



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

June 30, 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
Angela Flock, YA Coordinator
Michael Priest, Director

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

Public Comment: None.

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

Director's report: The library will return to regular hours – Monday-Thursday, 10AM-8PM; Friday-Saturday, 10AM-6PM; Sunday 12PM-5PM – on Tuesday, July 6. The library transitioned back to in-person programming the week of June 14 and attendance was immediately strong. Programs are either held outside, weather permitting, or in the Community Room. Some programs continue to be conducted virtually per the request of participants. Online programming will likely remain a viable outlet moving forward as it represents yet another way to engage the community. The library applied for an American Rescue Plan Act (ARPA) grant opportunity through the Idaho Commission for Libraries. The request included funding for a temporary outreach position at the reference clerk level and 50 additional Early Learning and 21st Century Explorer (STEAM) kits for patron checkout.

Council liaison: Kiki shared that the first city budget workshop had occurred earlier in the day. The city is looking at the potential 2% increase to property taxes to balance the budget, but that still leaves the city needing to draw \$2.2 million from the fund balance. Many departments are asking for more personnel or upgraded positions and these will be discussed over the coming weeks. The Regional Housing and Growth Partnership is turning its attention to a new housing assessment that will measure available stock and land use at a regional level. The hope is that this will provoke conversations that have not occurred previously. The group's previous survey showed that retaining open space is a number one priority on the Rathdrum Prairie and a subcommittee will be formed to research this further.

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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.

Friends: The Friends generously provided funding for Summer Reading Program supplies. Bookstore operations are running well.

Foundation: Holly revealed that a new Muddy has been recruited from among the staff at Figpickels. However, participation in the July 4 parade has been cancelled due to the recent heat wave. The excessive heat would be especially problematic for somebody dressed up in the Muddy suit. The Picnic at the Pavilion author event is scheduled for July 16 at 5:30pm in McEuen Park. Tickets are \$25 and include a voucher for a free beverage.

FY 2021-22 budget update: As Kiki stated, the first city budget workshop occurred on June 30. Katie asked when the process needs to wrap up by. Kiki explained that the high-water mark is set in August and the budget should be ready by September. Katie asked Michael what comes next as far as the library is concerned. He said that there will likely be additional meetings to discuss the FY 2021-22 funding requests.

Lake City and NExA branch updates: Michael detailed the annual schedule and activities of the library's Outreach Services team of two (Reference Clerks Char Beach and Barbara Brambila-Smith). Mandi then presented a potential long-range plan for an outreach for a team of three, integrating regular visits to NExA alongside visits to established outreach partners. Ideas for NExA included; weekly lunchtime learning labs, bimonthly School PLUS visits to offer programming to the children in after-school care, monthly STEM Kits and the training on how to use them, and use of the facility as a summer programming site.

Jim was asked whether the school district would have an issue with NExA receiving more attention than other schools. He responded that there was an instance of a program at Bryan Elementary being denied due to this. Steve suggested that a workaround might be focusing on a particular grade level and implementing the plan at multiple schools. He cited the Kroc Center's swimming program as an example. Jim was also asked if all the schools within the district operate the School PLUS after-school program. He confirmed that most, if not all, do. Questions were raised about the ability to get to multiple schools with the staff on hand. Mandi and Angela replied that it would be possible if the outreach team was expanded and worked in collaboration with the Youth Services Librarian and YA Coordinator. Michael thought that if more schools were added to the rotation, the frequency of visits to each school would likely drop. He added that the exact path forward would be determined in consultation with the school district. Katie wondered if the trustees should wait until contact was made with the school district before approving any changes. Michael said that he was hoping to move forward from this meeting with more direction as recruitment for the vacant reference clerk position was underway. Kiki added that it was a question of having the reference clerk staff the satellite library at Lake City High School or switch to performing outreach duties as described.

Kiki explained that it was the idea of outreach that had led to the partnership with Lake City High School. The goal was never to provide a full-service branch. Based on community feedback, she noted the need for a holds pickup and programming location on the north side of the city in a neighborhood with 6,000 families. Kiki mentioned that a series of remodels and eventually Covid-19 had prevented Lake City from reaching its potential. The statistics were trending in the right direction. Michael added that the statistics peaked around 2018-19. Katie asked whether Lake City could continue as a holds pickup and programming site, adjusting weekday hours to accommodate Saturdays. Michael said that this would present logistical issues for holds delivery and the window of time people would have to

pick them up by. He noted that a current trend was for libraries to introduce lockers in strategic places around the community for holds pickup. Programming had not been successful at Lake City despite repeated attempts. Angela recounted programs by the previous YA Coordinator and herself at Lake City that had experienced very low attendance. Michael was asked how many items were checked out at Lake City every week. Jim assisted by looking back at statistics within a previous meeting packet and found that it was an average of 10-20 per day. Ann added that that could be a single patron transaction as her grandson regularly checks out dozens of items per visit. Jim said that he would like to see further examples of other services that could provide convenient access to library materials such as lockers for holds pickup.

Motion to discontinue the satellite public library program at Lake City High School, Fay; second, Ann. Approved. Motion to reassign the Lake City reference clerk to the library's Outreach Services team, Steve; second, Jim. Approved.

Internet Access Policy review: Michael shared the Internet Access Policy for review with a few minor edits. He additionally went over the library's current procedure of patrons needing either a library card in good standing or a photo ID to access the public computers. Michael said he is considering the option of dropping many of these requirements, but he wanted the board's input first as the city's legal department indicated that the changes may need to be included within the policy. The trustees generally agreed that expanded internet access for all patrons would be preferred. They suggested that a draft policy be put together for the next meeting.

Next regular meeting – August 25, 2021 at 4pm (July 28, 2021 meeting cancelled)

Adjourned at 5:45 pm

Respectfully submitted,
Michael Priest