

Regular Meeting

January 4, 2018

Library Board of Trustees

Mountain Home Public Library

790 North 10th East – Mountain Home, ID

Chairperson: Jackie Harper

Vice Chair: Bonnie Sharp

Secretary/Treas: Mary Ellen Hale

Clerk for the Board: William Lamb

Board Members Present: Trustees Jackie Harper, Bonnie Sharp, Nadine Roberts, Stacy Swenson

Excused: Trustee Mary Ellen Hale

Others Present: William Lamb, Library Director; Matt Bundy, City Council Liaison; Stephanie Root, Mountain Home News

Roll Call – The meeting was called to order by Chair Harper and a quorum was established.

Public Input – None

Consent Agenda –

- A. Approval of Minutes – December 2017
- B. Approval of Bills – December 2017
- C. Approval of Policy 4.00 – Section 4.03: Library Cards
- D. Approval of Policy 4.00 – Section 4.04: Service Charges, Goods and Fines

Chair Harper asked how the new non-resident card rates would affect the Library budget. Director Lamb explained that it should not affect the budget and revenue would continue to be monitored throughout the fiscal year.

Trustee Sharp moved the Board approve the Consent Agenda as written. A second was received by Trustee Roberts. Motion carried.

Old Business –

- A. Discussion/Decision on Library Director Leave Requests

Trustees and Director Lamb had a brief discussion on leave requests.

- B. Discussion/Possible Action – Library Director Evaluation Process

Trustees and Director Lamb discussed incorporating the annual Library goals into the Library Director's evaluation.

New Business -

- A. Items Removed from Consent Agenda Section
- B. Reappointment recommendation to Mayor and Council for expiring term of Board Trustee Bonnie Sharp through February, 2023

After a short discussion, Trustees recommended Director Lamb send forward to the Mayor and Council a recommendation to reappoint Trustee Sharp to the Library Board.

- C. Discussion/Decision on Library Policy Review

Director Lamb and Trustees discussed the annual review of policies as required by the Board's bylaws. Director Lamb felt it was important to include the Library staff in policy reviews as they are the ones that must uphold them on a day-to-day basis. Director Lamb proposed that the Library staff and himself review the policies on a monthly basis and present recommendations to the Board for consideration.

Trustee Swenson moved that Director Lamb and Library staff review Library policies and provide their recommendations to the Board for consideration. A second was received by Trustee Roberts. Motion carried.

- D. Discussion/Decision on Fire Alarm Monitoring

As part of an on-going effort to look at cost-saving measures, Director Lamb has been looking at various Fire Alarm Monitoring companies to take over monitoring. Two companies have been identified that could provide this service at significant discount over the current costs. The Board was advised that the City Attorney had concerns with contract language, but we were working through those concerns.

Director Lamb asked the Board for approval to move forward with a new vendor pending contract review and approval by the Library Director and the City Attorney.

Trustee Sharp moved the Board authorize the Library Director to move forward with a new fire alarm monitoring vendor after a contract has been reviewed by the City Attorney. A second was received by Trustee Swenson. Motion Carried.

Director and Other Reports

- Trustees were presented with an overview of the FY16/17 Annual Report. Highlights included:
 - o An increase in the number of video materials offered with the addition of DVDs.
 - o An increase in the number of Non-Traditional items available, including STEAM kits, Board Games and Rec Kits.
 - o The Library had 86,547 customer visits resulting in a 13.31% increase from the previous year.
 - o The public computer lab showed a 26.18% increase from the previous year.
- The new Strategic Plan is moving forward. Library staff have finished reviewing all survey results and are evaluating the responses for future service needs. The Board will have a draft at their next meeting for review and approval.
- Director Lamb informed the Board that June 30th would end eRate funding for telephone service. Based on this, discussions are ongoing to select a new telephone provider that will be brought to the Board at a future meeting for approval.
- The Board was advised by Director Lamb that he has completed the mandated American Library Association's *Certified Library Support Staff* certification.
- Trustee Roberts mentioned that she attended the Library Christmas concert and it was a great time. Director Lamb advised he wanted to thank the Friends of the Library for providing funding that made that program possible.

Adjournment - With no further business to come before the Board, Trustee Roberts moved the meeting stand adjourned at 6:39 p.m. A second was received by Trustee Swenson. Motion Carried.

William Lamb, Library Director
and Clerk of the Board

Jackie Harper, Library Board Chair