



**Minutes of a Regular Meeting of the
Coeur d'Alene Public Library Board of Trustees
April 26, 2017**

Trustees Present:

Katie Saylor
Fay Sweney
Steve McCrea
Kraig Lysek
Ann Smart

Others:

Bette Ammon, director
Isabel Baratosh, alt. student rep
Holly Stetson, foundation manager
Melissa Searle, Ref & TS supervisor
Kiki Miller, city council liaison

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

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

Director's report. One of the long-range plan objectives is to “put in place the financial mechanism to accept credit/debit cards for fines, fees, photocopies, etc.” The city finance office provided us with the information we need to do that. Kraig cautioned that transactions fees should be as small as possible in order not to penalize the public. McCrea asked if Bette had heard anything from the Coeur d'Alene Press regarding the digitization project. The answer is no although Bette has reached out. McCrea directed Bette to send a letter to the Press from the library board requesting that they move ahead with this wonderful project for the community.

City Council Liaison. Kiki talked about a CdA 2030 sponsored meeting regarding building a performing arts center. A group of interested people met in the library a few weeks ago. Bette was invited but could not attend. The group is asking Ignite to make a recommendation to council about this project which has support from a variety of organizations. Kiki also mentioned that there is a discussion about an expansion of Arts Commission funding to include performing arts. Strategic planning starts tomorrow kicking off the budgeting process for FY 18.

Lake City Public Library. JD hosted a variety of 8th graders and their parents as they toured the high school earlier this month. She and Bette are working on setting summer hours. We'd like them to be consistent daily with the library open noon – 5 Monday through Thursday. Bette is checking with the vice-principal and maintenance staff at the high school.

Foundation: The Woody Guthrie concert was a wonderful and successful event netting over \$10,000. Mudy (will Holly as handler) attended the Tot Trot at the Spring Dash last week and has several more events coming soon including the June 9 Family Day in the Park. The Novel Destination program on May 11 will feature Mike Bullard talking about Africa. The fundraising committee is working regularly on planning for the September 9 & 10 anniversary celebrations. Katie Saylor noted that the Jewett House is also having an anniversary celebration on September 10.

Friends: The Friends allocated \$1,000 for the Volunteer Breakfast scheduled for June 17. The theme this year is “Reunion” and past staff and volunteers will receive invitations.

Hotspots. Holly announced that the Foundation Board has approved the hotspot program and she’s in the process of finalizing the agreement with T-Mobile. We’ll be receiving 25 units to check out. The grant Holly applied for will be announced on May 12. If the Foundation receives it, the amount will cover the program for one year with some funding for advertising.

Pay phone. Frontier announced that they will be discontinuing service to the pay phone located in the library foyer. Christopher is exploring the purchase of one that could run through the library network. The Board agreed that the library should continue to provide that.

Code of Conduct. At a recent INCOL training, David took note of a Code of Conduct posted at the Spokane Public Library and developed one for us. The Board approved the code as long as it is compliant with current policy. They prefer that the conduct points be expressed in a more positive manner. Bette and David will work on that.

Ironman. Again this summer there will be a half-Ironman and a full Ironman. Last year the library stayed open on the half-Ironman day but saw few patrons so we closed on the full race day even though the library parking lot and adjoining streets were not blocked. The Ironman committee will be working on better publicizing the route this year and emphasize that access to the library and downtown business is available. Bette recommends staying open on both race days this year particularly since many of the activities will be held in McKuen. The Board concurred.

Personnel. A library interview board interviewed seven candidates for the Circulation Manager position last week (four via Skype). The decision was made to re-open the recruitment to see if current library staff and other applicants who did not meet the minimum requirements are interested.

Budget. Bette will be participating in the city’s strategic planning session tomorrow (April 27) which kicks off this year’s budget process. The Board looked at the brief powerpoint presentation Bette prepared outlining the library’s strengths and challenges and note long range plan goals and objectives. She’ll be requesting a full time position (programming and tech services) as well as increased funding for materials (including e-magazines) and additional computer maintenance funding for required upgrades to public computers. McCrea asked that Bette mentioned the hotspot program.

Next meeting. Bette will be away but the regularly scheduled meeting on May 24 at 4pm in the Jameson Room will take place. The Board meeting will include an executive session to conduct Bette’s annual evaluation.

Adjournment: Adjourned 5:20 p.m.

Respectfully submitted,
Bette Ammon