

# Special Meeting - **DRAFT**

March 13, 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, James Green

Excused:

Others Present: William Lamb, Library Director; Matt Bundy, Council Liaison

**Roll Call** – Chair Harper called the meeting to order at 4:00 p.m. and a quorum was established.

**Public Input** – None

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

- A. Approval of Minutes: February 13, 2019 – Special Meeting
- B. Approval of Bills: February 2019
- C. Approve payment to Quality Tile Roofing, Inc. in the amount of \$89,405.00 with a bid alternate addition of \$8,181.00 for a total of \$97,586.00 for the Library Reroof Project.

Director Lamb wanted to note that Quality Tile Roofing, Inc. is anticipating starting the roof project April 1<sup>st</sup>.

After a short discussion, Trustee Sharp moved the Board approve the Consent Agenda as written. Seconded by Trustee Green. Motion carried.

**Old Business** –

**New Business** -

A. **Action Item: Discussion/Decision on new technology lease**

Director Lamb advised the Board that the current technology lease is expiring in May and the Library would need to move forward on the new lease. Lamb recommended a lease with Insight Investments who is the current Lessor for the self-check machines. Lamb noted the new lease would provide a cost savings which could be allocated to a different line in the FY19/20 budget.

Trustee Hale moved the Board send forward a request to the City Council to enter into a lease with Insight Investments for the Library's technology needs. Seconded by Trustee Roberts. Motion carried.

**B. Action Item: Discussion/Decision on Conference Room costs**

Director Lamb requested that the Board approve an increase in the Library conference room fees. The current fees have been the same since 2005/2006 and the conference room have costs to maintain. An increase in fees would help offset those costs. Lamb recommended adjusting the policy to \$10.00 per hour for Tax Exempt Organizations, \$20.00 per hour plus tax for Private Organizations and \$50.00 per day for two or more consecutive days.

Lamb noted that because the conference room fees are not a tangible item the increase would require a public hearing.

After a short discussion, Trustee Green moved the Board send forward a request to the Council to increase the conference room fees and hold a public hearing. Seconded by Trustee Sharp. Motion carried.

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

Trustees and Director Lamb reviewed a draft budget proposal (On File) to determine the needs of the Library for the next fiscal year and what they would like to send forward to the City Council for review and approval. Highlights include:

- Decrease in the Equipment Lease expense line due to new copier and technology leases in FY18/19.
- Decrease in the Telephone/Internet expense line due to continue cost saving measures to reduce those expenses.
- Increase in the Consortium Dues expense line based on current fiscal year overage with higher than anticipated maintenance increases.
- Increase in the Collection Development expense line based on increased usage of library resources and new collections being adding. Namely the Mobile Hotspot Collection.

Director Lamb noted that outside of salary costs it would be a \$500.00 increase request over the current fiscal year's budget. Trustee Green expressed his desire to see the operational expenses be static with the current year. After further discussion, Trustees made adjustments so there would be no increase requests outside of salaries.

Trustees and Director Lamb discussed the increased usage of the Library over the last few years and the need for additional staffing. Trustees expressed interested in an additional part-time position to allow the Library to meet the increased demands and allow the Library to continue to provide quality service to library guests and the community.

Director Lamb advised the Board he would take their notes and suggestions and make the necessary revisions to the draft budget for review at the April Board meeting.

**Director and Other Reports –**

- Trustee Sharp noted the Friends of the Library held a book sale on February 22<sup>nd</sup> and 23<sup>rd</sup> and it was a success.
- Councilman Bundy mentioned that Courtney Lewis, Economic Development Director was looking for volunteers to be on the stakeholder/advisory committee for the upcoming comprehensive plan.

**Adjournment** - With no further business to come before the Board, Trustee Green moved the meeting stand adjourned at 5:22 p.m. Seconded by Trustee Roberts. Motion carried.

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William Lamb, Library Director  
and Clerk of the Board

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Jackie Harper, Library Board Chair