



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

February 27, 2019

### Trustees Present:

Steve McCrea  
Kraig Lysek  
Ann Smart  
Fay Sweney  
Katie Saylor

Others:  
Melissa Searle, reference supervisor  
Bette Ammon, director

**Call to Order:** The meeting was called to order by Chairman McCrea at 4:03pm.

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

**Director's report:** Bette met with Dr. Steve Cook, the new superintendent of schools. She gave him a tour of the building and they talked about the benefits of a school/public library plan for the new school which is in the planning stage. He was impressed with the library and supportive of designing the library in the new school with the idea of providing public library services. The Board asked about the bandwidth discussion with city IT staff mentioned in Christopher's report. Bette talked about the fact that we share bandwidth with all city departments and sometimes the library uses a substantial amount. The city has accounts with Spectrum and Intermax as well as a Fatbeam connection. City IT is interested in putting all the networked public computers on wifi and we may be experimenting with that shortly. Steve mentioned again that he wants the library to provide at least one Apple station (could be laptop) for individuals who prefer that. Bette is tasked with finding out the city's long range plan for robust connectivity and what that looks like for a growing library serving a growing community.

**City council liaison:** Kiki was not in attendance but emailed Bette with the following information: March 5 is the appeal on the Rivers Edge project, March 15 is council/parks commission workshop, March 28 is ignite/council workshop on Atlas Waterfront And the priority projects for the wind-down of the Lake District URD. Midtown parking "residential only" pilot project is one to watch, as well final resolutions for parking rates including around city hall campus. Bette also mentioned that the plan to charge a fee for parking in the lower city hall lot and south lot has been tabled for a year.

**Lake City Library.** Continuing the trend of higher gate count and checkout statistics. Steve asked if we had ever considered surveying users of LCPL to determine whether or not we're meeting their needs? Bette will talk with JD about this. She noted that we pay close attention to holds placed by Lake City patrons and purchase additional copies of items when needed.

**Friends of the Library:** The Friends approved \$300 to provide lunch to 30 participants of an Idaho Commission for Libraries interactive STEM workshop for librarians to be held here in April.

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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

**Library Foundation:** Because her newest grandson was about to be born, Holly was not in attendance but reminded the board about the Novel Destinations program this coming Friday. The Foundation board discussed a spring concert at their last meeting and are exploring options.

**3D printing.** Bette called the Board's attention to a new statistic now collected which will indicate 3D print jobs for the public.

**Personnel.** Jenni Pasaro starts February 28 as our newest circulation clerk.

**Library closure.** Discussion followed about the early closure that occurred on February 12. After consulting with the Streets Department superintendent and the Board chair and vice-chair, Bette closed the library 3 hours early (at 5pm) due to predicted snowfall and deteriorating road conditions. The safety of library staff working until 8pm was her priority. The Board agreed that it is their responsibility to set hours for the library and this falls within that. What is not clear is how staff is compensated if they're sent home early. Because library staff are city employees, they fall under the city personnel plan and there is no policy on early closures in that plan. Motion to encourage Bette to speak with city administrators concerning including a policy regarding employee compensation during unscheduled closures, Saylor; Second, Lysek. Discussion followed regarding developing a written policy for the library outlining circumstances that might result in an unscheduled closure – weather, power outage, building issues, etc. Bette will work on this and bring it to the next meeting. Motion approved.

**Trustee training.** ICFL is providing a training session in Moscow in May. Ann and Bette will attend.

Next scheduled meeting is March 27, 2019 at 3:30 pm in the Jameson Room.

Adjourned 5:20 pm.

Respectfully submitted,  
Bette Ammon