



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

November 28, 2018

Trustees Present:

Steve McCrea
Kraig Lysek
Ann Smart
Fay Sweney
Katie Saylor

Others:
Melissa Searle, reference & ts supervisor
Bette Ammon, director
Kiki Miller, council liaison
Holly Stenson, foundation manager

Guests: Olivia Wilson and Lydia King, Coeur d'Alene High School, AP Government students

Call to Order: The meeting was called to order at 3:40 P.M. by Chairman McCrea.

Long Range Planning: In response to Kraig's suggestion and a recent request to identify customer service improvements from Mayor Widmeyer, the library staff created short term and long term goals. These include:

Short term goals -

- Projectors available to public in meeting rooms
- Stem kits for checkout
- Identify non-English speaking/reading citizen groups and provide and market materials in those languages
- Change out at least one drinking fountain to one that provides water bottle refilling*
- Modify gallery hanging mechanisms for visiting artists
- Develop and provide an area for safe and comfortable dog tethering to secure a dog temporarily while owners use the library
- Provide faxing and scanning services at the Lake City Public Library branch
- Ability to accept credit/debit card payment online
- Replace Wii with a Nintendo's Switch
- Microscope station in Children's library attached to PC*
- Update signage
- Create tween advisory board
- Reading lamps near fireplace chairs
- Outdoor projector and screen

Long term goals -

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

- Replace the 20 laptops in the lab (they're nearly 10 years old) – utilize old laptops for in-house checkout, eliminate another wired internet table and expand shelving for nonfiction materials
- Pro-rated medical and holiday benefits for part-time staff; access to EAP; step increases
- Create Program coordinator position including expanding hours for part-time staff to plan programs
- Explore upcoming new school for another branch library
- Eliminate all overdue fines
- ~~Improve terrace—include vending machine?~~

In addition, David Townsend, Christopher Brannon, and Jeff Crowe created an extensive plan to revamp certain aspects of the Community Room to make it more functional for all city and public meetings. The Board discussed details pertaining to each suggestion and mutually agreed that they did not want a vending machine on the terrace. They directed Bette to pursue the possibility of setting up something similar to the city's VEBA program (pre-taxed medical expense account) for part-time employees. Kiki and the Board also directed Bette to communicate with the school district superintendent and board regarding including the potential of a public/school library collaboration in the next new school building. Further discussion followed about providing early literacy program in various elementary schools throughout the city.

The Board directed to submit these suggestions to the Mayor per his request.

Public Comment: The visiting students talked about the requirement to attend a government meeting. Kraig asked their preferred social media. They both said Instagram. One student is a Hayden library user, the other uses this library. They thought students at their school would like to know more about what's available here (including help with research) and suggested contacting the high school librarian and English teachers to inform students. Bette will ask Angela, our young adult librarian, to make contact. Kiki mentioned that, while all government committees must follow the open meeting law and other requirements, some committees (like the library board) are more relaxed than others.

Consent Calendar: Motion to approve Consent Calendar, Sayler; second, Smart; Approved.

Director's report: Bette noted that JD Smithson, the branch manager at Lake City, applied for and received a continuing education grant from the Idaho Commission for Library Services to help pay for her master's degree program. The holiday parade was fun – Bette (and daughter and grandson) rode with Mudgy and Millie on the Mudgymobile.

City council liaison: Kiki noted that the performing arts feasibility study will be posted on the city's website. She talked about the State of the City address in January. The Mayor decided to change it up this year and will divide the time between four women including Kiki, Amy Evans, and Hilary Anderson. Kiki requested suggestions for library items she can share.

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Lake City Library. Continuing the trend of higher gate count and checkout statistics.

Friends of the Library: The Friends will meet next week, combining their November and December meetings. They funded breakfast for the staff during the in-service.

Library Foundation: The Foundation is working on the December 8 program featuring Mudy & Millie and Santa. She mentioned that the turnout was disappointingly small for the film festival earlier this month.

Long Range Planning. The Board agreed to start meetings at 3:30 bimonthly to keep Long Range Planning on the radar.

Idaho Library Association. Bette provided notes from the keynote speaker where he noted that strategic planning is too often focused on the plan and not the process and needs to have resource allocation attached. It also needs to involve the entire library staff. Kiki noted that in the future City Council will be looking at outsourcing services when that is less expensive. She said seeing the library market services and tracking users will have important budgetary considerations in the future.

In-service. Held for a half day on November 12, the majority of staff attended and learned about readers' advisory methods and building safety.

Officers. Steve will act as a nominating committee and provide a list of nominees at the January meeting.

Personnel. With regret, Bette announced that long-time children's librarian, Susan Thorpe, will be retiring mid-January. The Board expressed their admiration and affection for Susan and wishes her the best. City HR started the recruitment process last week for a new children's librarian and Bette is working on the interview questions. Advertising regionally and statewide, we hope to have a good array of candidates.

Other. The story walk was discussed and while the Board loves the stories, they'd like something more permanent installed. Bette will talk to the Parks Director.

Next scheduled meeting (December, 2018 cancelled) January 23, 2019 at 3:30 pm in the Jameson Room.

Adjourned 4:55 pm.

Respectfully submitted,
Bette Ammon

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