



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

May 7, 2020

Meeting held via Zoom due to the Covid 19 virus

### Trustees Present:

Steve McCrea  
Fay Sweney  
Katie Saylor  
Ann Smart  
Jim Windisch

### Others:

Tyler McLane, circulation manager  
Bette Ammon, director  
Holly Stetson, foundation  
Christopher Brannon, IT coordinator  
Mandi Harris, youth services librarian  
Melissa Searle, reference & ts manager  
Kiki Miller, city council liaison  
Craig Northrup, CdA Press

**Call to Order:** The meeting was called to order by Chairman McCrea at 1:07 pm

**Consent Calendar:** Ann inquired about the Covid column in the financial transactions report. The City created this line item to keep track of expenses related to the virus so we're including masks, sanitizers, etc. Another question related to furloughed staff – were they able to retain health benefits? Bette noted that those who are benefited did retain those benefits and those individuals are back to work as of this past Monday. The contribution to e-books was clarified: the CdA library and the Community Library Network provide the bulk of the money for CIN to purchase e-book licenses. Bette noted that both our Friends group and Foundation board are generous contributors as well. Motion to approve, Ann; second, Fay. Approved.

**Director's report:** Since we started accepting returns and providing curbside service on May 4, the library has been incredibly busy. We recalled seven reference clerks and all have been busy throughout the library. On the first day our holds report was 75 pages long. Staff are quarantining returns for three days per the CDC guidelines. On Friday we'll start checking in the mountain of materials returned this past Monday. Patrons are so grateful.

**Reopening plan.** At the April meeting, this Board voted to implement the plan the library management team created. That called for starting curbside services on May 4, calling back furloughed reference clerks, and then a metered reopening on May 18, calling back the circulation clerks. Since then the Idaho governor's Idaho Rebounds plan was created detailing four different stages. Stages 1 and 2 of the plan discourage any gatherings of more than 10 individuals. Stage 3, beginning May 30, allows up to 50 people if there are no significant increases in cases. Bette explained that we have at least 10 staff working in the building now – appropriately distanced and protected. Staff will come up with a plan for

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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

metered access starting June 1. Katie said she thinks that's a reasonable plan but she's sad that this plan delays paychecks to the circulation clerks. Tyler explained that nearly all of them are finally receiving unemployment compensation plus the weekly \$600 CARES compensation.

Fay asked if the library is having trouble getting supplies such as masks. Masks ordered three weeks ago arrived this week plus JD, our resident seamstress, has been stitching masks for interested staff. Will we be requiring the public to wear masks when we start allowing them in? It was noted that asymptomatic individuals can be infectious. We haven't had that direction from the mayor or city administration. Kiki pointed out the following from the Idaho Rebounds plan: "The businesses may require, and it is encouraged, that employees, vendors and patrons wear face coverings as a business practice."

Discussion followed about providing masks and continuing to monitor local cases. If, after these relaxed measures go into effect, we see a surge in the next two weeks, we can have an emergency board meeting to reevaluate requiring masks and how to do so. The board reiterated that we don't want our staff or citizens at risk. People might complain but we may not be able to allow them in without masks if it is dangerous.

Motion to plan for a metered opening on June 1, 2020 with a consideration to keep the downstairs closed and calling back circulation clerks on May 26, Katie; second, Jim. Discussion – Mandi spoke about bringing themed boxes of children's books upstairs and continuing online programming. She and Angela are working on a digital platform for summer reading. When we start doing publicity about reopening, David can put a special emphasis on encouraging people to wear masks and maintain social distancing. Kiki cautioned to follow the Rebound Idaho protocol and put up Panhandle Health posters outlining best practices. Motion approved.

**Director recruitment.** Steve and city administrator Troy Tymeson talked about the recommendations from the consultants to change the library director pay grade from an 18 to a 17. Troy believes that interviews and a new hire can be accomplished by July 1. Interviews can be done by zoom but the Board feels that if there are two final candidates, those interviews should be done in person. Question – was Bette consulted regarding this pay grade change? Answer – no, she learned of it this morning. Concern expressed regarding the job description. Was the wrong language used to describe the functions and requirements? Bette's understanding is that this is tied to salary in comparison to other library directors. Question – do we know what salaries are for library directors throughout Idaho? Those are reported in the annual statistics compiled by the Idaho Commission for Libraries. Because the city does have a strong merit increase structure, the CdA library director is compensated at a rate equal to or higher than other communities our size.

Steve noted that any changes in pay grades requires city council approval. Katie said she is respectful of city planning but historically there have been issues with equity for library staff in comparison with other city staff and she's concerned that this, along with the fact that other departments did not furlough staff, could be seen as a lack of equity.

Fay said is it discouraging to her that this looks like a backing off of support for the library and would like to hear more about how this was determined. She feels as though the liability and responsibility issues are increasing particularly now. This change may determine the quality of the applications received.

Ann expressed concern about comparisons to other department heads. She too wants the recruitment to be attractive. The Board should consider making comments to City Council expressing their reservations particularly with this timeline. The fact that this information just came to the Board today and is already planned for the May 19<sup>th</sup> City Council meeting seems unfair.

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Jim noted that it takes time to recruit. It takes time to consider a position, learn more about the job, and create an application. He thinks the July 1 timeline isn't reasonable.

More discussion – can this be negotiated? There needs to be communication with Troy and Human Resources. If a candidate has years of experience, can they negotiate up? If the salary issue isn't settled, can the recruitment still go out? The Board does not want to delay that. Bette noted that HR is including a salary range in the recruitment.

Can the Board ask Council to delay their decision? They need more time to get more information and look to at Board responsibilities as outlined in Idaho Code.

Steve will send a memorandum to the city administrator and city council asking that they delay this decision.

**Preliminary Budget Review.** Bette presented the draft of the budget she'll be submitting to the Finance Department on May 8. It includes an additional reference clerk who will be the branch person at the new elementary school and also work in technical services. The budget reflects a starting salary for the director position and shows a starting salary beginning January 1 for the communications coordinator. All other expenses remain close to the same as this year as described in the budget narrative.

Next scheduled meeting scheduled for May 28, 2020 at 1pm with the understanding that an emergency meeting via zoom could be held at any time. Bette will invite Troy to attend.

Adjourned at 2:54 pm.

Respectfully submitted,  
Bette Ammon