



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

May 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:

Melissa Searle, reference & ts manager  
Bette Ammon, director  
Holly Stetson, foundation  
Melissa Tosi, human resources director  
Troy Tymesen, city administrator  
Kiki Miller, city council liaison  
Char Beach, reference clerk/outreach  
Tyler McLane, circulation manager

**Call to Order:** The meeting was called to order by Chairman McCrea at 1:05 pm

**Agenda change** – move discussion of library director paygrade and recruitment ahead of consent calendar.

**Pay grade** – Steve asked HR director Melissa Tosi for a summary of what precipitated the pay grade change request. Tosi talked about the city's 2017 evaluation of job classifications. At that time the library director's salary was ranked 22% above average. They decided to wait for the position to vacate before changing the pay grade. In 2002 the city administrator then put many department heads in the same pay grade. Now the city is looking to pay within the competitive market and in consideration of the generous benefit package. Tosi looked at various library director salaries – Spokane, Boise, Caldwell, Nampa, Pocatello – using consistent comparables and determined that the pay grade 18 is 20.13% above market. The difference between the starting salary of pay grade 17 and 18 is 12%. Tosi noted that city council can decide to pay above market. She noted that the new director can receive an 8% increase within a year plus 2.5 COLA so the salary can increase quite rapidly.

### Questions for Tosi:

Ann asked if other administrative positions have been similarly affected. Yes, the comptroller, building official, and city engineer. All three were re-evaluated and re-leveled when positions were vacated.

Fay looked at those three positions and none of them are a department head. She also noted that the library director has a public leadership profile and planning can cover a span of 5-10 years. This front-facing position interacts with thousands of citizens over a year and she has trouble equating that job with the other three. Do those factors play a role?

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Fax: 208/769-2381 ● [www.cdalibrary.org](http://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

Tosi – It all pertains. The evaluator looks at liability to the city. For instance, the comptroller has a lot of responsibility and liability dealing with all city finances.

Fay – she looked at the salary in 2005 and put it into an inflation calculator. The current beginning salary would have been \$55,000 in 2005 and she's not sure they could have enticed Bette at that salary.

Tosi – from a recruitment standpoint, the city doesn't have much of a problem attracting candidates since Coeur d'Alene is so appealing. As she mentioned before the salary can go up 8% each year. She feels as though the wage is competitive.

Fay – housing prices are a factor to be considered.

Tosi – they've never leveled housing costs into the equation. The top of the salary range is very competitive.

Fay – how long would it take to get to the top?

Tosi – that depends on the final candidate. They would be willing to bring someone in at the midpoint average of \$44/hour compared to the market.

Fay – does this look into tenure?

Tosi – great questions. The simple answer is no. Boise is now at \$128,000 or \$61.77/hour.

Katie – she's concerned about the length of service. She appreciates the comparison data. The history of the CdA Library was that the former director was here a long time and kept her salary as low as possible. Library directors don't hop around and they don't transition from place to place hoping for a larger salary. The board really does need to know the length of time in positions as well as a cost of living comparison. Katie noted that the current director turned down a job in Yellowstone (Jackson Hole) before coming here because, even though the salary was competitive, housing costs were prohibitive. She realizes that CdA is attractive and housing costs are a greater factor. This may not have been an issue in the past but she's aware that other businesses have had trouble recruiting because of housing costs. The city may need to look at that differently. Katie appreciates the liability issues concerning the comptroller and engineer but wondered if they have the level of responsibility for everyone who comes into their workplace and online plus outreach all over the place. That adds another layer of liability. It's difficult to know how the survey study looked at the comparison.

Jim – when those paygrades for the other three positions changed, did their responsibilities change?

Tosi – yes, after Troy became city administrator, he kept the treasurer role. The engineer was the growth services department head. The current engineer still has all the duties but the employees have shifted to the street department.

Ann noted that the library director's responsibilities haven't changed and may even be growing. She asked if the city looked at county systems.

Tosi – no, they generally pay less and have fewer benefits.

Katie – will they consider looking at the cost of living and managing two branches? She doubts they can have someone in place before September when the new branch is set to open.

Tosi – doesn't want to put the new branch in the position description until the new library position for the branch is approved by council. They can address the new branch in the interview questions. As far as cost of living, that is a 2.5% increase every year.

**Troy Tymesen** – thanks the trustees for their hard work and passion. He wants to share what they do as good stewards going forward. The board did a great job of asking questions as they go to market. He is excited to move forward and not increase property tax. He noted that they do need to get out in the market quickly with the salary range and then negotiate depending on candidates.

Jim – isn't the salary capped?

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Tymesen – they could offer 12% more. He appreciates the board’s passion and he wants to get into the market and see what’s out there.

Katie – what is the range?

Tosi – that’s dependent on council action on the pay grade change.

Steve – Thanks, that was very helpful. Good questions from everyone. We have a range not tied to pay grade and we can see what the market will bear. If that range isn’t appropriate, we can revisit.

Fay – hiring range vs salary max. We can proceed with the recruitment with the range and avoid pay grade and see what kind of response occurs.

Motion to proceed with the recruitment setting the range without the pay grade, Ann. Second, Jim.

Discussion – The pay range should be based on experience. The board wants to do a national search and wants to hire the best in the nation.

Katie – really appreciated Troy’s comments and noted that the board takes stewardship very seriously. It makes sense to do a hiring range not tied to a pay grade. She understands that the board sets the director’s salary and the city sets the budget. She can support that going forward.

Tosi – will add “depending on experience” to the recruitment.

Motion approved.

**Director delayed retirement.** Bette asked that the board accept pushing her retirement date to July 30. She noted that the delays in recruitment plus the complications in providing library services during this pandemic are factors in this request. Tosi noted that the city does have the ability to compensate an interim director. Bette said she is reluctant to add extra duties to an already over-burdened staff as this time. Fay asked if the city has a problem delaying retirement. Troy wants to do what’s best for the library. He thinks a thirty-day recruitment for the new director can work and they might have someone hired August 1. Motion to accept postponing Bette’s retirement to July 30, Fay. Second, Ann. Approved.

Question – can we require in person interviews? That might be difficult in these times. Tosi prefers in-person interviews for final decisions but advised that we can wait to see the applicants. They can do initial interviews by zoom to narrow down a pool.

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

**Director’s report:** Heads up that a revised internet policy will be coming their way at the June meeting. By Idaho Code we have to review the policy every three years and this year we need to add language about Wi-Fi and hotspot filtering in order to implement on July 1.

Dr. David Adler’s program will go out live this evening on the city’s and library’s Facebook pages plus the city’s YouTube channel.

The summer reading program will be online this year. Angela and Mandi are working on it using an open source product that Christopher set up.

The new school branch is still a go. Having a staff member there is dependent on adding another position – currently in the proposed budget.

Like other city departments, the library will have an opportunity to apply for some specific funding that is Covid related. We’re going to be proposing laptops and pre-loaded kindles (for all ages) as well as additional digital materials and potentially more hotspots and roku. In addition, a book vending machine may be a suggested purchase.

**Reopening plan.** The library is proceeding with the reopening plan. In compliance with Governor Little’s Stage 3 plan, we’ll be in our “blinking yellow” phase offering limited access to the upper level

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of the building plus some computer use. Curbside holds will still be offered and we'll have a greeter at the door to inform patrons, answer questions, and keep a count of those entering and exiting. We'll have masks available. The family restroom upstairs will be the only one available and it will be cleaned periodically throughout the day. When the state's Stage 4 comes into play on June 14, we'll start adding back days and hours, potentially opening Saturday starting June 20. If all goes well, we'll then start adding back evening hours and eventually Sunday. Primarily we want to remain flexible enough to dial back services easily if need be. Motion to approve this plan with the director empowered to make changes as needed, Jim; Second, Ann. Approved.

**Meeting room use.** Discussion centered on whether or not to make any meeting rooms available to the public starting with the Stage 4 rebound plan mid-June. Fay noted that maybe the library should just have those rooms for potential library programs throughout the summer. Motion to keep meeting rooms closed through June and revisit later in the month as conditions and needs dictate, Katie; second, Ann. Approved.

**Foundation.** All the grants that Holly has applied for have been denied these past few months. All funding has been going toward virus related projects although she was requesting more money for eBooks which is directly related to the pandemic. Since the 4<sup>th</sup> of July fireworks have been cancelled but the parade is still on, Holly is interested in hearing the board's opinion on whether or not to have the Mudgymobile in the parade. While Steve encourages it, the rest of the board think the quarters in the back of the truck will be too tight. Ultimately the decision will be up to the foundation board. The library golf cart (Lompu II) may be in the parade.

**Preliminary Budget Review.** After a budget meeting with Troy and Vonnie last week, the first budget draft changed slightly. The current draft includes the reference clerk position for the new branch library and technical services, the same materials budget as this year, and slightly less for utilities. Bette noted that the city council will be reviewing goals and budgets on June 8 and July 8.

**Lake City Public Library.** That library has been closed since schools shut down mid-March. We've known that it wouldn't be available for the public this summer due to construction. Our plan in February was to pursue moving branch services again to Skyway Elementary but that won't work due to the virus. Motion to suspend public library services at Lake City, Katie; second, Ann. Approved.

**Summer concerts.** Char has tentatively scheduled the first concert for June 22. It will be outdoors with people bringing their own chairs and social distancing. The board thinks this is a fine idea if conditions warrant.

Next scheduled meeting scheduled for June 24 2020 at 4pm with the understanding that an emergency meeting via zoom could be held at any time.

Adjourned at 3:04 pm.

Respectfully submitted,  
Bette Ammon

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