



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

August 25, 2021

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
Mandi Harris, Youth Services Librarian
Delaney Daly, Youth Services Librarian
Tyler McLane, Circulation Librarian
Michael Priest, Director

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

Public Comment: Coeur d'Alene residents Kara Claridge and Wendy Smith presented their concerns about the presence of LGBTQ+ themed materials within the library's children's collection. Their shared opinion is that these materials should be shelved away from the public floor and retrieved for patrons by request.

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

Director's report: Katie and Michael attended the August 2 Coeur d'Alene School District Board of Trustees meeting. Scott Maben, the district's Director of Communications, led the presentation. The school board was informed that Lake City Public Library will be discontinued and NExA will be engaged through an outreach program. The program at NExA could then be transferred to other schools. The trustees expressed enthusiasm for the possibilities at NExA, noting that the building was designed to accommodate community events and services. A meeting between library staff and school faculty at NExA took place on August 23. It was determined that the library could run a separate after-school program one day a week that is open to school students and members of the public. Library outreach staff could also be utilized as a resource for faculty during the school day as scheduling permits. Michael is coordinating with Jeff Voeller, the district's Director of Operations, for the removal of library materials and signs at Lake City High School. This will likely occur after August 30. Bernadette Ambrozic joined the library as a Reference Clerk on August 1. She previously worked at Rathdrum Library and will become the newest member of the outreach team. Delaney Daly followed on August 23 as the Youth Services Librarian. She is moving to the area from Florida, where she worked as a Youth Services Librarian for the Osceola Library System main branch in Kissimmee. Delaney took the opportunity to introduce herself to the board.

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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.

Council liaison: Kiki said that much of her time of late has been taken up by the Regional Housing & Growth Partnership and the proposed FY 2021-22 City budget. Ways to provide available housing for local workers is the latest topic being covered by the partnership. The budget process for the City will continue into September.

Friends: The Friends had a great month for sales in July/August, taking in nearly \$3,000. They kindly agreed to be a partnering organization for a United Way early literacy grant application Holly is preparing, contributing \$1,200 in funds. The money from the Friends will be used to purchase digital video equipment for the library's outreach to preschools and additional early learning kits for checkout.

Foundation: Holly is busy working on the early literacy grant mentioned above. In collaboration with Mandi, she secured a \$5,000 grant from the Idaho Community Foundation for the Born Reading initiative. Mandi explained that the project has the library partner up with Kootenai Health to give the families of newborns information about the library, board books, and other essential items. The Muddy and Millie birthday party in September has been cancelled due to Covid-19 concerns. The Jess Walter author talk in October has been postponed for the same reason. The Foundation still hopes to participate in the Christmas parade. A launch party for the latest Muddy and Millie book set in Africa is planned for December 11.

Pandemic service levels plan: Michael explained that the plan had been updated to include staff safety procedures. Adjustments were also made to the library's service levels. It was determined that the library can offer services relatively safely when Panhandle Health District has Kootenai County at its Green, Yellow, Orange risk levels. While at the Red risk level, the library has the option to conduct limited services or move to a curbside pickup service model. Switching to curbside could be made at the recommendation of state and local leadership or public health officials, in the event of the library facing staffing challenges, or if the local situation worsens. Making face masks required again for patrons had been considered but decided against due to an inability to enforce the request. It is currently recommended. Ann thought that the decision to go to curbside should remain flexible and rest with the library director. Steve asked if the library's HVAC system was up to HEPA standard. Michael said that it was not and that he had made a request to the City to consider using American Rescue Plan Act (ARPA) funds to replace it. Mandi and Tyler added that air purifiers had been added to the children's and teen areas of the library. Motion to approve the updated plan and to allow the library director to make changes to service levels as necessary, Steve; second, Jim. Approved.

Library lockers for holds pickup: The board reviewed information on library lockers and digital access cards. Ann mentioned that patrons seem largely satisfied with holds pickup as it is, except for those who are receiving notification by mail. Michael clarified that patrons have the option of receiving notification via email, text, or mail. Having it delivered by mail cuts into the 7-day timeframe for pickup. Most libraries in the Cooperative Information Network (CIN) now only offer notification by email or text. CIN is exploring ways to give patrons automated phone calls, but it was a consortium level decision. Delaney offered that there might be a user education opportunity to get more patrons set up for email accounts. Steve thought that the cost of mailing patrons was achievable within the library's budget. Given the large cost and logistical challenges in implementing lockers, the trustees were interested in staff pursuing ideas of digital access cards. Katie noted that the CIN's

OverDrive/Libby collection was stretched thin and the issue may be compounded if a large number of new users were to be added. Michael replied that the library is looking to increase the eBook budget for FY 21-22 in an effort to help meet demand. Steve added that CIN's participation in the Idaho Digital eBook Alliance has been useful for broadening access. Katie concluded that a solid marketing plan will be key to the success of the digital access card.

Internet Access Policy review: Michael presented the Internet Access Policy containing additions discussed at the May meeting. The policy now states that internet access is available to all and not limited by library cardholder status, proof of identity, residency, or age. It additionally states that the checkout status of materials on a user's account has no bearing on internet access and guest passes are available for all users upon request. Motion to approve the updated Internet Access Policy, Steve; second, Ann. Approved.

Materials review process: In response to the earlier public comments, the trustees asked Michael to go over the material review process. Typically, the process begins with a verbal response to the patron by either the selector for that part of the collection or the director. If the patron is unsatisfied, they are given a Request to Review Material form. Once the form is completed, the selector and director review the material and provide a written response. If the written response is also unsatisfactory to the patron, a committee of one board member, one staff member and one community member is formed to perform a secondary review of the material. The committee's response may be appealed to board of trustees, who make a final decision. Kiki added that it would be pertinent to confirm the parameters of the board's authority when it came to library collections; Michael will reach out to the Idaho Commission for Libraries for further guidance. Katie requested that the library's Materials Selection and Collection Development Policy, the Material Review Policy, and associated content contained within the Policy Manual be emailed to the board members for review. If necessary, a special meeting with a focus on the policies may be held for educational purposes.

Next regular meeting – September 22, 2021 at 4pm

Adjourned at 5:34 pm

Respectfully submitted,
Michael Priest