



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

September 23, 2020

Meeting held via Zoom due to the Covid 19 pandemic

**Trustees Present:**

Steve McCrea  
Fay Sweney  
Katie Saylor  
Ann Smart  
Jim Windisch

**Others:**

Holly Stetson, foundation  
Mandi Harris, children's librarian  
Michael Priest  
Tyler McLane, circulation manager  
Melissa Searle, reference & ts manager

**Call to Order:** The meeting was called to order by Chairman McCrea at 4:04 pm

**Consent Calendar:** Motion to approve, Ann; second, Jim. Approved. Steve noted that it looked like there might be a surplus in this year's budget. There likely will be some surplus as some funds, for example materials (shown as adult books) or office supplies, will not be spent out by October 1.

**Director's report:** Melissa shared some great patron interactions we had last month, including a patron who so appreciated the evening concerts Char has been facilitating each month that they made a \$300 donation as a thank you. Char also helped a patron find an article in the CDA Press from the 1970s that allowed the patron's mother-in-law to obtain life insurance and pension benefits that she previously was unable to receive- pretty life changing! On a less positive note, we had some database challenges this month with our Chilton automotive repair database- we will have no stats for usage for this database from September 8 through the end of the month due to the vendor Gale performing some upgrades to and consequently breaking the authentication that allows us to collect those stats. Good news is that patrons are still able to access the resource through ICfL's lili.org website. More good news- a 2.5% COLA was approved for staff so they should see that go into effect October 1. We also received word that the mayor approved Katie's reappointment to the library board. Tyler noted that the school board voted on Monday to remain in the orange risk level category, which means we are not able to open the Lake City branch library as expected. Mandi also shared that she has launched a new website for pre-school and early learners that offers extension activities for her storytime programs, as well as featuring regular videos and blog content from Brenda Gradin, who has many years of experience teaching in the classroom as well as homeschooling. Mandi has also curated some exciting Stem and art kits that will circulate soon. Steve asked for more information about Mandi's presentation to the Kiwanis and their

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offer of financial support. She said Holly has connected her with grant information and Mandi is working on one for a children's garden that would be located outside the children's department, as well as looking into opportunities with United Way. Steve also asked about the Idaho Commission for Libraries Family Reading week and opportunities there-Mandi confirmed that she will be applying for support materials available through them October 1. She also noted that stats for the children's programs may look a bit different next month because she is changing some programs over from a live stream on Facebook to a zoom format. Steve asked for clarification on what the holds needing attention report is that Tyler mentioned in his board report. Tyler explained that it's essentially a report that shows us any items that a patron has requested that is unlikely to be filled, either due to the item being long overdue, missing, damaged, etc. He then does some investigating to determine if we need to replace the item, offer interlibrary loan as an alternative, or otherwise find the material for the patron. Steve also noted that there would be interest in Tyler sharing any ideas in the future that he gleaned from the recent virtual Library Advocacy and Funding conference he attended. Tyler will look into sharing resources and/or summarizing some of the ideas he came away with. Fay noticed that Christopher's report mentioned replacing old staff laptops and wonders if they have webcams and if the new laptops will? Tyler confirmed that the older ones do have cameras but they may be a bit clunky since they are quite old now. The new ones will have webcams as well. Fay suspects that this is likely to be something that with so much happening on zoom and online now, patrons will expect this feature to be available in the future to them as well. Tyler noted that we are interested in continuing a hybrid type of programming too, where patrons have virtual access to programs even when they are held in person. Katie thought this could also be applicable to the Pageturners book club for people who might not be able to attend in person.

**Friends.** Tyler reported that the Friends are wrapping up their fiscal year. The bookstore continues to take in close to \$1,000 per month, which is impressive given Covid's effect on our patron count.

**Foundation.** Holly reports that they decided to film (with Jeff Crow's help) Susan Nipp and Mudgy reading all three of the Mudgy and Millie books. They are still in the editing process but hope to get those out on the library and Mudgy and Millie websites, as well as Facebook and youtube. She does not anticipate a Christmas Mudgy and Mille event this year due to Covid concerns. They are still seeing some donations come in from their annual campaign that was launched a couple of months ago. Holly is also working on a legacy brochure for folks who may want to leave the library foundation in their wills.

**Reopening report.** Library staff advises that the teen rooms, study rooms, children's department, and meeting rooms remain closed. We haven't seen the sustained decline of Covid cases or hospitalizations that would allow us to confidently reopen any of these spaces safely. Keeping the greeter position staffed has helped with behavior concerns and it seems to also increase the number of people in the building following the mask guidelines. Katie made a motion to approve continuing to keep these spaces closed and the greeting position staffed for the foreseeable future, seconded by Fay. Tyler also noted the concerns we have heading into cold and flu season and how that might affect staffing if we have multiple staff quarantining and/or waiting on Covid test results. Katie mentioned that results for a Covid test can be received as quickly as 10 hours in some cases. She also notes that it's possible with many more people wearing masks that this may help with the spread of colds and the flu. Steve believes that if staffing becomes an issue that it's not necessarily within the purview of the board to

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manage that. Fay notes that the board will happily support staff if adjustments need to be made to accommodate staffing issues.

**Budget.** Motive to approve and accept the budget for 2020-2021, made by Katie, seconded by Ann.

**Personnel.** We interviewed several promising candidates for the cataloging technician position and have hired Celeste Schulman for the position. She starts Monday! She has worked in libraries for over 10 years and has her MLIS. She most recently worked for the Spokane Symphony Orchestra as their music librarian. We have updated the Communications coordinator position description to place a greater emphasis on marketing, social media content creation and graphic design skills. We are hoping to begin recruiting for this position as soon as we have HR approval. We also had a new circulation clerk start in September, Catherine Stafford, whose background is in teaching English, most recently for several years abroad. Katie suggests we think about how to introduce Michael to the community, perhaps a video done with Jeff Crow to then share with the Chamber of Commerce, Kiwanis, Rotary, etc. All in agreement this would be a good idea. Tyler suggests a virtual q & a event after Michal has had some time to settle in a bit.

**Lake City Public Library reopening.** On Monday, the School board voted to remain in the orange category. Lake City will remain closed at this time, the next board meeting to reassess has not yet been scheduled.

**2020-2021 holiday observances.** Motion approve, Ann; second, Katie. Approved.

Next meeting via zoom – October 28, 2020

Adjourned at 5:04 pm

Respectfully submitted,  
Melissa Searle