



**Minutes of a Regular Meeting of the
Coeur d'Alene Public Library Board of Trustees
December 3, 2025**

Meeting held in Library Community Room

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

Student Representatives: Cat Baker, Etta Corkill

Library Staff Present: Elizabeth Westenburg- Director, Sharalee Howard- Children's Librarian

City Council Liaison: Dan English, Councilmember

Others Present: Judy Edwards, Friends President, Holly Stetson, Foundation Manager

Call to Order: The meeting was called to order by Board Chair Jim Windisch **at 4:02 pm**

Ruth arrival 4:09 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

- Approval of January 28, 2026 Agenda
- Approval of December 2, 2025 Meeting Minutes
- Approval of Financial Reports

Noted that the reports for budget were ran bey me, not Brenda so updated one will be included in the next month packet.

Jim moved to approve the consent calendar. Melisa seconded. Motion carries.

Director's report:

Asked for an update on the guidebooks for Friends and Foundation- has been tabled until able to use Friends new bylaws and internal processes in place for some documentation to be created.

City Council Representative: Dan English

Discussion on the empty Board position- mayor has a name to bring forward at the next meeting since it was not on the agenda for council.

Student Representative: TGIF club on Fridays in the Teen Zone, as well as the first episode of the Teen cast.

Friends:

Earned \$19,000 last year. Have decided on better insurance coverage. Looking at bylaws for next meeting, Have to be available for 30 days before voting on them.

Foundation: Budget has been approved. Last year's bucket list pool has been upped to \$13,000. Bill Weimuth event on March 26th. IHC grant for the Speaker's Bureau for A250. Randy'L Teton will be presenting on May 1.

Jim: Update on the Mayor's chair meeting. Reported in InlandShare partnership, 2500+ participants for Summer Reading, and how busy the library continues to be. Over 65 partnerships. And library lovers campaign! Other board chairs have seen the signs and enjoying seeing them in the community.

Unfinished business

New Business

Policy schedule will be every other year. If a new policy is created or there will be edits due to a special circumstance, they can be reviewed as needed.

InlandShare Update- the board has added a timeline for onboarding to the JPA for new libraries that request to join. This helps with budget, migration, etc without trying to rush.

Elections of officers- Jim Windisch was nominated to be Chair. Ruth moved to appoint Jim Chair. Melisa seconded. Melisa was nominated for Vice-Chair. Katie moved and Jim seconded. All motions passed.

At 4:35, it was passed by roll call vote to go into Executive Session pursuant to Idaho Code 74-206, convene an executive session to consider personnel matters, specifically Idaho Code Section 74-2061 A and B.

Left Executive Session at 5:18.

Next regular meeting, **February 25th** at 4:00 p.m. in the Library Community Room.

Adjourned at 5:20.

Respectfully submitted,
Elizabeth Westenburg