



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

September 22, 2021
Meeting held via Zoom

Trustees Present:

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

Others:

Kiki Miller, City Council Liaison
Michael Priest, Library Director

Call to Order: The meeting was called to order by Board Chair Katie Sayler at 4:00 pm. Board Member Steve McCrea was excused.

Public Comment: Coeur d'Alene resident Wendy Smith spoke on behalf of a group concerned about the presence of LGBTQ+ themed materials within the library's children's collection. The Board of Trustees has a responsibility to provide safety for children in the community while still promoting intellectual freedom. Ms. Smith and her group believe that exposing children to LGBTQ+ materials can cause harm and lead to criminal acts. They feel that these materials should be shelved away from the public floor and retrieved for patrons only by request

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

Director's report: Use of the collection continues to climb back to pre-pandemic numbers despite some COVID-19 restrictions still being in place at the library. August 2021 was the library's third busiest August on record for total checkouts at 31,682 items. It closely follows 2018 (32,552) and 2019 (32,538). The major addition for the library in FY 2021-22 is the introduction of one-time 5% merit increases for part-time staff upon their first year of service. The increase is subject to a performance evaluation. Supervisors are developing a plan that will have them evaluate part-time staff on their next anniversary date. A successful evaluation will lead to a 5% increase. The library is making plans for popular pumpkin giveaway event in collaboration with the city's Wastewater Department on October 22. After last year's successful drive-through pickup event in City Hall's lower parking lot, the library will implement a similar model again.

The following library goals have been set for FY 2021-22:

- Increase outreach to schools, daycares, senior facilities and community centers.
- Improve the library's adult and all ages programming output to complement its full range of children's and teen programs.

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.

- Modify and improve the library’s marketing efforts to better reach all residents.
- Add more non-traditional, tech and “make it” equipment for patron checkout.
- Continue to assess features and services that enhance the main library facility and its impact.
- Create and strengthen partnerships to foster collaborative opportunities that benefit the community.
- Ongoing collection development providing excellent materials for all ages and interests in a variety of formats, with a particular emphasis on the growing demand for eBooks and eAudiobooks.

Council liaison: Kiki gave brief updates on recent City Council activity, specifically approvals of the city budget for FY 2021-22 and an art piece for the 4th Street Parking Garage. She wanted to draw attention to a presentation given by Rafael Gonzalez, Jr., Acting US Attorney, at the September 21 City Council meeting on opioid and fentanyl use and its growing impact in the community. The Regional Housing & Growth Issues Partnership is busy with its housing assessment and developing its Local Worker Housing Toolkit.

Friends: The next Friends meeting is scheduled for September 28.

Foundation: The Foundation is organizing a raffle for a bear sculpture by local artist Terry Lee. Tickets are \$100 and will be on sale soon. The Foundation’s annual campaign materials are being finalized with library Communication Coordinator JD Smithson’s assistance.

FY 2021-22 budget: City Council approved the FY 2021-22 budget for the City of Coeur d’Alene at the September 7 meeting. The library’s budget request of \$1,790,936 was adopted in full. Motion to approve the FY 2021-22 library budget for the total of \$1,790,936, Fay; second, Ann. Approved.

2021-2022 holiday observances: The library’s closure dates for FY 2021-22 are modeled on those adopted by City Hall, albeit with adjustments since the library is open 7 days a week. Motion to approve the 2021-2022 holiday observances, Ann; second, Jim. Approved.

Confidentiality of Library Records Policy & Gift Policy review: Michael presented updates to the two policies. The Confidentiality of Library Records Policy was significantly rewritten due to changes that have occurred to privacy laws since it was first drafted in 2003. The focus of the policy centers on Idaho Code 74-108(4) and the American Library Association (ALA) Library Bill of Rights. Fay asked that the verbatim wording from Idaho Code 74-108(4) within the policy be italicized. The Gift Policy only had minor edits that brings it up to date with current procedures. Katie questioned whether assigning undesignated donations of over \$100.00 to the Library Foundation had been previous policy. She also wanted to update the policy to include details on how the library might handle donations of art work. The Gift Policy was tabled for the October meeting. Motion to approve the updated Confidentiality of Library Records Policy with Fay’s suggestion that Idaho Code 74-108(4) be italicized, Fay; second, Ann. Approved.

Executive session to evaluate Library Director: Motion to move the meeting into executive session to consider the evaluation of an employee, pursuant to Idaho Code 74-206(b). Roll call: Ann, Aye; Fay, Aye; Jim, Aye; Katie, Aye. Motion carried.

Motion to exit executive session and return to the regular meeting. Roll call: Ann, Aye; Fay, Aye; Jim, Aye; Katie, Aye. Motion carried.

Katie will meet with Michael to go over his evaluation on Friday, September 24. He may provide comment at that time. Motion to approve the annual evaluation of Michael Priest, Library Director, Ann; second, Fay. Approved.

Public comment procedure via Zoom: Jim proposed whether there would be alternative ways to run public comment when the board meetings are on Zoom. He wondered if people should be encouraged to reach out ahead of the meetings so that they know the procedure and can make preparations. Ann added that City Council meetings have a sign in sheet for public comment. Katie concluded that Michael should check in with the city regarding their protocol for public comment during Zoom meetings.

Next regular meeting – October 27, 2021 at 4:00 p.m. via Zoom

Adjourned at 5:12 p.m.

Respectfully submitted,
Michael Priest