



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

August 22, 2018 (July meeting cancelled)

Trustees Present:

Fay Sweney
Kraig Lysek
Ann Smart via Facetime
Steve McCrea
Katie Saylor

Others:
Isabel Bartosh, student rep
Bette Ammon, director
Kiki Miller, council liaison
Tyler McLane, circulation manager

Call to Order: The meeting was called to order at 4:10 P.M. by Chairman McCrea.

Consent Calendar: Motion to approve Consent Calendar removing the financial reports which will be considered at the September meeting, Saylor; Second, Lysek. Approved.

Director's report: Three staff members – Erin Smith, Alison Campbell, and Victoria Collins - have received first time conference attendance grants from the Idaho Commission for Libraries. They'll be attending the Idaho Library Association in Moscow in October. Tyler will also be attending as a member of the statewide SPLAT committee as well as several other library staff. Fay's board term expires in September. She'd like to continue serving and the board approves. Bette will notify the mayor. A new published version of Idaho Library Law is available. Steve will review and make sure the Board is meeting the changes in the open meeting law.

City council liaison: Times are busy for Council with the budget hearing coming at the first September council meeting and more. The Atlas project is a huge city priority with many moving parts and an aggressive schedule including the idea of a new urban renewal district and the priority of keeping the green belt along the river open to the public. The performing arts feasibility study is now taking public comment through the CDA 2030 site. Kiki attended an active shooter training at an area school. The training combined multiple jurisdictions dealing with all first responders. She learned about mandated threat assessment teams from an Association of Idaho Cities speaker. Of note is that the library's long range plan includes providing a safe environment. The Arts Commission is looking for members.

Lake City Library. Things are going well at Skyway – book circulation is up and programming is a success. JD will be moving back to Lake City on August 31 and will be open Monday through Friday this year.

Friends of the Library: The Friends meeting is scheduled for next week.

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

Library Foundation: On behalf of Holly, Bette reminded the Board that the Mudy & Millie special event is September 7 at 7 and will feature Chuck Reasoner, the illustrator and the premier of the new book read by author Susan Nipp. Please RSVP.

Student Representative: Isabel is continuing as the new student representative. We believe a new alternative representative will be appointed.

Coeur d’Alene Press digitization project. Christopher continues to work on populating the database. He’s examining every scan and making interesting discoveries. The database is being discovered with thousands of hits during the past few weeks.

Budget. The City Council set the high water mark at 3% and will hold the annual budget hearing at their September 4 meeting.

Coeur d’Con debrief: Tyler, who is a planning committee member, reported that nearly 2,000 people attended this year – a 25% increase. The event was a tremendous success with attendees of all ages and numerous vendors.

Policy recommendation – 3D printing.

Coeur d’Alene Public Library

3-D Printing Policy

1. 3-D printing is available for Coeur d’Alene library patrons.
2. Files must be submitted to library staff on a thumb drive in .stl format.
3. Library staff will determine (along with the patron) if the print will work within printer and time restrictions.
4. The library prohibits the use of its 3D printers to create items that are in violation of local, state or federal law; unsafe, dangerous, or an immediate threat to the well-being of others; obscene or otherwise inappropriate for the library environment; or in violation of another’s intellectual property rights.
5. The library will review all print jobs prior to printing, and reserves the right to refuse any 3D print request.
6. Only designated library staff may have hands-on access to the 3D printers.
7. While the library will maintain the confidentiality of users’ printing history in accordance with library policy, the prints themselves may occur within public view, and the library makes no guarantee that any particular print will not be seen by members of the public.
8. The library will determine such charges in order to recover costs. Patrons may be limited to a specific number of print jobs based upon demand, as determined by library staff.

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9. The library does not guarantee a successful print. The library is not responsible for failed prints but will work with the patron to get the best print possible. The patron is ultimately responsible for the object design.
10. 3D printing will occur only during library open hours. Print jobs with estimated completion times that would exceed library open hours will not be started until the next open day. Print jobs with an estimated completion time that would exceed the longest scheduled open hours will be declined. Otherwise, print jobs will be completed on a first-come, first-serve basis.
11. In order to claim a printed item, a patron must produce library card number or a receipt of payment. Items not claimed within fourteen (14) days will become the property of the library and no refund will be given for such items.

Discussion followed. Motion to approve policy, Lysek; second, Smart. Approved.

Long Range Planning: postponed to September meeting. Identify short term and long term goals.

Next scheduled meeting September 26, 2018 at 3:30 pm in the Jameson Room.

Adjourned 5:20 pm.

Respectfully submitted,
Bette Ammon