

## Special Meeting

January 12, 2017

Library Board of Trustees

Mountain Home Public Library

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

Chairperson: Kelly Everitt

Vice Chair: Bonnie Sharp

Secretary/Treas: Mary Ellen Hale

Clerk for the Board: William Lamb

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

Excused: Kelly Everitt, Chair; Jimmy Schipani, City Council Liaison

Others Present: William Lamb, Library Director; Art Nelson, WECRD Director

**Roll Call** – The meeting was called to order by Vice-Chair Sharp and a quorum was established.

### **Public Input** –

#### **Minutes** – *December 1, 2016 Meeting*

Minutes were reviewed and Trustee Harper moved the minutes of the Regular Meeting held on December 1, 2016 be approved as written. A second was received from Trustee Hale. Motion carried.

**Bills** – Bills were reviewed and Trustee Harper moved the bills be approved as presented. A second was received by Trustee Roberts. Motion Carried.

### **Old Business** –

#### **Discussion/Possible Action** – *WECRD pilot project update*

Art Nelson, WECRD Director was present and thanked the Board for allowing him to be present. Mr. Nelson reported that the WECRD attorney has been in contact with City Attorney, Jay Friedly and from his understanding is that both agree that the WECRD sponsorship of Non-Resident Library cards would not be double-taxation.

Mr. Nelson advised that from the WECRD standpoint for this project they would allocate up to \$35,000 for resident inside the district but outside the City limits. The Library had previously determined that the WECRD would receive a monthly bill based on any Non-Residents library cards issued in the prior month.

The Board and Mr. Nelson discussed the potential negative impact on the operating budget for the Library and potential for incoming funds to affect future funding. Mr. Nelson and the Library Board both determined and felt comfortable with the pending MOU stating that the WECRD would pull their sponsorship of Library cards if it negatively affected any part of the Library budget.

The Board requested that they receive a map of the WECRD Boundaries. Director Lamb will meet Alan Christy with Elmore County to obtain the requested maps.

Mr. Nelson advised the WECRD biggest goal is to create partnerships and the Library was a great fit to providing options to the community.

Discussion/Possible Action – Library Director Evaluation Process

Trustees discussed the benefits of utilizing a “goal-oriented” evaluation and the need to create a sub-committee to define the areas of an evaluation. The Board determined the sub-committee would consist of Trustee Harper and Trustee Sharp. Trustee Sharp moved the Board approve the sub-committee consisting of Trustee Harper and Trustee Sharp to determine the areas of an evaluation and to bring information forward to the Board no later than the May 2017 meeting. A second was received by Trustee Harper. Motion Carried.

Trustee Sharp also moved the Board not complete an evaluation on Director Lamb during this year as his recent appointment did not provide enough of an opportunity to be properly evaluated. A second was received by Trustee Harper. Motion Carried.

Discussion regarding Library Goals for FY2017

Director Lamb provided a brief overview on the Goals presented to the Board. The Board advised they liked the goals and commended the staff on a job well done.

**New Business**

Reappointment recommendation to Mayor and Council for expiring term of Board Trustee Jackie Harper through February, 2022.

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

Approve request to purchase server as provided in FY17 Capital Improvement Plan

Director Lamb noted this was a request to purchase a certified refurbished server, with a three-year warranty, which will allow the Library to get higher grade equipment for the funds spent. Director Lamb noted this server upgrade was part of this year’s budget allocation and based on the needs of the Library he felt a refurbished server would be more cost effective vs purchasing a new server for a higher dollar amount. The Library’s existing server would be reallocated as a backup server and network video storage. Trustee Roberts moved the Board approve the purchase of a certified, refurbished server. A second was received from Trustee Hale. Motion carried.

Approve request to open Amazon.com Corporate Library Credit Line

Director Lamb noted that the Library orders frequently from Amazon.com and currently turns in a purchase form to City Hall with each transaction. Director Lamb felt that opening the Vendor account with Amazon.com will provide for a more efficient accounts payable process. Trustee Sharp moved the Board authorize Director Lamb to open an Amazon.com Corporate Library Credit Line for the Mountain Home Public Library with the condition the Board see the monthly invoices for the first year. A second was received from Trustee Roberts. Motion carried.

Discussion/Decision on revision to the following Policy sections:

- **Policy 4.00 – Section 4.03b: Limits on Borrowing Services**

Director Lamb noted this revision was based on a recommendation from the Youth Services staff. After a brief discussion, Trustee Harper moved the Board approve the revision of Policy 4.00 – Section 4:03b: Limits on Borrowing Services as presented. A second was received from Trustee Roberts. Motion carried.

Director and Other Reports

- Trustee's Sharp and Roberts presented for the Friends of the Library. The Friends are doing really well and have plenty of money in the Friends account. The Friends may also look at holding evening meetings in an effort to increase membership.
- The Roof has had a significant leak that required moving a large part of the Mystery section. Roman Roof's will be coming down to make repairs. The Mountain Home News requested information regarding the Roof Warranty, which Director Lamb provided.
- The Library staff has completed a programming audit of the Youth Services programs and have eliminated Bouncing Bebes and Jr. Book and a Flick due to minimal participation. New programs will include Spanish Story Time, Color Yourself Happy and TinkerCAD workshops.
- The Library was able to find a new vendor for physical magazine subscriptions, which will save the Library over \$550 per year.
- Due to the age of the current cash registers and issues with reprogramming them to meet the tax collection needs, the Library has been testing iPad and will be purchasing new register equipment as needed.

**Adjournment** - With no further business to come before the Board, Trustee Harper moved the meeting stand adjourned at 7:49 p.m. A second was received from Trustee Sharp. Motion carried.

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William Lamb, Library Director  
and Clerk of the Board

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Kelly Everitt, Library Board Chair