

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

June 24, 2008

Trustees Present: Kathleen Saylor, Chairman      Others: Bette Ammon, Director  
Steve McCrea      Suzanne Podrabsky, Admin. Asst.  
Ann Smart  
Fay Sweney

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

**Consent Calendar:** The minutes should be amended to reflect discussion of closing the library one day per week as a budget saving measure. Motion by Smart and seconded by Sweney to accept the calendar as corrected. Motion carried.

**Friends/Foundation:** The Friends bookstore, Second Story Books, has been very successful as summer begins. The group has also grown with new members of all ages.

The Foundation's fund raising committee remains active knowing they will need to increase their cash flow for upcoming payments.

**Budget Update:** The executive team budget meeting has been postponed while the finance director continues to wait for numbers from the county reflecting new growth.

~~The library materials budget was changed from \$20,000 to \$5,000 and the page positions won't be included. Still being considered are 1 full time and 3 part time positions with another full time position added 9 months into the new fiscal year.~~

A projected budget for the library indicates a change in the additional materials budget reducing \$20,000 to \$5,000 and pushing additional page positions to a subsequent year. Still under consideration are requests for a fulltime YA/Reference librarian and 3 part-time library clerks.

**Vacation hours:** It was noted that several full time employees have accrued a large amount of vacation time that will need to be taken prior to the new fiscal year. The Director assured the Board that every effort will be made to allow vacations so that staff do not forfeit vacation hours at the end of the year. ~~If the library were closed one day per week, it would shift employees to the open days and essentially make it more difficult to use the hours. Savings may occur with utilities, but not with salaries. Rescheduling City meetings may also be difficult.~~

**Parking:** The library lot was full during the Car d'Alene event and the Director received several complaints. Parking has been a constant issue and the Director has had good discussions with the Asst. City Administrator who agrees that parking on the city/library campus will eventually have to be managed. A motion was made by Smart, seconded by Sweney to ask the Director to continue to pursue parking lot management solutions. Motion carried.

**Building:** Staff are on the lookout for things that may need correction due to the warrantee warranty expiring in September. The Director is also pursuing a curtain that will cover the Council Dias.

**PNLA:** Information on the Pacific Northwest Library Association Conference was distributed. This year the conference will be in Post Falls August 6-8.

**July Meeting:** The July meeting will be tentatively scheduled for 7/23/08 at 4:00.

**Adjournment:** Motion was made by Smart and seconded by Sweney to adjourn at 4:15.

Respectively submitted,

Suzanne Podrabsky,  
Administrative Asst.