



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

October 26, 2022

Meeting held in Library Community Room and via Zoom

Trustees Present:

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

Others:

Kiki Miller, Council Liaison, Library
Holly Stetson, Library Foundation, Library
Michael Priest, Library Director, Library

Call to Order: The meeting was called to order by Board Chair Katie Sayler at 4:00 p.m.

Public Comment: None.

Consent Calendar: Fay asked for more details about the \$5,000 within the Private Donations account on the FY 21-22 year-end financial report. Michael could not identify how or why the funds were deposited into that account. He subsequently learned after the meeting that City Finance elected to deposit the \$5,000 grant from the Idaho Association for the Education of Young Children into the Private Donations account. These funds were secured by Char Beach (Outreach Services) to support the READY! for Kindergarten program series.

Jim noted the downward statistical trend in music downloads during FY 21-22. Michael explained that the Freegal platform that the library offers patrons is a Cooperative Information Network (CIN) subscription. Coeur d'Alene Library contributes around \$7,000 to the subscription annually. Its use was in decline before the pandemic, but then saw a major increase during FY 20-21. Usage is now in decline again and it is a subscription the CIN are monitoring closely ahead of the next renewal date.

Jim also asked why the library had withdrawn more materials than it had added during FY 21-22.

Michael said that this was the result of several weeding projects throughout the year. It was overdue for some parts of the collection and has helped free up shelf space moving forward.

Katie noted the decline in in-house children's and adult programming statistics during FY 21-22 when compared to FY 20-21 and asked whether Michael had any explanations. Michael replied that adult programming is a particular weakness for the library and a major goal for FY 22-23 is to improve the output. Children's programming suffered from low attendance coming out of the pandemic but has picked up momentum in September and October with Sharalee Howard (Youth Services Librarian) on board.

Motion to approve the consent calendar, Steve; second, Ann. Approved.

Director's report: There are no new developments on the FY 2022-23 budget to report. The library is proceeding with the budget in the total of \$1,948,445 that the board accepted at the September 7 meeting.

The library is beginning the process of updating the Children's Library with the Foundation's support. The Foundation has generously agreed to fund a centerpiece shelf for new materials, an improved shelving unit for the popular DVD collection, and new plastic chairs for the activity room. The Foundation hopes to raise more funds for updates via its annual campaign.

The Foundation also kindly agreed to fund equipment for a wireless microphone setup within the Community Room. Jeff Crowe (CDA TV) has recommended the purchases and will assist with the installation.

A water bottle filling station has now been added to the lower level. The one on the upper level remains very popular, so chances are that it will be a similar success. City Finance sourced Federal Emergency Management Agency (FEMA) COVID-19 relief funding for the project.

The library has inherited a 4-door pickup truck with canopy from the Streets Department that will be used for various library business. The outreach team, in particular, is already putting it to use. Barbara Johnson, koha-US President for 2022, had much praise for Christopher Brannon's (IT Coordinator) involvement in the KohaCon22 conference on September 20-21. Christopher was instrumental in planning and publicizing the event. He then took a leading role during the event by assisting with A/V and presenting speakers. His own presentation on Twilio, the new communications software for phone and text messaging that he discovered and implemented for the Cooperative Information Network (CIN), was a hit at the conference.

Barbara Brambila-Smith has resigned from her reference clerk position. Barbara is not only a member of the reference and outreach teams but also fulfills a number of other tasks at the library, including newspaper and magazine subscriptions, processing incoming deliveries, and providing proctoring services. The library is currently recruiting for the position.

Steve was reappointed to the board by City Council at their September 20 meeting. Lily Givens was appointed as the board's new student representative at council's October 18 meeting.

Steve drew attention to Angela Flock's (Young Adult Coordinator) report that over 230 graphic novels were missing from the YA collection. Michael said that staff are on high alert and Angela was preparing signs for the teen area addressing the issue. The hope is that the signs will send a signal to the person responsible and curb the behavior. Due to the nature of the theft – entire runs of series' have gone missing but not duplicate copies – the person responsible is likely taking the items for personal use. Kiki recommended filing a police report to establish a paper trail.

Council liaison: Kiki felt that the October 24 joint City Council and Planning Commission workshop on possible short-term rental code provided valuable input. The next step will be to sort through various options. The Regional Housing and Growth Issues Partnership has formed a subcommittee dedicated to resident-owned communities. It is working in partnership with a growing coalition of residents from manufactured home communities. The group also has around 3-4 projects currently underway related to providing local worker housing. Fay asked Kiki if the 2030 population projections for Coeur d'Alene had seen any adjustments recently. Kiki said that the latest projections show the population increasing to 70,000 residents by 2030.

Friends: At their October 25 meeting, the Friends agreed to provide funding for gas for the library's pickup truck.

Foundation: Holly shared that the “I Write the Songs” fundraiser featuring musical performances by Laura Sable and Bill Wiemuth on October 1 was a small but successful event. The Foundation is finalizing their annual campaign, which will begin in November. The Muddy and Millie Holiday Singalong is scheduled for 11 a.m. on December 10 in the Community Room.

Board of Trustee Ethics, Conduct and Responsibility Policy: Fay presented the subcommittee’s draft of the policy for the trustees to consider. Katie and Steve were both uncertain whether the third requirement was necessary when the eleventh, referencing [Idaho Code Title 74, Chapter 4](#), better covered its intent. The trustees agreed that the third requirement be deleted and the eleventh be expanded to read: “Trustees shall adhere to the ethical principles for governance as outlined within Idaho Code Title 74, Chapter 4. Trustees shall assure the independence, impartiality and honesty of the board while performing its functions for the library, and prevent special interests from unduly influencing board action.”

Motion to add the edited draft of the Board of Trustee Ethics, Conduct and Responsibility Policy to the agenda for the next regular meeting, Ann; second, Fay. Approved

Motion to include the edited draft of the policy as an addendum to the agenda for the next regular meeting for public viewing, Jim, second, Fay. Approved.

Bylaws update: Michael shared City Attorney Randy Adams’ recommendation that, if the board were to choose to take action for violations to the Board of Trustee Ethics, Conduct and Responsibility Policy, it should be reflected in their Bylaws. Randy had laid out language for a possible process the board could follow. He additionally presented two further decisions for the board. The first was to decide whether to have separate procedures for intentional and unintentional violations of the policy. Jim offered that the consequences shall be the same whether the actions were intentional or not. The second was to decide whether disciplinary action shall be determined by a simple majority or a super majority vote. Katie expressed a preference for a simple majority vote. Given that the Board of Trustee Ethics, Conduct and Responsibility Policy would need to be adopted before the changes to the Bylaws, the trustees agreed to table the topic until the next regular meeting. Motion to table the update to the Bylaws for the next regular meeting, Jim; second, Ann. Approved.

2022-2023 Holiday Observances: Michael presented two holiday observance proposals for the trustees to consider because of the situation involving the Christmas holidays. With Christmas Eve and Christmas Day falling on Saturday and Sunday respectively, full-time employees are owed days in lieu per the city’s Personnel Rules. To help navigate this, City Hall will be closed on December 23 and December 26. The first proposal featured no additional closures for Christmas Eve and Christmas Day. Full-time employees would receive a day off between December 19 – 23 due to Christmas Eve falling on Saturday. They would receive another day off between December 26 – 30 due to Christmas Day falling on Sunday. The second proposal had the library closed Christmas Eve, Christmas Day, and December 26. Full-time employees would receive a day off between December 19 – 23 due to Christmas Eve falling on Saturday. Michael added that the last time this occurred in 2016, the library closed on December 26. Motion to adopt the second holiday observance proposal for 2022-2023, Steve; second, Jim. Approved.

Miniature horse service animals: Michael explained that a patron had been in contact with Randy Adams and he about entering the library with his miniature horse service animal. Randy indicated that, according to Americans with Disabilities Act (ADA) regulations, the board must first determine whether the facility can suitably accommodate a miniature horse. Once the determination is made, it should be included in library policy. The trustees agreed that people with disabilities should be encouraged to use the library and that the facility could most likely accommodate a trained miniature horse. Steve felt that ADA regulations for service animals should be closely followed. If it is not obviously apparent, any person who seeks to bring a miniature horse into the library should be asked by staff if the animal is required as a result of a disability and what work or task the animal is trained to perform. Michael will bring a recommendation for library policy to the next regularly scheduled meeting.

Next regular meeting – November 30, 2022 at 4:00 p.m. in the Library Community Room and via Zoom

Adjourned at 5:35 p.m.

Respectfully submitted,
Michael Priest