



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

December 2, 2020
Meeting held via Zoom

Trustees Present:

Steve McCrea
Fay Sweney
Katie Sayler
Ann Smart
Jim Windisch

Others:

Kiki Miller, City Council liaison
Holly Stetson, Library Foundation
Mandi Harris, Children's Librarian
Tyler McLane, Circulation Manager
JD Smithson, Lake City Branch Manager
Michael Priest, Director

Call to Order: The meeting was called to order by Chairman McCrea at 4:02 pm

Public comment: Michael shared two emailed public comments dated November 5 and November 12 that shared the belief that the library, as a tax-funded entity, should continue to allow visitors inside the building with safety measures in place.

Consent Calendar: Motion to approve consent calendar with adjustment to date categories in the statistical report to more clearly reflect the fiscal rather than calendar year, Ann; second, Jim. Approved.

Director's report: The early part of November involved fine-tuning the curbside service model. Feedback from those using the service has been very positive overall. Sharepoint was launched as a communication tool for staff. It includes an event calendar, announcements, discussion board, helpful links and a frequently used document repository. Two new databases to our online resources that feature a wide range of recipes; A to Z Food America and A to Z World Food. They can be found on the library website. The Friends of the Library and Library Foundation both kindly agreed to fund technology items for the library. The Friends will fund a replacement 3D printer while the Foundation Will fund a batch of Chromebooks for patron checkout and a new case to house the library's 3D printers. JD Smithson, Lake City Branch Manager, was selected as the library's new Communications Coordinator after two rounds of interviews. She will officially start her new role on December 16.

Council liaison: Kiki updated council with the library's ongoing services and the Foundation's "Mudgy and Millie" merchandise drive. The Arts Commission has received online submissions for the Four Corners Gateway art pieces. Council has been busy discussing the disposition of Atlas Waterfront

Project property. There may be an opportunity to update the library's lower-level water fountain with a bottle filling station using CARES Act grant money.

Friends: There was no Friends meeting in November and the bookstore remains closed during curbside services. Michael has been in touch with Treasurer Julie Westbrook about funding requests and the budget.

Foundation: The library's funding requests were approved. A Square site for Mudgy and Millie merchandise was launched. The Foundation are on the lookout for a new performer to take on the role of Mudgy at events. The FY 2021 was a major discussion item at the last meeting. Legacy brochures are assisting in getting the Foundation's name out into the community. The annual Sing-a-long with Santa had to be canceled.

Reopening report: Steve noted the current COVID-19 case count and Kootenai Health's hospital admissions. While he respects the public comments at the top of the meeting, the local situation regarding the pandemic has become worse overall. Michael went through the updated Pandemic Service Levels and Library Staff and Covid-19 plans, highlighting the additions suggested at the October 28 meeting. The main talking point was the minimum staffing levels detailed in the Library Staff and COVID-19 document. The daily minimum staffing level for the library is estimated to be 5 staff to cover reference duties and 3 circulation staff to process returns and deliveries, for a total of 8. The weekly minimum staffing level is estimated to be 7 staff to cover reference duties and 7 circulation staff to process returns and deliveries, for a total of 14. Library management calculated these staffing levels with the current curbside services in mind. The trustees recommended also calculating the staffing levels for when the building is open to the public. The board discussed offering curbside services on Sundays. It was left to the discretion of library management. Michael will discuss the possibility of scheduling Sunday hours with supervisors.

Lake City Public Library reopening: The library has not received any further information on when Lake City Public Library may reopen. JD was granted access to collect a number of patron requests earlier in the week. The ability to place holds on LCPL items has subsequently been disabled in the library catalog.

Issues raised from ICRMP training session: Michael shared that the library would fall under the city's Records Retention Manual, which is currently being revised. The manual distinguishes permanent, semi-permanent and temporary records, and the various processes associated with each. Public record requests are managed by the city through a dedicated online platform called GovQA. Through the city's website, users can sign up to an account on GovQA and submit requests electronically. Requests can still also be made by letter or in person. If the library was to receive a record request, the Director would work closely with the City Clerk to fulfill it. Kiki added that all requests are vetted by the City Clerk and City Legal before being released. Katie recommended that library policies be updated to reflect that city policies may apply to certain operations of the library, such as public records. Michael will follow up on how this could be done before the next meeting. A section was added to the Board of Trustee Bylaws addressing public comments during meetings. Michael asked whether public comments should pertain to agenda items being discussed or whether it should be open to any and all comments. The trustees agreed that it should be the latter. Kiki suggested researching open meeting law for more

guidance on managing public comments. Michael will bring the amended Bylaws to the next meeting for a vote.

Social Media Policy draft: Michael sought input from the board on the library's draft Social Media Policy with the City's Social Media Policy Public Use Guidelines attached. One uncertain aspect of the policy was who would ultimately be responsible for approving new social media platforms for the library. The trustees agreed that it would be the library's Director, IT Coordinator, Communications Coordinator, and the City IT department. Michael will bring the amended policy to the next meeting for a vote.

Next meeting via Zoom – January 27, 2021

Adjourned at 5:20 pm

Respectfully submitted,
Michael Priest