



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

July 29, 2020

Meeting held via Zoom due to the Covid 19 pandemic

Trustees Present:

Fay Sweney
Katie Saylor
Ann Smart
Jim Windisch

Others:

Melissa Searle, reference & ts manager
Bette Ammon, director
Holly Stetson, foundation
Mandi Harris, children's librarian
Tyler McLane, circulation manager

Call to Order: The meeting was called to order by Vice Chairman Saylor at 4:08 pm

Consent Calendar: Motion to approve, Ann; second, Fay. Approved. From Ann – congratulations to Char and Mandi and thanks for keeping the community involved with activities and stories. From Fay – how is the budget doing? Some line items are nearly spent. Bette noted that this time in a fiscal year it's common to see budget lines mostly expended. There is still more than enough money in the supplies and materials budgets and obviously there will be personnel savings.

Director's report: Various tasks have been divided up among staff. For the board packet Melissa will be in charge of the agenda, Tyler will compile staff reports, Brenda will be pulling together financial reports, and Christopher will develop statistics report. Note that the IT team of CIN recently purged a number of inactive patrons so the board will see a dramatic change next month with that statistic. David will be taking over the comment board.

Bette noted that the first few days of enforcing the county wide mask mandate has been easier than expected. The library has a stationed greeter at the front door who is handing out masks if patrons don't have one. We're also offering curbside to those who can't or won't wear a mask but, of course, are honoring the "medical" exemption along with the six-foot social distance caution.

Council liaison. Kiki could not attend but asked Bette to note her involvement with the "Wear a Mask" campaign. The grant she has been working on for the arts community was approved by ignite. There will be a one time bridge grant for facilities/royalties available to the local performing arts groups to aid in their survival through this shut down.

Friends. The Friends had their first meeting since February and physically distanced their seating in the community room this week. They presented Bette with a lovely basket of gifts and serenaded her with an original and meaningful song. The bookstore is doing well with over \$800 in sales last month.

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. ● Library Director: Bette Ammon

Foundation. Holly noted that she's still working on grants. The foundation cancelled their August event and are undecided about the Muddy and Millie birthday event in September. They've pushed up their annual "ask" campaign usually held in November and are sending out a card featuring Bette's grandson Max reading along with what the foundation board is reading on the back. The newest Muddy and Millie book will be completed in November; the illustrator has had lots of time to work on it.

Reopening report. Library use continues to increase. Patrons, for the most part, are honoring physically distancing. Computers are still limited to 2 hours a day and are mostly full. Our blinking yellow plan is still in effect with teen rooms, study rooms, children's department, and meeting rooms still closed. Given the continuing infection rates, library staff would like to keep this status for August and potentially September depending on circumstances. Motion to approve keeping the downstairs and teen areas closed through August with staff deciding on September later in August, Ann; second, Fay. Discussion – if the library staff sees the need to go back to curbside there is board support for that. The board does not want to endanger staff or patrons and recommends contacting Panhandle Health for advice. Motion approved.

Director recruitment. Motion to approve the hiring of Michael Priest as library director with a start date of October 1, Jim; second, Fay. Approved.

The board is thinking about how they want to introduce Michael to the staff and community in this strange no-events times. Suggestion to introduce him at a city council meeting which will be televised. David is working on a press release and biography. Jim suggested that maybe Michael could make an introductory video to share? Katie will ask him if he's comfortable with that.

Budget. City Council continues to fine tune budget examination but it appears as though the library budget is intact and Troy assured Bette that he doesn't see that changing. The new reference clerk position to staff the new school/public library space is not in the budget but both Troy and Kiki feel as though funding that position to start January 1, 2021 will work given retirements coming. Bette mentioned that it's unlikely that the new school will be ready for us this fall anyway. Jim mentioned the phased plan the school board will be considering next week and it may call for limiting outside visitors. That could have implications for Lake City as well.

Council will continue discussing the budget with their final approval in September. The library budget will likely be finalized for board approval next month.

Interim director. Motion to name Melissa Searle and Tyler McLane as interim co-directors from August 1 – September 30, Fay; second, Jim. Discussion – will there be a stipend? Bette says yes. Approved with many thanks and reassurances of complete board support. The board acknowledges adding all these responsibilities on to existing workloads, particularly during these times, won't be easy and they are grateful that Melissa and Tyler are willing to take this on.

Next meeting via zoom – August 26th at 4pm.

Motion to adjourn, Ann; second, Fay. Approved.

Adjourned at 5:05 pm

Respectfully submitted,
Bette Ammon

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