



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

October 28, 2020

Meeting held via Zoom due to the Covid-19 pandemic

Trustees Present:

Steve McCrea
Fay Sweney
Katie Saylor
Ann Smart
Jim Windisch

Others:

Kiki Miller, city council liaison
Holly Stetson, foundation
Mandi Harris, children's librarian
Tyler McLane, circulation manager
Melissa Searle, reference & ts manager
Michael Priest, library director

Call to Order: The meeting was called to order by Chairman McCrea at 4:06 pm

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

Director's report: Michael recounted his first few weeks at the library. His first priority was gathering information on Covid-19 protocol for the library and staff and creating plans to guide decisions. He met with the majority of staff one-on-one to gain a better perspective of their roles, areas of the library to improve, and any ideas they may have moving forward. One outcome of these meetings was the need for communication tools beyond email, which led to some initial ideas for using SharePoint. The switch to curbside services dominated the most recent week. Since October 23, curbside delivery has been in high demand. All staff are pitching in to collect materials and deliver them to patron vehicles. Reference & Information services are available by phone or email and still include printing, faxing and 3D printing via curbside. The full schedule of online children's and teen programming continues. Arts & crafts activity kits for children and families have seen in a surge in popularity.

Council liaison. The trustees thanked Kiki for her leadership in passing Resolution No. 20-059 concerning masks. Kiki shared that Council had a lot of regular business going on besides Covid-19, but one that is related is a successful grant application to support local arts organizations while events are canceled. The grant has allowed the City to fund four applicants for a total of \$100,000. Kiki asked for an abstract of the library's Covid-19 current service levels for Council.

Friends. There was no Friends meeting in October. As a result of the library's switch to curbside services, the bookstore is currently closed. Peggy Appleman, Friends president, reached out to Michael asking him to send funding questions via email for discussion and approval.

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

Fax: 208/769-2381 ● www.cdalibrary.org ● Library Hours: Monday – Thursday, 10 a.m. to 8 p.m. Friday and Saturday, 10 a.m. to 6 p.m. Sunday, Noon to 5 p.m.

Foundation. Michael attended the Foundation meeting and was generously told to submit a wishlist for the new fiscal year. Holly reported that the videos of Susan Nipp and Mudgy reading the Mudgy and Millie books are available on Mudgy and Millie website and YouTube. Foundation events are generally on hold, although an online sales platform for Mudgy and Millie books is being planned in time for the holidays. Communication with donors continues frequently during time. Holly has made progress with legacy brochure for folks who may want to leave the library foundation in their wills.

Reopening report. Michael went through the Pandemic Service Levels and Library Staff and Covid-19 plans. The hands-on experiences of recent weeks prompted discussion of potential changes to both documents. The first was a suggestion by Michael to set service levels on a monthly basis and update the Pandemic Service Levels document accordingly. The hope is that this will give patrons some consistency and allow the library to plan, schedule and advertise with a greater degree of certainty. The second was for the possible need to clean the library in the event of Covid-19 infection among staff. To indicate this, Jim provided the following word change to the Library Staff and Covid-19 document on page 4: "Close off areas and equipment known to be used by the infected person, even if this requires closure of the library". The third was a suggestion by Katie to determine minimum staffing levels in the event of a large number of absences and add this information to the Library Staff and Covid-19 document. Motion to approve the Pandemic Service Levels and Library Staff and Covid-19 plans with discussed changes, and for library management to make future changes to the plans as necessary, made by Katie; second, Ann. Approved.

Lake City Public Library reopening. The library has not received any further information on when Lake City Public Library may reopen.

Personnel. Interviews for the Communications Coordinator position are scheduled for November 2.

Issues raised from ICRMP training session. Fay attended the ILA Conference 'Trustee Day' training sessions remotely on October 9. One session that stood out was presented by the Idaho Counties Risk Management Program (ICRMP). It detailed the need for libraries to consider policies for record retention, public record requests and public comment sections during board meetings. Fay contacted Michael with this information. He found that the library likely falls under the City's policies for record retention and public record requests and is waiting to hear back on a confirmation. A policy for public comment sections is something to be added to the Board of Trustee bylaws. Jim supplied some sample wording from the school district on public comment sections. Michael will adapt these and present a draft at the next meeting.

Next meeting via zoom – December 2, 2020

Adjourned at 5:24 pm

Respectfully submitted,
Michael Priest

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