



**Minutes of a Regular Meeting of the
Coeur d'Alene Public Library Board of Trustees
October 28, 2015**

Trustees Present:

Katie Saylor
Fay Sweney
Steve McCrea
Doug Fagerness
Ann Smart

Others:

Susan Thorpe, children's librarian
Cassidee Smidt, student rep
Bette Ammon, director
Holly Stetson, foundation manager

Call to Order: The meeting was called to order at 4:04 P.M. by Chairman Sweney.

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

Director's report: Some discussion about ongoing efforts to obtain permission from the Coeur d'Alene Press to digitize microfilm. Bette, along with the library directors of the Community Library Network and Molstead Library (NIC), is hoping to schedule a meeting with Bill Regan from Hagadone Corporation. It was suggested that perhaps the Company could receive a tax benefit for allowing the project to go forward.

Friends: The Friends received a check for \$4413.98 from the Spokesman Review. The Friends were designated as one of two recipients from a special literacy publication. Second Story Books will be closed November 2-4 for a small remodeling project.

Foundation: Holly will be taking over as the Foundation office manager in December. She's training with Kelly now and working on the Travolta program, 'Then and Now,' scheduled for November 6. Tickets for that event are nearly sold out. Katie, Fay, and Ann attended the Foundation meeting on October 19 to hear from the Inland NW Community Foundation. Information on the CdAPL Foundation's endowment was provided along with procedures and timelines for taking a portion of the interest earned. Much discussion followed. The trustees hope the Foundation Board develops a plan to increase the endowment and reinvest most, if not all, of the interest earned each year.

School partnership. A Memorandum of Agreement (MOU) has been created and vetted by attorneys for the school district and the city. Bette is scheduled to attend the November 2 school board meeting where the agreement is expected to be approved.

Annual Statistics. While materials checkout at public libraries across the country are mostly in decline, that was not the case here with the marginal increase of 1%. However, the gate count was up significantly at 7% and online use soared. Database use showed an increase of 318% and downloaded ebooks and music increased by 40%. Program attendance was up overall with an 82% increase in attendance at young adult programs. Meeting room use was up as well.

Holiday schedule. Changes in the FY 2015/2016 schedule include closing on Presidents' Day and Martin Luther King Day. Last year the library was open on those holidays but patron use was fairly low and staying open created confusion with our courier system since other CIN libraries were closed. In addition, scheduling staff to work those holidays was extremely difficult and affected staff morale. Motion to approve the FY 2015/2016 holiday schedule, Saylor; second, McCrea. Approved.

Idaho Commission for libraries video. Postponed until new board member is appointed.

Personnel. Susan reported that two new circulation clerks started work in October. They are Meghan Alcala and Myndie Petersen. The process continues on reviewing applicants for the new reference clerk position. This person will be managing the branch library at Lake City High School.

Board position. To date there have been no applicants for Doug's position which ends this month. Trustees will work on recruiting someone to apply. Everyone thanked Doug for his active participation these last five years. The Seed Library and the Food for Thought book discussion groups were his ideas and those lasting programs continue to be a great benefit to the library and the community. Doug expressed his love for the library and his continued support.

Next meeting. Joint meeting with the Community Library Network board at the Post Falls Library on November 19 at 4pm. Agenda items will include shared projects and CdA Press digitization. Ann will be away and Bette will determine if Facetime is available. The December board meeting is scheduled for December 16 in the Gozzer Room.

Adjournment: Adjourned 5:30 p.m.

Respectively submitted,
Bette Ammon