



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

June 26, 2019

Trustees Present:

Kraig Lysek
Fay Sweney
Steve McCrea
Katie Saylor

Others:

Tyler McLane, circulation manager
Bette Ammon, director
Kiki Miller, city council liaison
Holly Stetson, foundation

Long Range Planning discussion 3:45:

Bette shared the Strategic Directions plan from the Seattle Public Library. While all agreed that it is eye-catching, the consensus was that it was difficult to decipher and lacked details. The Board agreed that they liked the details called out in our Long Range Plan. Discussion followed about existing and new objectives including edits such as “review access to streaming video for patrons” and “explore branch library possibilities in new schools.” Discussion about the concept of embedded librarians who are members of community groups. Suggestion made that we probably already have representatives in many groups and we should spend our limited staff time on marketing what the library already provides. Kiki suggests that we develop a marketing plan that would review any new and existing programs, and include goals on how we can explore new ways of providing library information, develop the ability to track and record marketing impact, identify potential partnerships with existing organizations, and more. How do we make a plan and then measure results? Holly noted that everything the Foundation does is essentially marketing the library. Steve will form a subcommittee (and include David, Holly, and Kiki) who will work on a measurable marketing plan.

Call to Order: The regular meeting was called to order by Chairman McCrea at 4:15pm.

Consent Calendar: Motion to approve Consent Calendar, Saylor; second, Lysek. Approved.

Director's report: Statistics for June will be off since the people counter has not been working most of the month. It has now been repaired by Christopher.

City council liaison: The Atlas Mill Site project is moving forward. Kiki is serving on a committee through the State Historic Preservation office and the National Park Service that will create a Certified Local Government Program to catalog and archive information about historic sites in Coeur d'Alene. Parking conversations continue although things do seem fine with the upper library lot. The city's comprehensive planning process will start soon. Bette will make sure the library is involved.

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

Lake City Library. Because the school library has been under construction the past two weeks, JD has created a pop-up library in front of the high school. Patrons are grateful that they can still pick up their holds there.

Friends of the Library: In May the Friends allocated \$1000 to the Pageturner's Book club and \$1000 to fund large type kits for three retirement homes.

Library Foundation: Holly talked about the successful Jacob Maxwell Stories and Songs fundraising event that took place last week. Many of the people who attended had never been in the library. The program was a big success raising \$4500 for the Foundation.

Budget. The process is moving forward with a workshop scheduled with City Council and the Mayor on July 10 at 4pm. Bette understands that there may be some displeasure about the library discontinuing charging fines and that may affect requests for the next budget year. Aside from the required computer upgrades, the only additional item in the proposed library budget is the reference clerk position designated to be the branch librarian in the new school. Bette noted that we wouldn't be able to operate that library without additional staff. Some discussion followed about prioritizing programs and staff. Kiki cautioned that Bette should come to the budget workshop prepared to educate Council about the trend toward no fines nationally plus the time savings for staff and increased library use.

Personnel. One of our newest library clerk hires, Edson Wagatsuma, resigned after a few days. He decided the job was not a good fit for him. Another candidate is in the wings and now undergoing background checks.

Art donation. The Board would prefer that all proposed art donations go first to the Art Commission for vetting and then recommendations come back to the Board. Bette is waiting to hear back from the Commission on that process.

Policy revision. Staff recommends policy revisions as they apply to library fines:

- A. Application for a group card must be written on business letterhead, stating that the organization is willing to assume responsibility for ~~fines and damaged or~~ lost items. The letter should also list who is allowed to use the card, and be signed by the individual who will assume financial responsibility.
- B. The group card must be kept by the organization and must be presented when materials are borrowed.

D. ~~Fines (approved January 2008)~~ **Overdue items**

- ~~1. Ten cents per open day per item will be assessed on all overdue circulating items. Minor patron accounts (ages 0-17) are exempt from accruing overdue charges. (March 2018)~~
- ~~2. Fines per item will not exceed \$3.00.~~
- ~~3. Maximum fines levied for any one person will be \$10.00.~~
4. Suspension – Borrowing privileges will be suspended when:

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- (a) Materials are overdue. Reimbursement has not been received by the Library for any lost ~~or damaged~~ materials.
- ~~(b) the Library for any lost or damaged materials. Accrued or estimated overdue fines have reached \$3.00.~~

E. Interlibrary loan

1. Borrowing Policy

- (a) Interlibrary loan is available to any patron presenting a permanent Cooperative Information (CIN) library card who is willing to abide by the ILL policies.
- (b) Service is not available to patrons with overdue materials, ~~unpaid fines in excess of \$3.00 or replacement fees for lost/damaged materials.~~
- (c) Service is not available to patrons who have a temporary card.

2. Fees/Fines/Renewal

- (a) The Library does not charge patrons a processing fee for ILL requests except under the following circumstances:
 - i. Coeur d'Alene Public Library will make every effort to request items from libraries that do not charge for lending their materials. If a borrower authorizes the Library to obtain material from a supplying library that charges a fee, the borrower is responsible for paying the fee. Item will not be borrowed without prior authorization from the borrower.
 - ii. If material is borrowed from a library outside the United States, patron will pay in advance all fees required to obtain and return the requested material.
- (b) In the event that the patron fails to pick up the materials, any fee required to obtain the material will be applied to the patron's library card.
- (c) Renewal of interlibrary loan materials will be allowed only when approved by ILL staff and the lending library.

3. Overdue/Lost/Damaged ILL

- ~~(a) Overdue material will be billed at a rate of 10 cents per day. There is no grace period on interlibrary loan materials.~~
- (b) The library user is responsible for any charges assessed by the lending library for damage to an interlibrary loan item. If an interlibrary loan item is lost, the library user will be responsible for the replacement cost of the item, **including any processing fees levied by the owning library.**

Motion to approve policy change, Saylor; second, Sweney. Approved.

Report on library futures camp: Tyler, JD, and Bette attended this 2 day camp in Caldwell two weeks ago. They heard a variety of speakers at keynotes and breakout sessions. Tyler attended on session on academic publishing where the speaker talked about the soaring cost of academic journals and textbooks. There is a move toward open source textbooks and university online publishing of their professional staffs' writing. Bette attended sessions on dealing with difficult patrons and various methods of outreach. Main speakers spoke about future planning for libraries and how providing community space is a major commodity for libraries. We learned that there were 8 million visits to public libraries in Idaho last year and Idaho is #1 per capita nationally in program attendance for children's programs.

Snapshot day report: Bette showed photos submitted to the Idaho Commission for Libraries for the snapshot day we selected – June 20. The pictures demonstrate the variety of programs (CdA Reads, story times, code club, LCPL, tours, projector repair, CIN meeting, Foundation meeting, and more) that the library was involved in on that particular day all the while seeing over 1400 patrons and checking out over 1200 items, logged into public computers 191 times, and used the Wi-Fi 157 times.

Next scheduled meeting is August 28 at 4 pm in the Jameson Room. The July meeting is cancelled.

Adjourned 5:25 pm.

Respectfully submitted,
Bette Ammon

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