



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

April 17, 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
Angela Flock, young adult librarian
David Townsend, communications
coordinator

Call to Order: The meeting was called to order by Chairman McCrea at 1:25pm

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

Director's report: Discussion about WIFI filtering and the law that goes into effect on July 1. Several staff will attend a webinar next week through the Idaho Commission for Libraries. Christopher is looking into hotspot filtering options, the building WIFI will be filtered through the city. The Robert Singletary program will be held on Facebook live. David is working on the David Adler program which potentially could be through Zoom. Katie mentioned that she was disappointed in the mayor's decision to furlough twenty-two of the library staff. She wished the city council had been more involved in that decision which, she felt, wasn't fair to employees. Fay asked about the Covid 19 line item in the budget. Bette noted that staff who worked between March 26 (when the governor issued the stay at home directive) and March 31 designated their hours as Covid 19. Also, any expenses departments have related to the virus are designated. There may be reimbursement dollars available. Are the furloughed staff receiving unemployment and the \$600 stimulus money? It appears that unemployment is coming through (at least for one staff member who applied). There seems to be a delay on the \$600 amount which may not be distributed until the end of April. That's a huge concern since the normal payday for library staff would be April 22.

New board member. Welcome to Jim Windisch! Steve noted that this is an informal board and Jim should feel free to ask questions. Meeting via zoom is an odd circumstance to begin his board service.

Director recruitment. HR director Melissa Tosi should receive the salary review she requested next week. She'll be in touch with the Board at that time to talk about the recruitment and timeline. Bette will

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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

likely postpone her retirement until July 15 so she can be available for the budget workshop scheduled for July 8. The Board would like some overlap with Bette and the new director. Jim asked if the recruitment would be national. Bette answered yes, she will distribute nationally. Fay asked if the board will be involved in the salary discussion. That would be something the Board can discuss with HR prior to the recruitment. Will the entire board be involved in the recruitment and interview process? Yes. Katie asked about the interview process. Bette will assist with developing the interview questions which will be the same for every candidate. She noted that questions reveal a lot about what the organization values as well as gathering information about candidates.

Closures, reopening date and strategy. The library's management team developed the attached reopening document with a red, yellow, and green phases. Their recommendation to the Board is to implement the yellow phase on May 4 and the green phase on May 18. Motion to adopt the reopening document (allowing for minor changes as needed) calling back the reference clerks, providing curbside service for holds, and processing materials on May 4 and implementing the green phase - calling back the circulation clerks and providing limited building services and access – on May 18 as well as cancelling all use of the meeting rooms by the public throughout May, Katie; second, Ann.

Discussion followed including acknowledgment that this would be contingent on advice from Panhandle Health. Fay noted concerns with staff training prior to opening. They should all receive information on safety and be provided with adequate masks and gloves. Multiple masks should be available to each employee (and bookstore volunteers) for each shift. Staff could wear cloth masks if they choose but might need several of those for each shift. Jim noted that schools could potentially start back May 19 so this schedule would work with that. All board members agree that the health and safety of staff is paramount. Discussion about plexiglass at service desks and separating computer users. Bette is discussing plexiglass with the city's maintenance director. Would we limit the number of people in the building at any one time? We'd have to determine best practice on that at the time and would rely on Panhandle Health for advice and recommendations.

The need for ongoing monitoring of protocols by designated staff members was noted, particularly in terms of this ongoing pandemic and the director's retirement.

Motion approved.

Next scheduled meeting scheduled for May 15, 2020 at 1pm with the understanding that an emergency meeting via zoom could be held at any time.

Adjourned at 2:35pm.

Respectfully submitted,
Bette Ammon