



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

December 13, 2017

### Trustees Present:

Katie Saylor  
Fay Sweney  
Kraig Lysek  
Ann Smart  
Steve McCrea

### Others:

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

**Call to Order:** The meeting was called to order at 4:05 P.M. by Vice Chairman Lysek. Chairman McCrea subsequently led the meeting.

**Consent Calendar:** Motion to approve Consent Calendar, Smart; Second, Lysek. Approved.

**Director's Report:** Bette submitted information to the mayor for the annual state of the city address on January 9 concerning the library's long and short term goals as well as descriptions of library staff duties and corresponding statistics. For instance, the communication coordinator's position was described and included information (and a photo) of costumed antics. Several trustees would like to attend and Bette will get tickets.

**City Council Liaison.** The Atlas Mill project has been high on Kiki's list of city activities as well as the transportation hub for the local bus line. Kiki also mentioned keeping a connection with the school system when they're planning new elementary schools so that potential public library branches can be considered at the design level.

**Lake City Library.** We learned last week that Lake City High School won't be available next summer for our branch due to remodeling. The school district is hoping we can move our operation to Skyway Elementary for the summer and we'll be doing a tour in January. Lake City patrons are discovering Freegal and showed up on that statistical report in November.

**Friends of the Library:** The Friends will be providing hospitality for various programs in January and purchased additional shelving on the main level. The Women's Club donated \$500 toward a project David is overseeing reprinting some of the Crawford photographs for the Gozzer Room display unit. Bette demonstrated the Discovery search system.

**Library Foundation:** The 'Reading for the Library' program featuring Emily Ruskovich was a huge success as was the Novel Destinations program held December 8. The Foundation Board will have their

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annual planning meeting in January. They're paying for additional shelving coming soon to the Children's Dept.

**Trends.** Per the Board's request, Bette and Christopher are developing a graph noting trends over the past 10 years. Discussion followed about which groups to compare and developing an average trend line extended out 1-5 years. We can look at a couple of trends each month and use this information to predict future library services.

**Discovery analysis:** Christopher provided October Discovery stats that listed the number of sessions and searches. The Board would like to continue seeing this report over several months. Bette will invite Christopher to next month's meeting. Question – is there a way to link to an Ebsco help page?

**Policy revision.** Motion to revise the policy regarding payphone availability in the library, Saylor; second, Sweney. Approved. Meeting Room Policies

~~A pay telephone is available in the lobby on the main level.~~  
The Library telephones are not available to meeting room users, nor can the Library staff page people who are in the meeting rooms, except in an emergency.

**Goals short and long.** A more complete discussion will follow in January. Bette and Steve wanted the Board to be aware of the information they submitted to the mayor for the state of the city address. These include digitizing the Coeur d'Alene Press, continuing the hotspot program potentially adding more, focusing on outreach and preschool literacy.

**Year-end statistics.** While the door-count decreased, most other numbers increased with higher circulation and great programming numbers. Discussion about the continuing erroneous idea in media that libraries are not being used.

Next scheduled meeting combined January 24, 2018 at 4pm.

Adjourned 5:00.

Respectfully submitted,  
Bette Ammon

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