

## Regular Meeting

April 4, 2019

Library Board of Trustees

Mountain Home Public Library

790 North 10<sup>th</sup> East – Mountain Home, ID

Chairperson: Jackie Harper

Vice Chair: Bonnie Sharp

Secretary/Treas: Mary Ellen Hale

Clerk for the Board: William Lamb

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Board Members Present: Trustees Jackie Harper, Bonnie Sharp, Mary Ellen Hale, Nadine Roberts

Excused: James Green

Others Present: William Lamb, Library Director; Matt Bundy, Council Liaison; Paula Szafranski, City Treasurer

**Roll Call** – Chair Harper called the meeting to order at 6:00 p.m. and a quorum was established.

Trustee Sharp requested to move Old Business: Discussion/Decision on FY19/20 Budget Workshop (Action Item) to the top of the agenda to hear from the City Treasurer first. Seconded by Trustee Hale. Motion carried.

### **Old Business –**

#### **A. Action Item: Discussion/Decision on FY19/20 Budget Workshop**

Paula Szafranski, City Treasurer was present and discussed the City Budget process and how the Board's budget process should work. Szafranski noted that the Board was being provided a 3% increase in Property Tax revenue. Director Lamb noted his concern that with projected salary increases for current staff, the 3% increase would equate to an automatic cut to the Library's regular operational lines which could jeopardize the services the Library provided to the community. Lamb noted in all prior years, the Library Board was able to submit their full budget proposal, which included all their needs, directly to the Council for review and approval.

Director Lamb asked how the Library was supposed to present their requests to the council with this new process of not including it in the submitted budget proposal. Szafranski stated the Library would just submit a memo to the council justifying the need.

Lamb asked how the 3% increase in property tax revenue was determined. Szafranski advised that was just a number that had been determined by the City. Szafranski recommended the Board reduce their budget request to balance with \$555,739.00 in projected revenue and submit that to the council.

Director Lamb noted that everyone seems to be under the impression that the Library needed to increase their revenue if they wanted extras. Lamb advised that Libraries are not a revenue making entity and he would like to see the day come when the City doesn't look at the small amounts of revenue to fund Library services in the community. Szafranski noted if the Library

wanted that they could become a district. Lamb noted there were concerns of the community approving a new taxing entity.

Director Lamb advised the Board that while Trustee Green was unable to attend the meeting, he sent forward a statement that he asked to be passed along. That statement read:

“Please pass along that I would like to see our operational budget request equal the same final total we got last year..... with savings we are seeing in a few of the lines, overall, we end up seeing an increase in other areas. I also see a need to ask for an additional PT body due to increase in programs and library usage.”

Trustee Roberts, City Treasurer Szafranski and Councilman Bundy left the meeting at 6:55 p.m.

Trustees and Director Lamb went over the proposed budget request to decide, if and where cuts could be made. Trustees and Lamb noted that they did not want any reductions to affect existing service priorities.

Director Lamb wanted it known that he had grave concerns that the Library would never be able to adequately maintain or get ahead in providing services to Library patrons if they are having to reduce the operational budget year after year. The overall increase in library program attendance and usage have already proven this to be difficult based on current staffing levels.

Trustees decided to adjust existing lines and reduce the amount in the Repairs and Maintenance of the Building and Grounds to offset the City Treasurer’s suggestion to balance versus City Hall’s stated revenue. Trustees discussed sending forward a supplemental funding request for a part-time employee as their priority for the upcoming year is to increase staffing levels based on the significant increases in Library usage over the last few years.

Trustee Sharp moved that the Board submit the revised budget request to the City Council and for Director Lamb to prepare and submit the supplemental request for an additional part-time position for funding consideration by the City Council. Seconded by Trustee Hale. Motion carried.

**Public Input –** None

**Consent Agenda – ALL CONSENT AGENDA ITEMS LISTED BELOW ARE ACTION ITEMS.**

- |                         |                                  |
|-------------------------|----------------------------------|
| A. Approval of Minutes: | March 13, 2019 – Special Meeting |
| B. Approval of Bills:   | March 2019                       |

Trustee Sharp moved the Board approve the Consent Agenda as written. Seconded by Trustee Hale. Motion carried.

**New Business -**

**A. Action Item: Approval of Policy 4.00 – Section 4.03: Conference Room**

Director Lamb advised the Board that a Public Hearing will be held April 22, 2019 on the new conference room fees, and he is requesting the Board approve the revised policy, effective April 23, 2019 if there are no objections during that public hearing.

Trustee Sharp moved the Board approve Policy 4.00 – Section 4.03: Conference Room effective April 23, 2019 pending the outcome of the public hearing. Seconded by Trustee Hale. Motion carried.

**B. Discussion Item: My First Book Program**

Director Lamb wanted to let the Board know that the My First Book program has been active for the last two years and they haven't seen much participation from the children enrolled in the program. Based on that lack of participation, Library Staff have decided in the upcoming year to try something new to reach those underserved children. Starting in September 2019, the Library will be testing a pilot project with Active Learning Center to see if there will be increased participation. If this pilot is successful and pending future options for this program from the Idaho Commission for Libraries, Staff plan to expand it to other daycare facilities in the coming years.

Crystal Rodgers, Owner of Active Learning Center, was present and mentioned that her kids already come to the weekly library programs and library staff provide outreach reads at her facility. Crystal felt this would be a great partnership to help get more kids reading.

Director Lamb noted the Library would continue to provide no cost library cards for those kids who are involved in this program and live outside the City limits.

**Director and Other Reports –**

- Preparation for the Summer Reading Program is coming along great. Staff has been looking at ways to simplify the program for patrons and staff members. This year the Library will be focusing more on family experiences than individual, instant gratification prizes. Specifically, the Library will offer the following Family Nites:
  - o A Star Lab exhibit from the College of Idaho
  - o A Summer Reading Themed Magician
  - o Rental of the local Movie Theater for Summer Reading Program movie
  - o A Pool Party in partnership with Parks & Recreation
- Weather has played a roll in the roof replacement project. The contractors are waiting for the weather to clear up before they can officially start.
- The City is starting the process of updating the 10-year Comprehensive Plan. Part of that update will include projecting Library Services over the next 10 years. Director Lamb will

send out the 2008 version for Trustee review and gather Trustee input for the new plan.

**Adjournment** - With no further business to come before the Board, Chair Harper called the meeting adjourned at 7:56 p.m.

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William Lamb, Library Director  
and Clerk of the Board

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Jackie Harper, Library Board Chair