



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

August 4, 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:

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: Kara Claridge, Coeur d'Alene, said that she thinks about the library a lot. After a year of providing feedback to the trustees, she feels her comments have mostly received an unwelcome reception. Kara shared individual words of guidance to each of the trustees and Michael. She believes that future generations will follow a similar path as she does, and not tolerate tyranny or harmful actions. It is her hope that the library will stand on the right side of history.

Consent Calendar: Given recent patron feedback concerning the wait times for Wi-Fi Hotspots, Jim asked how many hotspots the library subscribes to through T-Mobile and whether it would be feasible to increase the number in circulation. Michael explained that the number of active hotspots varies, but the library generally provides 30 at a cost of approximately \$1,000 monthly. That is as many hotspots as the budget will support at this time. There are around 100 hotspots available within the Community Library Network in total and summer tends to be a high demand period. Holly added that the Foundation provided the initial funding to establish the library's hotspot collection and this could be an avenue again in the future. Motion to approve the consent calendar, Steve; second, Ann. Approved.

Director's report: The library has partnered with the Idaho State Historical Society to showcase the Travelling Idaho Constitution from July 13 to August 19. This replica of the constitution is on the road throughout the year and the library will be its temporary location for North Idaho. An informational event was held on July 13 to kick things off. The full exhibit is situated out in the middle of the adult collections for public viewing.

Interviews were conducted for the vacant Youth Services Librarian and an offer was made to Sharalee Howard, Technical Services Clerk. Her start date in the new role will be August 16. During July, the programming responsibilities were divvied up mostly between Angela Flock (YA Services) and Char Beach (Outreach Services). There is a programming break in August. Staff have been busy in the

Children's Library clearing out the workspaces, performing collection development, and implementing small improvements here and there.

Ann expressed how impressed she was with JD's efforts to promote the library through a wide variety of outlets. Katie asked that the board's appreciation be passed along.

Friends: The Friends have volunteered their time and energies to providing refreshments at several adult programs recently. They generously agreed to join the Foundation in helping fund a new microfilm reader/scanner for the library, contributing \$3,000 towards the purchase.

Foundation: Holly followed up that the Foundation will generously provide up to \$9,000 towards the purchase of the microfilm reader/scanner. The Jess Walter author event on July 14 was a success. The Mudgy & Millie Birthday Party is scheduled for the morning of September 10 to time in with the 15th anniversary of the library building. The newly reprinted *Mudgy & Millie Adventures: Africa* will be given away at the event. The *I Write the Songs* fundraiser featuring musical performances by Laura Sable and Bill Wiemuth will be held on October 1. Holly and Michael are working with Paul and Alison Fleschner to determine the best use of the \$10,000 donation the Fleschner Family Charitable Foundation contributed towards the Children's Library. Holly added that a portion of the \$5,000 grant Char Beach secured for the library from the Idaho Association for the Education of Young Children (AEYC) can be spent on furniture and should complement the Fleschner donation.

Change in library hours review: The trustees were pleased with the increased usage the change in hours has brought about, particularly when comparing 9-10 a.m. on weekday mornings with 7-8 p.m. on weekday evenings. Katie suggested that a full year-over-year monthly comparison would paint a more complete picture and this is something to review again in mid-2023.

Bylaws review: Michael presented updates to Article III, Section 7 of the Board of Trustees Bylaws concerning public comment. The goal was to better define the procedural process for the public comment section of board meetings that are currently in place. Michael had checked in with Randy Adams, City Attorney, and Renata McLeod, City Clerk, to ensure the expectations were reasonable and matched the procedure for City Council meetings. Ann noted Article V, Section 1, 4.d and the trustees' duty to insure the real and personal property of the library. Michael answered that the library falls under the City of Coeur d'Alene's insurance policy with the Idaho Counties Risk Management Program (ICRMP). Motion to approve the update to Article III, Section 7 of the Board of Trustees of the Coeur d'Alene Public Library Bylaws, Steve; second, Fay. Approved.

Meeting Room and Library Gallery Exhibition Policies review: Michael presented two minor updates to the Meeting Room Policy. Fay asked why meeting organizers are required meet ADA compliance if the library is already fulfilling those requirements for the rooms. Michael answered that it relates to how meeting organizers set up the furniture in the room. Ann asked whether there are limits on the length and regularity of bookings. Michael answered that the rooms can be booked as long as they are available on the day of the booking. The library takes room bookings within a 90-day rolling window. Ann wondered how the requirement that meetings be open to the public impacted clubs wishing to assemble in the rooms. Michael answered that the expectation is that anybody can still attend the meeting, even a club meeting. Jim asked if the janitorial fee of \$20.00 for serving food and drinks in the Community Room was still a current estimate. Michael answered that, in his opinion, it still serves as a

reasonable estimate of staff time it would cost to clean the space. It is not often that the room requires any special cleaning other than trash removal, vacuuming, and wiping down of surfaces. Motion to approve the updated Meeting Room Policy, Steve; second, Jim. Approved.

The board reviewed the single update to the Library Gallery Exhibition Policy and made no further comment. Motion to approve the updated Library Gallery Exhibition Policy, Jim; second, Steve. Approved.

Board Ethics: Fay noted that the Idaho Commission for Libraries includes a section on ethics within their trustee manual. She asked if introducing a code of ethics is something the board would want to explore further. The trustees agreed that it would be a proactive measure. Fay will bring more information to a future meeting.

Next regular meeting – September 7, 2022 at 4:00 p.m. in the Library Community Room and via Zoom.

Adjourned at 4:42 p.m.

Respectfully submitted,
Michael Priest