



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

June 2, 2021

Trustees Present:

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

Others:

Holly Stetson, Library Foundation
Melissa Searle, Reference & Tech Services Manager
Mandi Harris, Youth Services Librarian
Tyler McLane, Circulation Manager
Michael Priest, Director

Call to Order: The meeting was called to order by Board Chair Saylor at 4:05 pm. Board member McCrea was excused.

Public Comment: None.

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

Director's report: The library has been working towards fully implementing its "Yellow" phase on June 1. The lower-level Children's Library and meeting rooms will reopen to the public as well as the upper-level teen and Nelson rooms. A capacity for each collection area has been set and is mostly being managed by having limited seating. The meeting rooms will be limited to one booking per room per day. Another upper-level study room has also been added to the mix. On June 7, the Teen areas and Nelson Room will be reopened. Due to the CDC releasing information indicating that surface transmission was less of a risk than originally thought, Oregon's state library sought clarification from the Oregon Health Authority (OHA). The OHA subsequently recommended that quarantining of materials is no longer necessary. Several CIN libraries stopped quarantining in May while our library lowered quarantine time to 24 hours with a view to phasing it out. On June 1 the library will stop. Staff will still frequently sanitize work spaces and wash hands after handling materials. ICfL will be issuing a \$12,206.35 reimbursement for mobile hotspots purchased to check out to library users between July 1, 2020 and April, 27, 2021. This will assist in balancing the budget and freeing up funds for a one-time purchase of supplies or equipment. ICfL has additionally released a grant opportunity with American Rescue Plan Act (ARPA) funding that the library is considering ideas for that fit the Covid-19 recovery parameters. The library is now participating in the Sustainable Shelves program from our primary materials vendor, Baker & Taylor. The program offers free shipping for weeded or unwanted books. B&T assesses each title and then either reimburses the library a small sum or recycles the item. Since

early April, the library has collected \$424 in reimbursements. Celeste Schulman and Melissa Searle have been overseeing the program down in Tech Services. The popular outdoor Music on Monday Concert Series will commence on June 21 thanks to Char Beach. All concerts begin at 6pm on the McEuen Park side of the library. Barbara Brambila began outreach to the downtown Farmers' Market on May 12. Around 150 people stopped by the library golf cart for information. Engagement has remained strong during the two subsequent visits.

Friends: The Friends held a meeting at the library on May 25. The Second Story Bookstore is back on track, matching pre-Covid monthly earnings. Given the recent rush of donations, ongoing library collection weeding projects, and the introduction of Sustainable Shelves as an outlet, dealing with inventory was the main topic of concern. Melissa and Michael subsequently met with Lorna Wasson and Judy Edwards to go over the changes.

Foundation: Holly reported that the next fundraising event will be July 16 at the pavilion in McEuen Park and will feature 5 local authors. Presentations will include a Q&A session and be around 20 minutes each. A name for the event and advertising are in the works. The Foundation are preparing to participate in the July 4th parade, but are still in need of a person to wear the Mudgy costume. Holly has tried a number of avenues such as family and friends of Foundation board members, local youth theatres and library staff. Tyler offered to advertise the role at the library service desks. Michael will reach out to library student representatives Ali Cranney and Eleanor Walsh. Katie shared that she met with Holly to further build the relationship between the Foundation and the trustees. Katie plans to attend Foundation meetings. She strongly suggests that the trustees be given a supply of Foundation legacy brochures for advocacy purposes.

Reopening Plan: Michael reiterated where the library was at in terms of reopening. He had no recommendations for updating the library's temporary safety guidelines due to Panhandle Health District still having Kootenai County at moderate risk Orange level. The next major development will be adding evening hours and Sundays. Since the library only has limited staffing during those hours, the idea was to monitor the impact of reopening the Children's Library, meeting rooms, teens areas and Nelson Room first. Fay asked about current staffing levels. Michael shared that Rebecca Hardin had recently resigned from the circulation department. Ann said that decisions regarding reopening beyond this point should be made by library management. Katie agreed.

Lake City and NExA branch updates: The trustees and staff reflected on the site visit to NExA and Lake City High School on May 27 at which Katie, Ann, Fay, Melissa, Mandi, Tyler and Michael were present. Michael outlined the barriers to Lake City and NExA working as public library locations. Unless Lake City is remodeled to suit its mixed-use purpose, there are too many logistical challenges for it to function effectively. Given that the Lake City reference clerk position is unfilled and there has now been a 15-month break in services, he felt that this was an appropriate juncture to move on. NExA is the better physical space, but there are still challenges in terms of its location, the lack of room for public library materials and equipment, and the expectation of school district staff to focus primarily on families and children. Michael thought that the library could form an effective partnership with NExA and utilize the space without formally setting up a branch. The Lake City reference clerk position could be added to the outreach team and a combination of outreach and children's staff could provide regular

programming to the students. It could become a pop-up location for after-hours community programs and as a summer activity site. In time, activities could expand to other schools.

Katie disagreed that there was no space at NExA for public library materials and equipment; there was storage space set aside in the work room and carts of adult and YA materials could be rolled in and out. She said that she felt the library has an obligation to try NExA out since the library had been redesigned with its mixed purpose in mind. She noted that the school administration was clearly enthusiastic about collaborating on the project at the site visit. Katie also stated that the intention of the satellite branches was never to provide a full-service library branch; it was a location for materials pick up, some computer access, and programming. NExA focusing on families and children brought a new and obtainable goal to the programming piece, which had been such a struggle to implement at Lake City. Katie saw NExA as being a great location for neighborhood families and children out of school hours if it was marketed correctly. While an outreach plan might work at NExA, other schools are set up differently, so it is difficult to gauge whether outreach can be successfully transferred to other locations.

Based on the experience at Lake City, Melissa felt that several carts of materials would not satisfy patron demand. Considering it from the perspective of a working parent, she added that she could not identify a window in which she would use NExA during the week. It would likely have to be the weekend if that was an option, and her preference would be to go to a full-service library instead. Discussion turned to how enrollment at NExA was made up of students from across the city and that they are all bused off site by 4 pm. Only an estimated 25-30 children lived in the neighborhood. Mandi mentioned NExA has 50% of their students receiving free and reduced lunch. This indicates they are an underserved population. However, since they are bused in from across the city, NExA is not a centralized point to serve those children after school. Schools such as Borah (77.7% free and reduced lunch) and Bryan (63.7%) have larger amounts of students on free and reduced lunch rates. As their enrollment mostly makes up of students living in the neighborhood would make suitable outreach/pop-up locations to reach underserved students both during and after school.

Ann had concerns about the inability to add signage along Prairie Ave and how long it would take until there were additional access points to the school instead of vehicles having to turning off Prairie, onto Moselle and then onto Pronghorn.

Fay sought clarification on staffing. Previous discussion indicated that having two people would offer greater flexibility for branch operations than only one. It had been proposed that a circulation clerk be transferred to the branch to assist the reference clerk. Michael confirmed that this would be the likely method used if staffing levels would allow it. Fay asked if would be possible to staff a single branch with the Lake City and NExA reference clerk positions. Michael confirmed the Lake City position was in the budget for FY 2021-22. However, after preliminary discussions with the city, it was unlikely that that the NExA position would be. Katie countered that city council had previously approved the NExA position but it was withheld from the budget due to Covid and construction delays. Michael added that no agreement had been signed with the school district regarding NExA. The case for adding the position to the budget was not strong with no agreement in place and no further progress on the partnership since early 2020.

Fay wanted more detail about what outreach to NExA and other schools would look like. Tyler presented some outreach ideas that included frequent programs (story times, educational sessions, STEM activities, etc.), pop-up libraries and internet services in the short term, and could incorporate bookmobiles, vending machines and other library equipment in the long term.

Jim said that he thought moving in the direction of a flexible, mobile outreach approach sounded more dynamic than a static branch. He added about how it may no longer be that appealing to the school district, post-Covid, to have a space regularly open to public users that they cannot later trace if needed. He noted that he tried using Lake City, but said he found it just as easy to use Hayden Library and that is what he ended up doing. If the library was to switch to doing outreach at NExA, he would like to see a partnership formed as soon as possible in time for the summer. Fay agreed that the opportunity was there to trial outreach services at NExA for proof of concept. Katie concluded that, if the library were to take that direction, the school district will be wanting a solid plan. Library management will develop an outreach plan to be presented at the next meeting.

Materials Selection and Collection Development Policy & Material Review Policy: Michael presented the updated policies for a final review. Fay wanted more detail about recruitment and role of the community member on the review panel. Melissa shared that she was unaware of any precedent. After some discussion, it was decided that the library could openly recruit members of the public to have on file if ever required. Motion to approve the updated policies, Jim; second, Fay. Approved.

Next regular meeting – June 30, 2021 at 4pm

Adjourned at 6:00 pm

Respectfully submitted,
Michael Priest