

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

February 29, 2012

Trustees Present:

Katie Saylor
Steve McCrea
Ann Smart
Fay Sweney

Others:

Bette Ammon, director
Deanna Goodlander, city liaison

Call to Order: The meeting was called to order at 4:16 P.M. by Chairman Saylor.

Public Comments: Sweney asked about recently posted public comments regarding controlling parking in the library's lot. According to the Parking Commission's latest minutes they are continuing consideration of limiting parking and are developing that plan.

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

Friends/Foundation: Katie and deputy director Sandy Pratt attended the Foundation's annual retreat. They planned their activities for the next year which include continuing the ReTool Box program, movie series, and Mudy & Millie activities. The Friends met on Feb 28 and are doing a bit of remodeling in their bookstore to improve traffic flow. They approved \$500 toward reconfiguring the oak display cases in the lobby with glass shelves and lighting as well as \$500 toward DVD purchases. Bette noted that the library received surplus DVD shelving from the Community Library Network.

INLG (Inland NW Library Group): Conference calls are ongoing as the backend of the new program are created. Christopher Brannon and CLN staff members Kari Wilson and Mark Foster are working hard developing the matrix and complicated coding. The Bywater staff has been great to work with. The go live schedule includes migrating the catalog at closing on Saturday, April 28, shutting down the old system, and coming up with the new Koha system on Monday morning, April 30. Staff training is scheduled for the first week of April.

Personnel information: Kyelea Coring has been promoted to reference clerk. She started February 1. A new part-time library clerk, Theresa Hanson, will begin work on March 8.

Long Range Planning (SWOT): The board looked at a rough draft of goals and objectives based on common themes from the SWOT sessions. Consensus is to relook at our mission statement, consider creating a list of values, and continue working with the subcommittee. Steve noted that since the door count has plateaued this past year, it would be helpful to look at cause and effect. Would we attract more patrons if the parking lot was controlled, if we were open more hours, if we had more staff to assist, if we had more materials and more programs? The board noted that most of these items are revenue/budget driven.

Joint board meeting with Community Library Network Board: Tentatively scheduled for April 18 at 5pm. Fay will be away for the regularly scheduled April 25 meeting. Anne will be available via Facetime or phone for the March meeting; Katie will be away and Steve will run the meeting.

Director's evaluation: Katie will send out the form and would like them back within a week so she's ready for her meeting with Jon Ingalls on April 2.

EXECUTIVE SESSION: Motion by McCrea, seconded by Smart to enter into Executive Session as provided by I.C. 67-2345 §F: To consider the evaluation of an employee.
ROLL CALL: McCrea, Aye; Sweney, Aye; Smart; Aye; Saylor, Aye. Motion carried.

The Board entered into Executive Session at 5:15 p.m. Those present were the library director, library board, and city liaison. Matters discussed concerned the director's annual evaluation. The board returned to its regular session at 5:35 p.m. The form for the evaluation will be distributed electronically.

Next Meeting: March 21, 2012

Adjournment: Motion to adjourn, McCrea; second, Smart. Adjourned 5:40 p.m.

Respectively submitted,
Bette Ammon