



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

February 24, 2021  
Meeting held via Zoom

### 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  
Troy Tymesen, City Administrator  
Holly Stetson, Library Foundation  
Tyler McLane, Circulation Manager  
Michael Priest, Director

**Call to Order:** The meeting was called to order by Board Vice-Chair Smart at 4:03 pm due to Board Chair Sayler experiencing technical difficulties. Board Chair Sayler joined the meeting at 4:10 pm.

**Public Comment:** Michael shared an anecdotal public comment asking if the board would consider adding limited access hours for seniors and at-risk populations during curbside service.

**Consent Calendar:** Motion to approve, Steve; second, Jim. Approved. Katie noted that reading through the staff reports points to all the new services the library continues to add while offering curbside service.

**Director's report:** CIN is proceeding with joining the Idaho Digital eBook Alliance (IDEA). As mentioned previously, it will serve as an additional source of eBooks for patrons through OverDrive. One particularly exciting aspect is the greater breadth in children's and YA content it will provide for not only our patrons but also the Coeur d'Alene School District. CIN is reaching out to ICfL to initiate the on-boarding process. The new reader's advisory service Shelf Help is now up and running on the library's website. Tyler has led the project and recruited staff who are interested in providing patrons with more in-depth recommendations. Patrons can fill out a form through the library website expressing their reading and viewing tastes and interests. Staff will then present a number of titles that match. Developing a reopening plan for the library since Governor Little moved the state to Stage 3 of the Idaho Rebounds plan has been a priority over the past few weeks.

**Council liaison:** Kiki drew attention to Senate Bill 1108 changes the formula by which property tax levies can grow. The city has written a letter stating their opposition that is scheduled to be heard by the legislature within the next week. She urges others who oppose the bill to do so. Kiki has received anecdotal feedback urging the library to reopen even if not that does not include the children's library. Kiki asked for a visual report that compares 2020 stats with the previous year and highlights the impact

Covid-19 had on services. The Parks Master Plan and Comprehensive Plan remain primary focuses for Kiki at this time.

**Friends:** The Friends held an in-person meeting at the library on February 23. One major topic was the annual Shred Day event, traditionally held in the library parking lot around March or April to tie in with tax season. Due to Covid-19 restrictions, finding a vendor to shred documents has been challenging. JD will continue to monitor options. Delaying the event this year is a possibility.

**Foundation:** Susan Nipp is nearing completion of the next Muddy and Millie book that explores Africa. Given the improving public health situation, the Foundation are starting to tentatively schedule fundraising events that might now be achievable. One involves Spokane author Jess Walters. Given that his latest novel focuses on local history, Katie suggested reaching out to some community partners such as the museum.

**Reopening Plan:** Michael presented a reopening plan for March (attached hereto) that closely resembled the “Orange” and “Yellow” service levels previously discussed. Both options were included in the event of the state either remaining in Stage 3 of Governor Little’s Idaho Rebounds plan or moving on to Stage 4 by the time the library reopened. Michael requested guidance on the plan and a reopening date. Due to the Stage 3 plan’s building capacity of 40 patrons, Steve asked who would be counting as they entered. Michael replied that the greeter desk would again be introduced. When the library last restricted the number of visitors at one time, enforcement was not often needed. If it became an issue, the greeter would be in position as a counter. As patrons are also encouraged to limited browsing visits to 30-minutes, Fay asked how that would be managed. Michael offered that it would mostly be a “honor system” but if staff noted a patron who had clearly been browsing in the library longer than 30 minutes, they would be reminded. Fay asked for specific details about mask enforcement. Michael went through the Covid-19 Pandemic Safety Guidelines that accompany the plan and would be temporarily added to the library’s Policy Manual. He said that the greeter position would be the first point of contact for mask enforcement. Patrons who are medically exempt from wearing a mask or do not want to wear one will be given a brochure listing curbside and remote service options. If a staff member sees a patron without their mask on within the building, the staff member could remind them of the policy. Katie asked what the Community Library Network were doing about medical exemptions to wearing a mask. Michael replied that they were also offering curbside and remote services as an alternative. CLN have, however, opened up study rooms at some of their locations in which a patron may use a computer without a mask. Katie asked about keeping a few Chromebooks or other laptops at the ready for same day computer use in the parking lot or at home. Michael said that the library could explore options. Troy noted that he had run through the plan with Michael and would like to offer his support in moving forward with it. Steve recounted that he has been volunteering at the Northwest Specialty Hospital vaccine clinic and feels optimistic given how many people are getting vaccinated in the community. Katie asked Michael for his recommendation. He noted that by March 29, staff who chose to do so will be fully vaccinated. Staff would also need some lead time to make changes to the library that fit the plan. He suggested that March 15 was a possibility. Ann asked about exclusive hours for seniors and at-risk populations – have we looked at them and would they be necessary given that seniors are first in line for vaccines? Tyler replied that the library had previously looked into it and found uptake to be lacking. Steve proposed that language could be added to the motion about considering hours for seniors and at-risk populations if it becomes apparent there is a demand. Katie thought that general language that allows for adjustments could be added

instead. Michael noted that staff could monitor patron feedback on the topic and if there was demand the library would look into it further. Kiki reminded the board that the City's mask mandate had expired. Any mask requirements should closely match the Panhandle Health District's. Additionally, if the PHD mandate was to also expire or be removed, it may change what the library can legally require. While a private organization can require their customers to follow set protocol, there are questions about a public organization such as the library. Jim noted the library is in a unique position of having relatively close quarters for patrons and many high touch surfaces, items, and equipment. Jim asked whether the staff who are waiting to be fully vaccinated would be apprehensive about March 15 and whether accommodations could be made through March. Michael replied that he had received comments suggesting some staff were and management would see what was possible as additional safeguards. Motion to adopt the reopening plan for the library with a date of March 15, Steve; Ann seconds. Approved.

**Social Media Policy draft:** Per his suggestion at the January meeting, Steve said that he is waiting for feedback from the City Attorney over language included in the library's Social Media Policy that may have First Amendment implications. Motion to table the Social Media Policy until the March 24 meeting, Steve; second, Ann. Approved.

**CDAPL Policy Manual updates:** Steve recommended that the phrasing in the preface of the Policy Manual be changed to; *the Library Board is subject to certain policies, procedures, and regulations of the City of Coeur d'Alene (Coeur d'Alene Municipal Code, section 2.44.010)*. Motion to update to the Coeur d'Alene Public Library Policy Manual preface to match Steve's recommendation above, Fay; second, Steve. Approved.

Next meeting via Zoom – March 24, 2021

Adjourned at 5:15 pm

Respectfully submitted,  
Michael Priest

## CDA Library Reopening Plan

### Library browsing and computer access (Stage 3 for Idaho Rebounds)

Hours: Monday-Saturday, 10am-6pm

Capacity: 40 patrons at a time (taking upstairs staff into account)

Time limit: 30-minute visits

Curbside service: Available by pulling into a designated parking space (3-4 spaces depending on demand) and calling or texting

Adult section: Open for browsing

Teen section: Partially closed to the public – a browsing area will be set up

Children's section: Closed to the public – an upstairs browsing area will be set up

Meeting rooms: Closed to the public

Study rooms: Closed to the public

Bookstore: Open – 1 visitor at a time

Computers: 1-hour sessions  
Reference & Information: Available at the service desk and by phone  
Programming: Online with some in-person with social distancing in outdoor spaces  
External book drop: Open  
Internal book drop: Closed  
Quarantining for returned materials: 72 hours

### **Library browsing and computer access (Stage 4 for Idaho Rebounds)**

Hours: Monday-Saturday, 10am-6pm  
Time limit: 1-hour visits  
Curbside service: Available by pulling into a designated parking spaces (3-4 spaces depending on demand) and calling or texting  
Adult section: Open for browsing  
Teen section: Partially closed to the public – a browsing area will be set up  
Children’s section: Open for browsing with limited capacity (at discretion of children’s librarian)  
Meeting rooms: Available for public bookings 10am-4pm  
Study rooms: Available  
Bookstore: Open – 1 visitor at a time  
Computers: 1-hour sessions  
Reference & Information: Available at the service desk and by phone  
Programming: Online with some in-person with social distancing in outdoor spaces  
External book drop: Open  
Internal book drop: Closed  
Quarantining for returned materials: 72 hours

### **COVID-19 Pandemic Safety Guidelines**

To comply with recommendations of Public Health officials on the local, county, or state level, and to assist in ensuring patron and staff safety, the Board of Trustees require that individuals adhere to the following temporary guidelines until lifted:

- a. Do not enter the library building in the event that you are showing symptoms of illness.
- b. All visitors over the age of 3-years-old must wear a face covering that completely covers the nose and mouth when inside the library building, even if they have recovered from COVID-19 infection and/or received one or both doses of a COVID-19 vaccine. Those with medical exemptions will be served by curbside pickup or remotely.
- c. Maintain a distance of 6 feet from staff and patrons who are not members of your household.
- d. Do not enter areas of the library building that have been closed to public access due to safety concerns.
- e. Follow all safety precautions as requested by library staff.

### **Accommodations for medical exemptions**

For those who have medical conditions prohibiting the use of masks, available library services are listed below.

1. Curbside service from Monday-Saturday, 10am-6pm can be used to pick up:
  - a. Requested materials
  - b. Take-home activity and craft kits

- c. Children’s and YA reading challenges
  - d. Printing jobs submitted remotely
  - e. New or lost library cards. Sign up for a new card at <https://catalog.cin.bywatersolutions.com/cgi-bin/koha/opac-memberentry.pl> or call 208-769-2315.
2. To select materials, choose from one of the following methods:
- a. Search for materials on our website at <https://cdalibrary.org/> or directly through the library’s catalog at <https://catalog.cin.bywatersolutions.com/>. Sign into your account to place holds.
  - b. Call the library at 208-769-2315 to have staff assist with searching the catalog and selecting materials.
  - c. Utilize the Shelf Help service on the library’s website at <https://cdalibrary.org/shelf-help/>. Submit your reading and viewing tastes and interests. Staff will present a number of titles that match.
  - d. Fill out a contact form on the library website at <https://cdalibrary.org/locations/email-coeurdalene-library/>.
  - e. For children’s Books & Crafts To-Go, fill out the form at <https://tinyurl.com/cdalibrarybooksandcrafts>
  - f. For a Teen Zone Take-Out Book Box, fill out the form at <https://tinyurl.com/cdateenbookbox>
3. Online services:
- a. Virtual programs for children, teens and adults – check the calendar and learn more details about attending at <https://cdalibrary.org/events/>
  - b. Online resources for information and learning at <https://cdalibrary.org/explore/>
  - c. OverDrive/Libby eBooks and eAudiobooks at <https://cin.overdrive.com/>
  - d. Up-to-date library news and announcements on Facebook at <https://www.facebook.com/CDALibrary/>
4. Computer and internet access:
- a. Request a Chromebook for 1-week checkout through the library website, catalog or by calling 208-769-2315
  - b. Request a mobile Wi-Fi hotspot for 1-week checkout through the library website, catalog or by calling 208-769-2315
  - c. Wi-Fi in the library parking lot is available 24/7
  - d. Remote printing is available at <https://cdalibrary.org/services/printing-services/>. Black and white documents can be emailed to [cdpl-frontave-bw@printspots.com](mailto:cdpl-frontave-bw@printspots.com) and colored documents to [cdpl-frontave-color@printspots.com](mailto:cdpl-frontave-color@printspots.com). Printing can be picked up by curbside service as listed above.

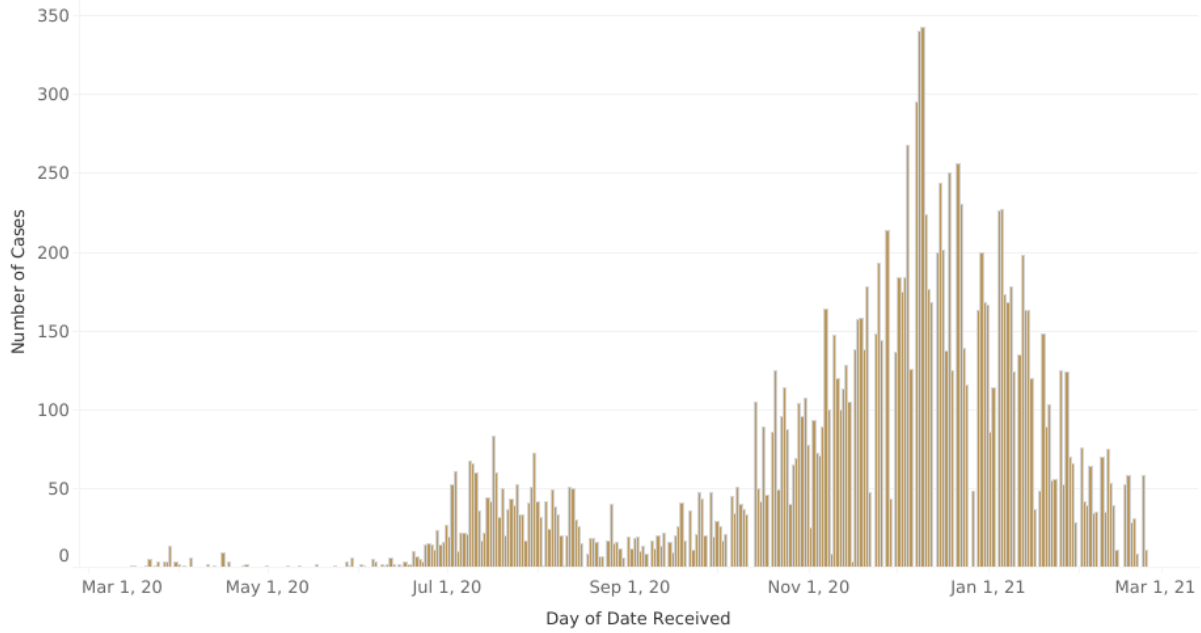
## COVID-19 related data for Kootenai County

Below is data pulled from the Panhandle Health District [website](#) on February 19 that includes the current COVID-19 case count and hospitalization rate. At this stage, both are showing a steady decline.

^ Click the tabs up here for more information ^

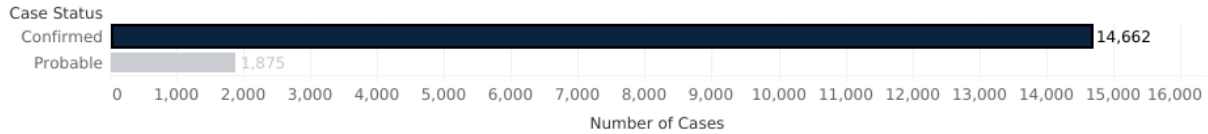
# COVID-19 Case Status

## Total Cases



- Interactive Filters
- Age Group: All
  - County: Kootenai
  - Gender: All
  - Months Displayed on Charts:
    - March 2020
    - April 2020
    - May 2020
    - June 2020
    - July 2020
    - August 2020
    - September 2020
    - October 2020
    - November 2020
    - December 2020
    - January 2021
    - February 2021

## Probable Cases



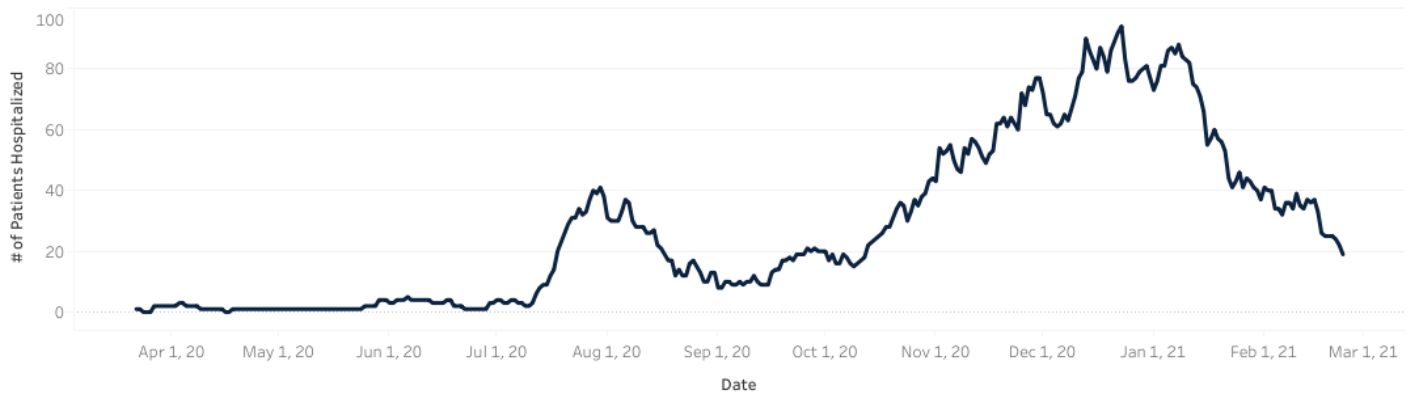
702 E. Front Ave. ● Coeur d'Alene, ID 83814 ● 208-769-2315

Fax: 208-769-2381 ● www.cdalibrary.org ● Library Curbside Service Hours: Monday – Saturday, 10 a.m. to 6 p.m.

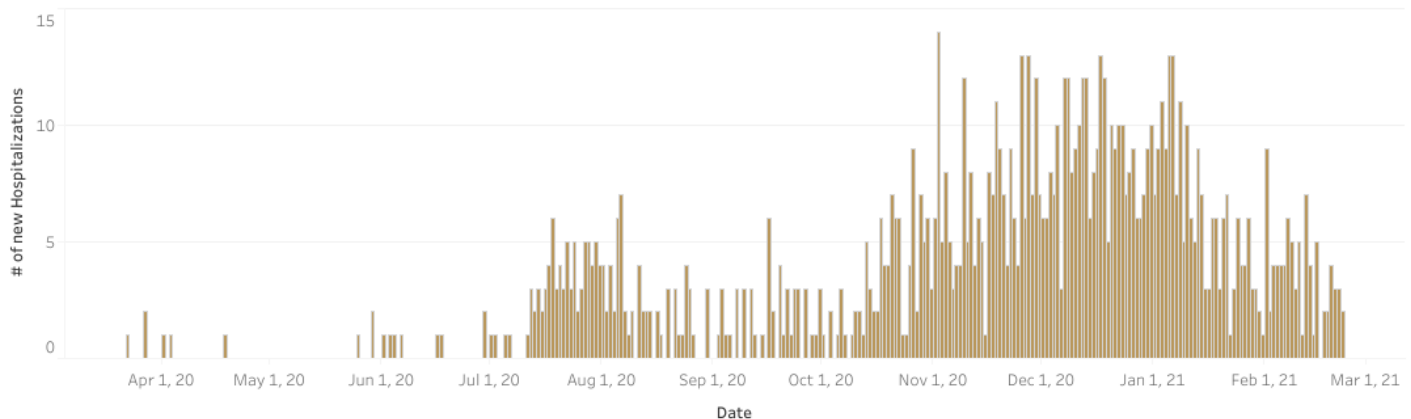
^Click the tabs up here for more information^

## Patients Hospitalized with Suspected or Confirmed COVID-19

Number of Hospitalized Patients by Date



New Hospitalizations per Day



### Reponses to Stage 3 of the Idaho Rebounds plan

Kootenai Health (2/3/21):

The physician consulted pointed to the high volume of touched surfaces the library typically gets when open to visitors – chairs, tables, countertops, computers, materials, etc. While surface transmission is considered less of a risk, there is uncertainty about the more contagious variants that have emerged. The library should consider its sanitizing/quarantining plan for public spaces before reopening. The physician recommended reopening to visitors after staff had received their second dose of the vaccine and waited the 2-week period for maximum efficacy. He additionally recommended retaining the status quo for 2-3 months as more information emerges about the variants, if possible.

Panhandle Health District (2/4/21):

Director Lora Whalen advised to follow protocols from the [CDC](#) and the Governor's [Idaho Rebounds](#) plan (note that public libraries are not specifically mention in any protocol). We should pay close attention the Governor's protocol under Stage 3 for [gatherings up to 50](#). Library workers will most likely fall into Phase 3 of the [vaccine rollout](#) in late March or early April depending on supply and demand.

Idaho Commission for Libraries (2/5/21):

ICfL's perspective is that this represents a continuation of what Idaho libraries have been doing – adopting a wide range of approaches while interpreting guidelines that seem to never include libraries and their staff. The commission are advising libraries look locally to see what is a best fit for the library and community.

Scott Dietrich, Fire Department/Infectious Control Officer (2/5/21):

Refer to [CDC](#) guidelines. Ensure the space is adequately arranged to maximize social distancing. Have face masks and hand sanitizer available to patrons. The PHD Mask Mandate was [renewed on January 28](#) for a further 90 days unless revised.

## Idaho libraries

Community Library Network:

Reopened to [limited in-person browsing](#) and computer use on February 22. Branches will be open regular hours and number of visitors allowed at one time will be dependent on the size of the building. Masks and social distancing required. Curbside service is available.

Boise:

[Limited in-person browsing](#) started February 8. Monday-Friday from 2-6 at the Main Library, Wednesday 2-6 at branches. Limited capacity, 20-minute browsing, face masks and social distancing required. Curbside service and walk-in computer access will be available expanded hours at all locations.

Meridian:

So far continuing with [modified services](#). Main Library is limited to 18 people at a time, Silverstone is limited to 1 person or family at a time plus 4 computer users. Face masks and social distancing required. Self-service browsing, holds pickup, computer lab access, returns through book drops, and study room reservations at Main Library and Silverstone on Monday, Tuesday, Thursday, and Friday 10-6, Wednesday 12-8, Saturday 10-5, Sunday 1-5. Selected services at Tiny Library and unBound. Home delivery available.

Nampa:

Not yet public, but some details can be shared at meeting.

Lewiston:

Reopened on January 27. Regular hours, regular services, social distancing required. Curbside service available.

Moscow:

From February 2, [limited in-person browsing](#) during regular hours. 25-person capacity, 15-minute browsing, face masks and social distancing required. Curbside service available.

## Spokane libraries

Spokane Public Library:

Beginning March 2, will allow limited use of computers for 30-minute appointments. Aiming for a limited “grab and go” check out mid-March.

Spokane County Library:



Limited access and capacity beginning March 8 from 12-6 at all branches. Offering browsing and computer use for at risk populations from 11-12 on Tuesdays and Saturdays.