



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

November 30, 2022

Meeting held in Library Community Room and via Zoom

Trustees Present:

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

Others:

Kiki Miller, Council Liaison, Zoom
Lily Givens, Student Representative, Zoom
Holly Stetson, Library Foundation, Zoom
Michael Priest, Library Director, Library

Call to Order: The meeting was called to order by Board Chair Katie Sayler at 4:00 p.m. Board Member Jim Windisch joined at 4:05 p.m. due to technical difficulties.

Public Comment: None.

Consent Calendar: As it was her first time attending a meeting, Lily took the opportunity to introduce herself. Fay noted the snow storm that was occurring on November 30 and requested that it be clarified why all the board members were joining the meeting via Zoom and did not have a representative at the library. Katie clarified that, per Idaho Code 74-203(5), the board can conduct meetings electronically as long as the library director is physically present at the location designated in the meeting notice to ensure that the public may attend and listen to the meeting in person. Ann inquired about the \$460.94 payment made to Molstead Library on October 18 and whether it was for courier services. Michael confirmed that it was the quarterly fee for the Orbis Cascade Alliance Courier Service that assists the library in securing out of network inter-library loans for patrons. Fay extended her congratulations to Christopher Brannon, IT Coordinator, for all of his accomplishments lately, including being nominated by the president of koha-US for the Library Journal's Movers and Shakers Award. Jim said that he was impressed with the staff report from Sharalee Howard, Youth Services Librarian, and all the progress she has made within the children's library. Motion to approve the consent calendar, Steve; second, Ann. Approved.

Director's report: A panel will hold interviews the week of December 5 for the two full-time Reference Clerk roles specializing in Outreach and Technical Services respectively. The Outreach position was previously held by Barbara Brambila-Smith. The Technical Services position was previously held part-time by Sharalee Howard (Youth Services Librarian). It has now been converted to a full-time role. The Cooperative Information Network has determined that introducing an online payment system is too difficult to achieve at this time without a system enhancement to Koha. While integrating PayPal

for online payments is currently a possibility, it is not ideal for a consortium like CIN that does not have centralized financial practices or personnel. CIN will appeal to the Kaha community to see whether there is support among other libraries for the enhancement.

Roughly half of the 230+ missing YA graphic novels have made their way back to the library. A box containing a mix of Coeur d'Alene and Community Library Network manga was found at a church and returned to Post Falls Library. Another box was returned directly to Coeur d'Alene.

Equipment for the upgrade to the microphone system in the Community Room is trickling in. Some of the products were on backorder and may yet take a few more weeks to arrive.

Council liaison: Kiki said that City Council will be conducting a public hearing on fee increases at their December 6 meeting. The City Council and Planning Commission subcommittee tasked with looking into short-term rental code is continuing to receive valuable input as it evaluates solutions in a fair and balanced way.

Friends: The Friends did not meet in November. Their next scheduled meeting is December 13.

Foundation: The MudyMobile, featuring Mudy and Millie and author Susan Nipp, participated in the Lighting Ceremony Parade in front of a typically large crowd despite some bad weather. Holly shared another reminder that the Mudy and Millie Holiday Singalong is scheduled for 11 a.m. on December 10 in the Community Room. The annual campaign is underway and the response has been strong. Holly noted that she has received interest from several donors who have not been active for quite some time.

Board of Trustee Ethics, Conduct and Responsibility Policy: The trustees reviewed the latest draft of the Board of Trustee Ethics, Conduct and Responsibility Policy that included their recommendations from the October 26 meeting. Fay asked about the inclusion of signature lines. Michael will add a section that all five trustees can sign. A copy can be signed at the January meeting and then uploaded to the library website. Steve suggested specifying that the Pierce County Library System, whose policy on Trustee Ethics, Conduct and Responsibility is acknowledged as a source within the document, is in Washington. Motion to accept the Board of Trustee Ethics, Conduct and Responsibility Policy with the addition of a signature line and notation that the Pierce County Library System is in the state of Washington, Fay, second, Ann. Approved.

Bylaws update: The trustees reviewed adding a fourth section to Article II of the Bylaws addresses enforcement if a trustee were to violate the Board of Trustee Ethics, Conduct and Responsibility Policy. The board's suggestions from the October 26 meeting were included. Motion to accept the updated Bylaws with the inclusion of Section 4 under Article II – Membership, Jim; second, Ann. Approved.

Behavior Policy update: The trustees reviewed an update to line 3. viii. of the Behavior Policy to clarify that trained service animals include both dogs and miniature horses as defined by the Americans with Disabilities Act (ADA). Motion to update line 3. viii. of the Behavior Policy, Steve; second, Jim. Approved.

Offering Zoom access for meetings: Michael shared his recent discussion with Renata McLeod, City Clerk, about the possibility of bringing library board meetings into line with other city meetings and

discontinuing public access on Zoom. The trustees expressed concerns about removing remote access to the meetings for the public entirely. They asked that Michael explore other options and to present his findings at the January meeting. Motion to table the topic until the January meeting, Steve; second, Fay. Approved.

Subcommittee for election of officers: Katie called for Fay to recommend candidates that the board can vote to elect at the January meeting. Motion to have Fay consider candidates for the offices of Chair and Vice Chair and provide recommendations at the January meeting, Steve; second, Jim. Approved.

Next regular meeting – January 25, 2023 at 4:00 p.m. in the Library Community Room and via Zoom

Adjourned at 4:40 p.m.

Respectfully submitted,
Michael Priest