



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

October 27, 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
Michael Priest, Library Director

Call to Order: The meeting was called to order by Board Chair Katie Sayler at 4:03 pm.

Public Comment: None.

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

Director's report: The library has been dealing with several absences at a time lately, but staff have pulled together to cover shifts and make it work.

The drive-through pumpkin giveaway was a big success for the second year in a row. Library and Wastewater Department staff handed out around 500 pumpkins to participants. Entries to the pumpkin decorating contest closed on October 22. Public voting to determine winners of the children's, teen and adult categories closes on October 30, with the winners being announced on October 31. Materials and prizes were kindly donated by the Friends.

The Cooperative Information Network is working with OverDrive to introduce an Instant Digital Card option for new users. Patrons may sign up for a temporary OverDrive/Libby account using their 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. The option will also assist as the library develops a campaign to better promote 24/7 digital collections.

Staff have been busy performing collection maintenance tasks throughout the library. Simultaneous weeding projects are underway within the children's and adult fiction collections. Weeding of the adult nonfiction was recently completed. The goal is to free up more space on the shelves for newer materials as well as enhance the browsing experience for patrons. Several staff met with the library's rep from vendor Baker & Taylor to discuss CollectionHQ, a collection development tool. The tool assesses library collections, identifying understocked and overstocked areas according to a range of

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data. If funds can be saved in other areas, the library would like to pursue the opportunity to subscribe in the future.

Strategies have been introduced to better cater for an influx of donated materials along with the weeded materials from the collection maintenance projects mentioned above. Additional storage space has been freed up in the Technical Services area. The library is placing a greater emphasis on giveaways, prizes, and potential book sale events (a children's book sale is being planned for the spring) to move materials on. These will supplement the Second Story Bookstore and Sustainable Shelves buy-back program through Baker & Taylor.

Council liaison: Kiki thanked those trustees who attended a recent meet-and-greet event. She noted that the recent news article in which she was featured was due to her removing unauthorized and illegally placed campaign signs. The removed signs were dropped off at City Hall as appropriate. Findings and recommendations from the Regional Housing & Growth Issues Partnership affordable housing assessment for local workers is expected to be released before the Thanksgiving holiday. It aims to provide real time data on how the Covid-19 pandemic has impacted local housing. A follow-up survey is being conducted to determine options moving forward that address the issue. They include; reinforcing current opportunities for affordable housing, forming an alliance to pull in stakeholder groups, and creating a statute affordable housing authority.

Friends: The bookstore continues to perform well month-to-month. The Friends are on board with the changes made to donations and weeded materials.

Foundation: The Foundation is gearing up to participate in the Lighting Ceremony Parade with a new Mudgy in place. Details are being finalized for a drive-through Mudgy & Millie singalong and book launch for *Mudgy & Millie in Africa*. The plan is for it to be run in a similar fashion to the pumpkin giveaway. Paperback copies of the book will be handed to participants.

2021-2022 holiday observances: Michael explained that he had failed to add Easter (April 17, 2022) to list of holidays approved at the September 22 meeting. Motion to approve the updated 2021-2022 holiday observances with the Easter holiday added, Steve; second, Jim. Approved.

Gift Policy review: Michael presented a re-draft of the Gift Policy. Since the September 22 meeting, he had followed up with the Foundation, Friends, and former Library Director Bette Ammon, about the procedure for gifted funds. It was confirmed by all parties that all undesignated donations of over \$100.00 go to the Library Foundation and those under \$100.00 go to the Friends. A section addressing gifted artwork and decorative items was also added to the policy. It largely mirrors the procedure for donated materials. Fay asked whether the library would ever work with the Arts Commission in the event of being gifted artwork. Michael said that it would for the larger pieces that require installation. The trustees inquired about the "Moose Ends" sculpture by artist Rann Haight and donated by the Bullock Family and whether it fits into long-term plans. Michael offered that its current location in the library lobby was out of necessity rather than choice. Katie said that if a decision to remove the sculpture was beneficial, the updated policy would allow the library to reach out to the artist and/or the family to discuss alternatives. Motion to approve the updated Gift Policy, Ann; second, Jim. Approved.

Covid-19 status: Steve mentioned the alarming Covid-19 situation locally. Michael shared that service levels have been at the same stage for some months. Meeting room bookings are paused. Programming is being largely conducted virtually aside from smaller gatherings like the Pageturners book club and events that fit within current services such as school classroom visits. Masks are required for library staff when interacting with the public and recommended to patrons. Disposable masks are available for all. Library staff are eligible for vaccine boosters and the Fire Department has presented opportunities for staff to get them.

NExA update: Ann asked if any progress had been made with setting up the after-school library program at NExA. Michael said that it was still delayed due to Covid-19 concerns. School Principal Bill Rutherford indicated that it would be revisited around mid-November.

Next regular meeting – December 1, 2021 at 4:00 p.m. via Zoom

Adjourned at 4:43 p.m.

Respectfully submitted,
Michael Priest