



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

April 28, 2021  
Meeting held via Zoom

### Trustees Present:

Katie Saylor, 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  
Madison Hardy, CDA Press  
Mandi Harris, Youth Services Librarian  
Michael Priest, Director

**Call to Order:** The meeting was called to order by Board Vice-Chair Smart at 4:05 pm due to Board Chair Saylor experiencing technical difficulties. Board Chair Saylor joined the meeting at 4:15 pm.

**Public Comment:** Ann acknowledged that Madison Hardy was in attendance.

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

**Director's report:** The library entered April partially in its "Yellow" reopening phase that allows for longer visits and the addition of study tables. The Writing Room has been opened up for private computer use and proctoring purposes. Progress has been made on hiring for the four vacant circulation clerk positions, which will assist as the library looks to reopen the lower level. The Coeur d'Alene School Board's April 19 decision to switch from requiring to recommending masks within schools prompted discussion between Katie, Troy Tymesen and Michael. A collective decision was made to mirror the city and school district in recommending, not requiring, that patrons wear masks when in the building. The Idaho Digital eBook Alliance (IDEA) is now available to patrons. Patrons who use the Libby app will have to add the participating IDEA libraries to their accounts individually. Typing in "IDEA" when adding a new library brings up a list of all the participants – Blackfoot Public Library, CIN, East Bonner County Library District, IDEA by ICfL, Kuna District Library, LIBRI System, Inc., LYNX Library Consortium and Meridian Library District. Patrons who use the OverDrive website have the option of selecting each of these libraries from a new "Partner libraries" menu at the top of the page. Budget planning for FY 2021-22 has come into focus. The budget meeting with City Finance is scheduled for May 21. Additionally, the CIN budget planning process concluded. The library is looking at a very modest \$39.51 increase to its annual fee. The Library recently acquired two STEM focused grants through the ICfL and the Idaho STEM Action Center. One will be used to expand the libraries

range of STEM kits for patron checkout, continuing with themes such as chemistry, engineering, robotics, and coding. The other will be used to purchase the equipment necessary to create a 360° virtual tour kit. The equipment will be made available for checkout to allow patrons hands-on experience with the technology. Staff also anticipate that community partners may find the equipment useful for accessibility and marketing purposes.

**Council liaison:** Kiki shared that the Kroc Center was planning a membership drive and previous discussions had taken place about the library joining in. The library should contact the Kroc Center to see what the possibilities are. The Fire Department has set up a mobile vaccine clinic and it could be offered as a resource to patrons and partners. Kiki stated that the Regional Housing and Growth Issues Partnership prioritization survey is receiving a solid number of responses. The survey and other information can be found at <https://www.kmpo.net/>. Kiki is preparing for the city's budget planning process for FY 2021-22.

**Friends:** The Friends held an in-person meeting at the library on April 27. The Second Story Bookstore made close to its typical monthly income from March 15-31. The Friends were interested in hearing more details about the library's reopening plans, recent events, and what is in the works for the summer.

**Foundation:** Holly reported that the Foundation is co-sponsoring prizes for the 2021 Julie Meier Writers Competition with the Friends. The Mudy & Millie Mobile will be prepped to enter the Fourth of July Festival parade downtown. Plans are underway for a July fundraising event at the pavilion in McEuen Park that features local authors. Praise was given to the Earth Day story walk in McEuen Park. Ann noted the article about it in the CDA Press from April 22. Holly indicated that it was a library sponsored project. Mandi elaborated that it was the work of Lydia Howard (daughter of Sharalee Howard, Tech Services Clerk) and Char Beach, Outreach Services.

**Reopening Plan:** Michael asked the trustees for input to update the library's temporary COVID-19 Pandemic Safety Guidelines within the Policy Manual. The trustees agreed to change the wording of the second article to reflect that masks were now a recommendation for patrons and not a requirement. The ability for staff to ask patrons to wear a mask when providing close contact services was added to the same article. A third article was inserted stating that staff are required to continue wearing masks in public spaces and workrooms. Motion to approve the modified COVID-19 Pandemic Safety Guidelines, Ann; second, Steve. Approved.

Michael also sought guidance on reopening the lower level and the Teen Zone. He explained that plans were being developed that restricted access to the Children's Library to 25 people at one time while the Teen Zone would be capped at 10 people. The meeting rooms would initially be limited to one public meeting per day. Mandi elaborated that the capacity for the Children's Library and Teen Zone had been formulated using a web-based tool that incorporates data from an MIT study about COVID-19 transmission. One concern she had about the Children's Area was ventilation and air flow – none of the windows can be opened and leaving the emergency door open presents a safety risk for children. After discussion on the topic, Katie suggested that Michael seek the specifications of the library's HVAC system. If there is nothing that can be done to improve its MERV/HEPA rating at this time, use of air purifiers should be considered. Kiki recommended that Michael contact Chelsea Nesbit at the Planning

Department to see if any federal COVID-19 related funds were still available. Katie concluded that a future upgrade to the HVAC system should be featured within the library's long-range planning.

**Staffing updates:** Michael shared that Carolyn Emerick, Rhiannon Arriaga, Lukas Schroetlin and Gary Whitby have joined the library as Circulation Clerks. Each started a different week in April.

**2021-22 budget proposals:** The trustees expressed concerns about Michael's proposals for the Services & Supplies budget lines for FY 2021-22 and wished to further explore how they compare to pre-COVID-19 budget years, specifically FY 2017-18 and FY 2018-19. The trustees asked that the position for the planned library branch Northwest Expedition Academy Elementary School (NExA) be added to the budget request. Michael added that he was uncertain on where the NExA project stands. He had not yet received word from school district administration on the status of the branches at NExA and Lake City High School despite repeated attempts. Jim indicated that reaching out to the school board was the next step and Kiki offered to assist. The trustees would additionally like to proceed with management's suggestion to add a stepped pay increase for part-time staff to the budget request. Motion to table the 2021-22 budget proposals until a special meeting can be arranged before the May 21 budget meeting with the city, Jim; second, Ann. Approved.

**Materials Selection and Collection Development Policy & Material Review Policy review:** Michael presented the policies with recommended changes. Melissa Searle, Reference and Tech Services Manager, researched similar policies from a number of libraries and suggested ways to update and streamline both. The trustees accepted the changes while providing several edits. For C. 2., reword the third sentence to read; "The library provides materials to support the information needs and interests of each individual, and does not place a value on one patron's needs or preferences over another's". Add as F. 7.; "Content that reflects the special interests and history of North Idaho". Remove F. 13., "The library does not attempt to acquire textbooks except as such materials also serve the general public" as this is covered by F. 1.; "Suitability of format or physical form for library use". Add the American Library Association's Library Bill of Rights and Challenged Materials Interpretation of the Library Bill of Rights to the appendixes of the Policy Manual if they are not present already. Michael will clean up the document and bring it to the next regular meeting for approval.

Next regular meeting – June 2, 2021 at 4pm

Adjourned at 5:40 pm

Respectfully submitted,  
Michael Priest