



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

January 27, 2021
Meeting held via Zoom

Trustees Present:

Steve McCrea, Board Chair
Katie Sayler, Board Vice-Chair
Ann Smart, Board Member
Fay Sweney, Board Member
Jim Windisch, Board Member

Others:

Kiki Miller, City Council liaison
JD Smithson, Communications Coordinator
Melissa Searle, Ref & Tech Services Manager
Michael Priest, Director

Call to Order: The meeting was called to order by Board Vice-Chair Sayler at 4:02 pm due to Board Chair McCrea experiencing technical difficulties.

Public comment: Michael shared an emailed public comment dated December 12. The patron believed that the library was lacking clear parameters for reopening to visitors. They additionally thought that the library should consider other service models, such as a book mobile, during the pandemic.

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

Director's report: Jim has been reappointed to a new library board term. The term was adjusted to align with Coeur d'Alene Municipal Code section 2.44.015, which has terms terminate on September 30 of the appropriate year. The library has seen its highest daily totals so far for curbside services during January. Two new collection items were added; the set of 10 Chromebooks and 27 Binge Boxes. Each Binge Box carries a set of themed DVDs and include titles such as the complete series of The Office, a selection of Jane Austen movies, and the Star Wars film collection. The annual statistical report was submitted to the Idaho Commission for Libraries. Michael asked if the trustees would like to be emailed a copy of the submission and the trustees agreed. The library is making preparations for the annual Julie Meier Writer's Competition, now in its 32nd year, by reaching out to sponsors and judges. While it was initially thought that there would be delays, it is now on track to match a similar timeline as previous years. CIN is considering joining the Idaho Digital eBook Alliance (IDEA). IDEA is supported by the Idaho Commission for Libraries in collaboration with OverDrive. If CIN were to participate, IDEA would serve as an additional source of eBooks for patrons through OverDrive's Libby app. CIN would share parts of its OverDrive collection and receive access to collections of other participating Idaho libraries in return. A driving philosophy behind IDEA is to accumulate more children's eBook content available to schools. Schools can access IDEA content through OverDrive's Sora app. The Coeur d'Alene School District has joined. Two more "Ready, Play, Learn Centers" were added at the Laundry & Dry

Cleaning locations on Haycraft Ave and Hayden Ave. Funding for the centers was provided by the Idaho Commission for Libraries as part of a statewide initiative. This received some recent media attention.

Council liaison: Kiki had followed up with Steve about whether the library contributed taxpayer dollars to the Ready, Play Learn Center that was set up in Hayden. She noted that this is an example of something constituents will ask questions about and any information ahead of time would be appreciated. Council is closely following the proposed bill in the Idaho Legislature that will cap tax increases allowed from new construction. Kiki will be attending a meeting to discuss the Coeur Housing Code and neighborhood compatibility. Council will be holding two workshops on February 1 and 8 that relate to the City's Comprehensive Plan. Sherman Square Park is now public property. Kiki attended a webinar on open meeting laws, which drew attention to protocol for public meetings via electronic means. Technical difficulties should be noted in meeting minutes. Participants should use video, including those giving public comment.

Friends: The Friends held an in-person meeting at the library for the first time in several months. It was an opportunity for JD Smithson and Michael to be introduced to the group. Budgetary considerations were the main focus of the meeting, particularly with the Second Story Books bookstore having been closed since the library went to a curbside service model on October 23. There was also discussion about boxing up and removing weeded titles from the library's collection.

Foundation: The Foundation meeting was rescheduled for the same date and time as the board meeting.

Reopening report: Following up on a request from the December 2 meeting, Michael presented the possibility of adding Sunday hours to the curbside service schedule. It is possible; however, he noted a few factors to consider. Curbside service sees a marked drop off in use on a Saturday from 10am-6pm. Sunday from 12-5pm is likely to see even less volume. In addition, introducing Sunday hours could lead to tighter staffing coverage moving forward. The library recently experienced some challenging weeks due to multiple absences while on the Monday-Saturday, 10am-6pm schedule. Steve said that this explanation answered his questions on the matter. No action.

Personnel: The reference clerk/branch manager position for the proposed NExA branch was not included in the FY 20-21 budget. Katie noted that the board were previously aware of this.

Lake City Public Library reopening: The library has not received any further information on when Lake City Public Library may reopen. The branch manager position is currently being left unfilled for budgetary considerations.

Update to bylaws concerning public comment: Michael shared the updated Board of Trustee Bylaws with a new section (7) added to Article 5 pertaining to public comments during meetings. Steve asked if written or oral comments could still be submitted to the director after noon of the day before the meeting. Michael replied it was possible and the noon deadline outlined in the section was more a guideline than a rule. Motion to approve adding Section 7 to Article 5 of the Board of Trustee Bylaws, Ann; second, Katie. Approved.

Social Media Policy draft: Michael sought approval for the draft of the library’s Social Media Policy. Steve expressed some concerns about the library retaining the right to remove content while also being a public entity. Katie and Ann noted that it mirrors similar language in the City’s Social Media Policy Public Use Guidelines, which is attached to the library’s policy. Fay proposed that the term “limited public forum”, as written in the City’s policy, may have some legal significance. Fay also thought that the first two sentences of the library’s policy needed reworking, perhaps to also include the term above if it is relevant. Steve will follow up with the City Attorney and report back at the February meeting. Motion to table the Social Media Policy until the February 24 meeting, Katie; second, Jim. Approved.

CDAPL Policy Manual updates: Per Katie’s suggestion at the December 2 meeting, a line was added to the preface of the Policy Manual to indicate that the library also follows city policies, procedures and regulations. City Legal suggested it make reference to Coeur d’Alene Municipal Code, section 2.44.010. Steve thought that the wording of the addition could be improved upon. He will also discuss this with the City Attorney and report back at the February meeting. Michael proposed that the Policy Manual be reviewed, section-by-section during future meetings as time allows. The trustees agreed. Motion to table an update to the Coeur d’Alene Public Library Policy Manual preface until the February 24 meeting, Jim; second, Ann. Approved.

Election of officers: Steve nominated that Katie and Ann be accepted unanimously as Chair and Vice-Chair respectively. Steve was thanked for his service as Chair over the past year. Motion to approve Katie Saylor as Board Chair and Ann Smart as Board Vice-Chair, Fay; second, Jim. Approved.

2020 Annual Report: JD created a 2-page Annual Report that offers a snapshot of library statistics and events during 2020. The intention is to share it with trustees, City Council, the Foundation, the Friends and other interested groups. Katie suggested Michael and JD work on putting together an annual report in a visual format to be presented at a Council meeting. Kiki noted that it would also be a good way for the information to also reach residents.

Next meeting via Zoom – February 10, 2021

Adjourned at 5:00 pm

Respectfully submitted,
Michael Priest