



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

January 26, 2022

Meeting held in Library Community Room and via Zoom

Trustees Present:

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

Others:

Holly Stetson, Library Foundation, Zoom
Delaney Daly, Youth Services Librarian, 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.

Public Comment: Coeur d'Alene resident Kara Claridge requested that trustee contact details be made available upon request. She noted that the board openly states that community input is welcome. She feels it would therefore be helpful if the public had a direct channel to pass along information related to the decisions being made. Katie clarified that, aside from making public comment at board meetings, current practice has community members pass feedback and information along to the director, who then forwards it to all board members. Arrangements may also be made to meet board members at the library to discuss topics.

Coeur d'Alene resident Angela Chandler stated that she appreciates that the library is open to all community members. She is the mother of a transgender man and thanked the board for having materials about transgender issues along with other diverse topics.

Coeur d'Alene resident Ralph Shay said that he is against censoring books within the library. It is up to individual parents to determine what is appropriate reading material for their children.

Katie acknowledged that Woody (no last name given) posted the following comment within the Zoom chat: "I second Angela's comments. I appreciate that the library is a place where young people can learn to be compassionate and make our community a healthier place."

Consent Calendar: Motion to approve, Jim; second, Steve. Approved.

Director's report: City Council accepted \$8,659,329 in American Rescue Plan Act (ARPA) funding on January 18. In preparation, Michael submitted three requests to City Council for review that address library facility needs; an upgraded HVAC system for \$177,000, an upgraded door access system for \$11,000-16,000, and a downstairs water bottle filling station for \$5,000. The door access system was considered for the first round of funding, totaling \$6,773,332. City Council has only approved \$4,500,000 for the expansion of the Police Station at this time.

702 E. Front Ave. ● Coeur d'Alene, ID 83814 ● 208-769-2315

Fax: 208-769-2381 ● www.cdalibrary.org ● Library Hours: Monday – Thursday, 10 a.m. to 8 p.m. Friday – Saturday, 10 a.m. to 6 p.m., Sunday 12 p.m. to 5 p.m.

Michael will continue in the office of Cooperative Information Network (CIN) President for 2022. The role mainly involves setting the agenda for and running the monthly meetings.

NExA have indicated that they want to delay library outreach activities to the Spring.

With Holly's help, Char Beach secured a \$14,480 grant from United Way for library outreach services. This grant works in conjunction with previous community donations of \$1,200 from the Friends of the Library and \$1,000 from the Coeur d'Alene Woman's Club. The funds will be spent on equipment and supplies that enhance outreach both in-person and virtually.

Ann asked Michael what he had learned from the Coeur d'Alene Regional Chamber of Commerce's CDA Leadership program he had been attending over the past year. Michael replied that it has been a good networking opportunity for potential library partnerships. It has also assisted greatly in getting to know the history, current make up, and possible future directions of the community.

Friends: The Friends met on January 25. They approved \$1,500 in prize money for the 2022 edition of the Julie Meier Writer's Competition. They will again support the Summer Reading Program through providing book store coupons as prizes. Second Story Books annual sales for 2021 totaled a very respectable \$10,584.15. This was in spite of being closed for two and a half months.

Foundation: The drive-through giveaway of *Mudgy & Millie in Africa* on December 11 was a well-attended event despite the weather, distributing 300 paperback copies. David Townsend made a special appearance as Santa to the delight of many. The Foundation approved its budget for 2022 and is looking to host around three fundraising events over the summer. Holly worked hard on securing the United Way grant for the library's outreach team and is pursuing a couple more grants for library services. The Foundation's 2021 annual campaign was a success, surpassing the 2020 total.

Adjustment to library open hours: Michael reviewed the proposal to adjust weekly open hours to Monday – Friday 9 a.m. – 7 p.m., Saturday 10 a.m. – 5 p.m. and Sunday 12 – 5 p.m. and its justifications. He proposed a start date of April 4 to allow time to prepare and advertise the change. Steve commented that it made sense to him to capitalize on the peak times people were visiting the library. Ann offered that an earlier opening time of 9 a.m. may work better for parents after they drop off their children at school. Katie would like the library to keep tracking hourly statistics on usage and then revisit the change again in July or August. Motion for the library to adjust open hours beginning in April and revisit at either the July or August board meeting, Steve; second, Ann. Approved.

Loan Policy review: The trustees reviewed the latest draft of the Loan Policy. The policy had been updated with changes suggested at the December 1 meeting. Steve sought clarification on the differences in borrowing privileges between residents and non-residents. Michael explained that non-residents who have a "non-resident" card have full borrowing privileges upon paying the \$25.00 annual fee. Non-residents who have a "basic" card can only borrow physical materials. Steve asked if having options for non-residents was common library practice. Michael said that it was. The three public libraries he has worked at in the U.S. have all had non-resident cards available to patrons. Fay asked how many non-residents the library had in each category. Without having the numbers in front of him, Michael thought the library had issued around 80 "non-resident" cards and over 300 basic cards (actual numbers; 42 "non-resident" cards and 575 "basic" cards). Ann asked if there had ever been any issues with non-residents not returning materials. Michael felt no more so than residents. Jim asked if the group cards were primarily issued to educational institutions. Michael replied that they most likely

were, with one person from the organization being accountable for the card and materials. Ann asked how many group cardholders the library had. Michael said he thought several hundred (actual number; 670). Motion to approve updated Loan Policy as written, Ann; second, Steve. Approved, with Jim abstaining from voting.

Committee for election of officers: Katie called for a committee to be formed to recommend board officers for election at the February meeting. Motion to appoint Ann and Fay to officer election committee and to provide a report at the February meeting, Steve; second, Jim. Approved.

Programming Policy: Michael presented a new draft policy for library programming. This policy aims to provide general guidelines for the development and implementation of programs. It also distinguishes library-sponsored programs from public meetings, which are also commonly held in the library's meeting rooms. Ann recommended that the language within section C. line 6. be tidied up to clarify the difference between "first served basis" and "or at the door". Holly recommended that fundraisers hosted by the Foundation and Friends be incorporated into the document. Katie suggested tabling the policy for the February meeting so that Michael could make edits.

Future meetings: Katie asked if any trustee was opposed to continuing with a hybrid meeting model until the May meeting. The trustees agreed. Michael added that more trustees may join the meeting in the Community Room if they choose now that the library had the equipment to accommodate it.

Next regular meeting – February 23, 2022 at 4:00 p.m. in the Library Community Room and via Zoom. Ann will be the trustee present at the library.

Adjourned at 4:50 p.m.

Respectfully submitted,
Michael Priest