings was permitted. Michael suggested adding an eleventh rule under section C. General Rules that read "11. Photographing, filming, or audio recording at Coeur d'Alene Public Library Board of Trustees meetings is permitted". Motion to approve the Photography, Filming and Recording Policy with the addition of the eleventh rule under section C. General Rules, Steve; second, Fay. Approved.

**Other:** Katie recommended that the agenda include the opportunity for the Student Representative to provide a report during the "Other Reports" section of the meeting. She was interested in hearing Lily's thoughts about library services moving forward. The trustees agreed.

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

Adjourned at 4:37 p.m.

Respectfully submitted,  
Michael Priest