



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

**October 22, 2025**

Meeting held in Library Community Room

**Trustees Present:** Jim Windisch - Chair, Ruth Pratt, Melisa Bell, Katie Sayler

**Library Staff Present:** Elizabeth Westenburt- Director, JD Smithson- Communications Coordinator

**City Council Liaison:** Dan English, Councilmember

**Others Present:** Judy Edwards, Friends President

**Call to Order:** The meeting was called to order by Board Chair Jim Windisch **at 4:01 pm**

**Public Comment:** None

### **Consent Calendar- Action Item**

*Items to be approved as a group with a single motion; items may be removed for discussion and singular approval*

- October 22, 2025 Agenda
- Approval of September 24<sup>th</sup>, 2025 Meeting Minutes
- Approval of Financial Reports

Ruth moved to remove agenda in order to edit to include policy names and executive session. Katie seconded. Motion carried.

Approve consent calendar without agenda- Katie moved and Ruth seconded. Consent calendar approved without agenda.

Katie moved to amend agenda and approve to include names of policies- Programming and Behavior Policy. And to detail Executive Session as personnel reasons. Katie moved, Melisa seconded. Moved to amend agenda.

**Director's report:** Elizabeth asked specific questions to improve budget reporting-

Board would like budget updates for larger programs and items or if collection gaps are filled. Especially if funds are provided by the Foundation and/or Friends.

Quarterly report for Friends and Foundation in packet for informational purposes.

Elizabeth will start to provide the collections purchases and programming budget updates.

Elizabeth will provide just the library budget with updates from Katie Ebner on the part time budget for the board to approve for FY26.

**City Council Representative:** Dan English

Spoke on Jim's reappointment to the Board as Chair.

**Student Representative:** Kat and Etta as alternate will be at our December meeting.

**Friends:** Looking at insurance still. Making comparisons in cost and coverage. Book sale is coming! Donations are coming in now that it has been advertised.

**Foundation:** Holly absent but Jim was able to report on the Larry Running donation matching still and the annual campaign for Born Reading is starting. Calendar price has been lowered to \$20 a piece.

### **Unfinished business**

#### **New Business**

Policy review- No motions needed and Elizabeth will mark them as reviewed by board as no changes made.

Budget approval- Ruth moved to reallocate the Outreach budget to the appropriate programming departments doing Outreach. Katie seconded. Motion carried.

Jim called an executive session pursuant to Idaho Code 74-206, convene in executive session to consider personnel matters. And that is Idaho Code Section 74-2061A and B.

Executive session ended at 5:07.

Next regular meeting, **December 4th** at 4:00 p.m. in the Library Community Room.

### **Adjourned at 5:09 p.m.**

Respectfully submitted,  
Elizabeth Westenburg