



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

June 24, 2020

Meeting held via Zoom due to the Covid 19 pandemic

Trustees Present:

Steve McCrea
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
Kiki Miller, city council liaison

Call to Order: The meeting was called to order by Chairman McCrea at 4:11 pm

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

Director's report: Our current open plan seems to be working well. The children's department staff brings new items upstairs constantly and all staff are happy to retrieve books from downstairs. Patron flow is steady but not overwhelming.

We did have a leak in one of our sprinkler heads and city maintenance is clearing out a blocked drain.

Christopher just completed adding an overdrive tab to patron accounts in Koha. From there patrons can log directly into overdrive and see their holds and checkouts as well as browse for and check out/download an item. Steve tried it on the spot and is impressed.

Council liaison. Kiki reported that she was part of a Human Rights Education Panel Juneteenth discussion. She noted that the questions were good and the discussions were civil. Provided were tips on talking about racism. She attended a city meeting held for council to prioritize projects for the sunset of the lakeside urban renewal district which will close in less than two years. Those boundaries include Sherman to midtown, out to Riverstone and part of the new Atlas Park. Kiki reminded the board that the next council budget meeting is July 8. The first session held on June 8 turned out to be 5 hours long. She said that all city departments need to be prepared that requests will not be funded. Question for Bette – do we review and analyze programs regularly to determine if time spent planning them justifies the number of participants? Are we evaluating staff to see if some positions could be merged? Are we duplicating programs that are offered elsewhere in the community? Bette noted that we do annual evaluations of staff and continual evaluations of programming. If a program is not drawing participants, it is dropped or changed. As for merging positions, she answered that we never have enough staff to accomplish the tasks we need to for this growing community even though staff are always streamlining procedures. Most staff would like to be adding more programs to reach more patrons and do not have capacity to do so. We would have to give up programs if we lost staff. Kiki mentioned that other

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

departments are modifying programs so they can accomplish more with less time. The Building Department, for instance, is doing video inspections and saving driving time for inspectors. Council members will be looking at job costing. Katie noted that our online programs are gathering more views indicating that library programs are more desirable than ever.

Kiki talked about the 4th of July activities. She'll be in the parade. There will be a carnival in the park, no fireworks, triple the police presence of last year. Police will be concentrated on public safety and enforcing no alcohol in the parks.

Friends. The Friends have not met the last few months but hope to next month. The bookstore is open.

Foundation. Holly reported that the board met two weeks on the president's patio. They're planning an event called "Authors under the Stars" to be held on August 21 in the pavilion in McEuen Park. They plan to feature local authors Steve McCrea, Mary Lou Reed, Robert Singletary, and Bill Wiemuth. Holly has received two Idaho CARES grants for the library. \$1000 for five additional hotspots and \$2500 for more ebooks. Susan Nipp is working on the next Mudgy & Mille adventure book. The illustrator is hard at work as well and the book will be out in early 2021. The Mudgy & Millie mobile will not be in the parade this year.

Reopening report. Library staff are continuing with the blinking yellow portion of the plan. Patrons are not overcrowded and we seem to have enough computers. As of Monday, we extended the use limit to 2 hours per day per patron and that's working well. Bette estimates more than half of the patrons coming in are not wearing masks. Staff are wiping down surfaces and keyboards every hour. We are cognizant of the growing number of infections in our area and understand that the governor may extend stage 4 of the Rebound Idaho timeline. If that's the case, we're reluctant to entirely go to our green stage which would involve booking all the meeting rooms and opening the children's department. Allowing small meeting room use is problematic since individuals could not safely distance themselves. Mandi talked about keeping a close eye on Panhandle Health; she noted that the Boys & Girls Club in Post Falls closed because they had an individual who was diagnosed with Covid. She's created a checklist for opening the children's department, if we choose to go ahead with that. Katie said she agrees about keeping the small meeting rooms unavailable and she would be comfortable with not opening the children's department given the age group of young parents with infections is growing. The board is comfortable with staff making the right decision on this and an emergency meeting can always be called if need be. Jim remarked that there are many opportunities outside for small groups of people to meet so closing our small rooms shouldn't create too much of a hardship.

Budget. Bette met with Troy this week and like Kiki, he talked about a revenue shortfall. The council will set the high-water mark at their next meeting. Troy said it's unlikely that any department will get additional personnel requests. As Bette told Troy, the library won't be able to open the branch library at NExA - the new elementary school - unless we have the additional personnel. It's important that the school district is aware of our plans if we have to postpone opening the branch. Jim said it is unclear exactly what kinds of scheduling will be in place in the fall. Schools are waiting for guidance from the state. Kiki urged that we keep this as a line item in the budget to plan for this in the future, possibly holding for another year. She asked could we suspend some other program and then ramp it back up later? Bette replied that we have every intention of doing this - after all the school modified the architecture of the building for us - it just may be postponed. There is no "line item" since the only cost

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to the library/city is the cost of the employee since the materials provided are included in the library's material's budget which has been flat for two years. The school district provides everything else. Potentially the library could delay hiring the additional person until January 1 and delay the opening of the branch. There would be a cost savings there.

Personnel. Long time reference clerk Deb Townsend retired on June 15. The library bid her a fond farewell and will miss her very much. That vacancy was filled by promoting circulation clerk Sharalee Howard. That movement created another circulation clerk vacancy – we had four altogether. Mandi, Tyler, and Melissa interviewed 16 candidates and four have been hired starting this week and next.

Internet policy amendment. In order to comply with newly established Idaho Code Section 33-2741 to include Wi-Fi and hotspot filtering, the library's internet policy amendment was presented. Motion to approve, Katie; second, Jim. Approved.

Director recruitment. Katie agreed to head up the recruitment committee. Bette will schedule a special board meeting for June 30 for candidate interviews. These will be in executive session. The committee includes the entire board as well as Melissa Searle and Melissa Tosi (Human Resources). Kiki Miller is also added to the committee.

Motion to adjourn to executive session to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need, Jim; second Ann. Roll call: Ann, aye; Katie, aye; Steve, aye; Fay, aye; Jim, aye. Motion carried.

The Board entered into Executive Session at 5:15 pm. Those present were the library board, library director, and library reference supervisor. The Board returned to regular session at 6:28pm.

Next scheduled meeting scheduled for June 30 2020 at 8am for an executive session to consider applicants for the library director position.

Adjourned at 6:30pm

Respectfully submitted,
Bette Ammon