



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

December 1, 2021
Meeting held via Zoom

Trustees Present:

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

Others:

Kiki Miller, City Council Liaison
Holly Stetson, Library Foundation
Tyler McLane, Circulation Librarian
Michael Priest, Library Director

Call to Order: The meeting was called to order by Board Chair Katie Sayler at 4:02 p.m.

Public Comment: Coeur d'Alene resident Kara Claridge stated that she felt having library board meetings in person builds stronger relationships and accountability with the community. Ms. Claridge additionally noted that she considers the Material Review Committee being formed to review her previous concerns about certain LGBTQ+ themed titles within the children's collection progress.

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

Director's report: The Instant Digital Card option on OverDrive/Libby is now active for new users. Patrons who do not have a library card and are curious about our digital collections may sign up for a temporary OverDrive/Libby account using their mobile phone number. Once authenticated, access to eBooks and eAudiobooks will be instantaneous. The library will have the ability to follow up with these patrons and encourage them to get a full-access library card before their Instant Digital Card expires. October and November have seen a flurry of collection maintenance tasks being performed by staff and these are now wrapping up. A number of collections were weeded and shifted to provide more shelf space moving forward. Paperbacks were integrated into the Fiction collection to streamline the browsing experience for patrons.

Staff are slowly re-integrating more in-person programming such as the Pageturners book club, Lunch & Learn series, Scrumptious Storytelling workshops, and Saturdays with the Symphony. Due to capped attendance, patrons must secure a place by reservation. The majority of library programs are still virtual at this time.

The latest communication with NExA indicated that they may be able to begin hosting programs in January. In any case, the outreach team is engaging multiple Coeur d'Alene schools with ideas given that the programming can mostly be replicated elsewhere.

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.

The library has a lead on acquiring a vehicle via the Streets & Engineering Department. A surplus Ford Explorer SUV may become available in the Spring. It would be a good fit for outreach engagements as well as general library business.

Council liaison: Kiki has received word that council board and committee assignments would not be changed by the incoming mayor Jim Hammond unless the board or committee requests it. The Historic Preservation Plan is now public and will be going to council for approval in December. She is looking forward to the Regional Housing & Growth Issues Partnership meeting in January, after which she will have more information related to the affordable housing assessment. The working group has now been expanded to include 41 different citizen advisory groups. The project as a whole is pointing towards future directions and solutions for housing issues. The city has received two grants related to lake preservation that look to redirect water runoff. Short-term rentals are an upcoming topic of interest for council.

Friends: The Friends did not hold a meeting in November and will next meet on December 7. They have done a wonderful job of decorating the library for the holidays.

Foundation: The Foundation were excited to appear in the Lighting Ceremony Parade. The drive-through giveaway of *Mudgy & Millie in Africa* is set for December 11 from 9:30-11 a.m. It will be held in the lower parking lot on the McEuen Park side of the library. The annual campaign is underway.

Material Review Committee member: Katie asked for a nominee to represent the board on the aforementioned Material Review Committee alongside a library staff member and community member. Ann nominated Steve due to his legal background and familiarity with policy. Steve accepted. Motion for Steve McCrea to be the board representative on the Material Review Committee, Ann; second, Fay. Approved.

Library open hours discussion: Michael and Tyler presented an analysis of the current hours the library is open to the public with proposed changes. The proposal was 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. Justification for the change included strong morning use throughout the week, low evening use between 7 – 8 p.m., and easier scheduling and fewer net weekend shifts for circulation staff. Fay and Steve said that they often saw visitors lining up at the entrance before 10 a.m. Katie noted the general decline in visitors since the beginning of the Covid-19 pandemic and that the library used to get up to 1,000 visitors a day. Michael and Tyler replied that the electronic door counters were changed in January 2020, making it difficult to compare statistics. That said, the library has noticeably less foot traffic than it did before the pandemic. Katie was concerned that trimming 7-8 p.m. from Monday to Thursday might impact the library's ability to host evening programs. Fay added that access to library collections was typically blocked off at 8 p.m. whenever a program ran later. Michael replied that access would need to be blocked off at 7 p.m. if the library was to adjust hours, but that evening programs could still occur. Accepting that it may prove confusing for patrons, Ann wondered if the library might consider seasonal hours and whether staff had noticed trends that would support that. Tyler replied that it follows checkout trends, with summer numbers being higher than winter. Usage is also more evenly spread throughout the day during the warmer months.

Loan Policy review: Michael presented an updated draft of the Loan Policy. It was largely the same as the version from October 2019, only with added detail to some sections. Tyler explained that the only notable change was lifting the requirement that non-residents show their hometown library card in order to acquire a “Basic” card with restrictions. Fay suggested several edits. An introduction would be useful to explain the library’s relationship with the rest of the Cooperative Information Network. The layout could be improved by having dedicated sections to resident cards and non-resident cards. The procedure for issuing cards to minors needed further clarification. Lastly, the policy could be made more user friendly by using less library jargon and providing specific examples of services. The trustees agreed to table the policy for the January 26 meeting. Michael will re-draft the document following Fay’s guidance.

Next regular meeting – January 26, 2022 at 4:00 p.m. via Zoom

Adjourned at 5:10 p.m.

Respectfully submitted,
Michael Priest