



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

March 24, 2021  
Meeting held via Zoom

### Trustees Present:

Katie Saylor, Board Chair  
Ann Smart, Board Vice-Chair  
Steve McCrea, Board Member  
Fay Sweney, Board Member

### Others:

Kiki Miller, City Council liaison  
Holly Stetson, Library Foundation  
Melissa Searle, Reference & Tech Services Manager  
Michael Priest, Director

**Call to Order:** The meeting was called to order by Board Chair Saylor at 4:04 pm.

**Public Comment:** None.

**Consent Calendar:** Ann drew attention to the budget status report and noted a large decrease in tax revenue when comparing March 2021 to March 2020. Michael shared that he thought there could be slight variations from year to year as to when tax revenue becomes available. He will check in with City Finance for any more details. Fay asked why two individual book titles were listed on the transaction report. Michael explained that both were unusual circumstances. One was a replacement charge for an inter-library loan item that was lost in the mail and the other was an item purchased directly from the author. Motion to approve, Fay; second, Ann. Approved.

**Director's report:** The response to reopening has been positive so far. Patrons have expressed their enthusiasm and have been respectful of social distancing guidelines. The children's browsing area (or "Kid Alley") has been set up in the center of the library and contains a rotation of 3,000-4,000 new and popular items. The teen area has undergone several changes that represent an improvement overall. It has 2,000 items on display for easy browsing. The Cooperative Information Network (CIN) has officially joined the Idaho Digital eBook Alliance (IDEA). Once ready, library patrons may add IDEA as a second library to their OverDrive accounts and have access to thousands more eBooks. Staff anticipated that some patrons will be wanting assistance with securing vaccine appointments and have developed informational guides that outline current opportunities.

**Council liaison:** Kiki shared that Council recently approved the Four Corners gateway monument that celebrates equality and human rights. Council is monitoring the uptick in night time crime downtown and are considering penalties for establishments that perpetuate the issue. Kiki is part of a group that aims to discuss a regional approach to the area's rapid growth and provide education to residents. The

group is looking to expand over time and gather input from various stakeholders. Katie mentioned that she rarely hears about impact of growth on the region's public schools, which do not have many contingencies in place that allow them to adapt. Kiki offered that the region is going to have to look at innovative solutions. She pointed towards the library's Lake City neighborhood branch as a way to provide more access while reducing traffic congestion on main thoroughfares.

**Friends:** The Friends held an in-person meeting at the library on March 23. The Second Story Bookstore reopened on March 15 and has done some good business. It is keeping its regularly scheduled hours of Monday-Saturday, 10-4.

**Foundation:** Holly reported that the Foundation is looking ahead to possible fundraising events with social distancing in place. They hope that the warmer months will provide opportunities to do so.

**Reopening Plan:** Michael asked if the trustees had any recommendations or questions regarding the library's reopening plan. Katie asked whether there had been further discussion about reopening the lower level to visitors. Michael shared that two recent resignations meant that the library now had four vacancies within the circulation department. A priority is now to get staffing levels back to a position where both the upper and lower levels can be adequately covered. Fay asked if the upstairs children's area was creating more noise throughout the space. Melissa and Michael replied that it has not been a notable issue so far. No action.

**Staffing updates:** Michael restated that recruitment for the four circulation clerk vacancies is underway.

**Social Media Policy draft:** After discussion, the trustees concluded that the Public Use Guidelines of the city's policy is similar enough in scope that they could be adopted for the purposes of the library. Fay provided edits for the policy's third paragraph. Motion to approve a modified Social Media Policy that incorporates the Public Use Guidelines of the City of Coeur d'Alene's Social Media Policy and changes to third paragraph as suggested by Fay, Steve. Second, Ann. Approved.

**Policy Manual review schedule:** Michael sought clarification on what policy to review next. The trustees agreed to review policies in the order of the Policy Manual's table of contents. The Materials Selection and Collection Development Policy will therefore be on the agenda for April.

Next meeting via Zoom – April 28, 2021

Adjourned at 5:20 pm

Respectfully submitted,  
Michael Priest