

Special Meeting

October 11, 2018

Library Board of Trustees

Mountain Home Public Library

790 North 10th East – Mountain Home, ID

Chairperson: Jackie Harper

Vice Chair: Stacy Swenson

Secretary/Treas: Mary Ellen Hale

Clerk for the Board: William Lamb

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

Excused: Mary Ellen Hale, Trustee

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

Roll Call – Chair Harper called the meeting to order at 6:00 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: September 6, 2018 – Regular Meeting

B. Approval of Bills: September 2018

C. Approval of Policy 1.0: Bylaws of the Library Board of Trustees

D. Approval of Policy 3.00: General Objectives, Service Priorities, and Hours

E. Approval of Policy 4.00: Use of the Library (**Pulled from Consent Agenda and placed under New Business**)

Director Lamb requested Item E. Approval of Policy 4.00: Use of the Library be pulled and placed under New Business.

After a short discussion, Trustee Sharp moved the Board approve the Consent Agenda without item E. Seconded by Trustee Roberts. Motion carried.

Old Business –

New Business -

A. Action Item: Items Removed from Consent Agenda Section

Item E: Approval of Policy 4.00: Use of the Library

Director Lamb and Trustees discussed changes to this policy section including the incorporation of a Juvenile Computer and Internet Use section to spell out the library's policy to protect the rights to access for minor children. Trustees recommended additional information be added to the Juvenile Computer and Internet Use section to explain safeguards in place to protect minor children.

After further discussion, Trustee Swenson moved the Board table this item until the next meeting. Seconded by Trustee Sharp. Motion carried.

B. Action Item: Annual Business meeting – 2018/2019 Nomination and Election of Officers – Chairperson, Vice-Chairperson, Secretary/Treasurer and Clerk

The Board agreed to complete nominations with a one-vote rule.

Chairperson: Trustee Roberts nominated Trustee Harper to be the Chairperson.

Vice-Chairperson: Trustee Harper nominated Trustee Swenson to be the Vice-Chairperson.

Secretary/Treasurer: Trustee Swenson nominated Trustee Hale to be the Secretary/Treasurer.

Clerk: The Board agreed that Director Lamb would continue as the Board's Clerk.

Trustee Roberts moved the Board accept the nominations as presented. Seconded by Trustee Sharp. Motion carried.

C. Action Item: Annual Business Meeting – Estimate date, time and posting locations of Board Meetings

Trustee Sharp moved the Board approve the date, time and posting locations as presented. Seconded by Trustee Swenson. Motion carried.

Date: 1st Thursday of every Month, except June, July and August.

Time: 6:00 p.m.

Posting Locations: Library Website, Library Building and City Hall

D. Action Item: Discussion/Decision on roof replacement project

Director Lamb noted the new fiscal year has started and money was available to start the roof replacement project. The first step is to select an architect firm to complete the specification documents. Director Lamb recommended the Board approve using Hutchison Smith Architects. They are the same architect that did the remodel in 2005 so they already have the building specifications, which should help reduce some of the costs associated with the documents.

After further discussion, Trustee Sharp moved the Board authorize Director Lamb to engage Hutchison Smith Architects to complete the re-roofing specifications. Seconded by Trustee Swenson. Motion carried.

Director and Other Reports

- Director Lamb reported there was a 7.3% increase in patron visits, a 10.6% increase in Adult/Teen circulation and a 22.4% increase in Juvenile circulation during the fiscal year ending September 30, 2018.
- The State Statistical report will be started in the next few months. As part of that, the Mountain Home Public Library will be part of a test team for the new reporting website for the IcFL.

Executive Session: Pursuant to Idaho Code Section 74-206(1)(b) – Personnel Matters

Trustee Roberts moved the Board adjourn into Executive Session pursuant to Idaho Code Section 74-206(1)(b) to discuss personnel matters. A second was received by Trustee Sharp.

The following vote was recorded:

Trustee Harper	AYE
Trustee Sharp	AYE
Trustee Roberts	AYE
Trustee Swenson	AYE

The vote being unanimous, the motion was carried and so ordered.

The Board of Trustees went into Executive Session at 7:29 p.m.

The Board of Trustees came out of Executive Session at 8:12 p.m.

Action Item: Discussion/Decision on Continuing Education

Director Lamb and Trustees discussed ways to improve communication between the Library and City. After further discussion, Trustee Swenson moved to instruct Director Lamb to set up a Library/City relationship workshop for November 1st. Seconded by Trustee Sharp. Motion carried.

Adjournment - With no further business to come before the Board, Trustee Roberts moved the meeting stand adjourned at 8:21 p.m. Seconded by Trustee Swenson. Motion Carried.

William Lamb, Library Director
and Clerk of the Board

Jackie Harper, Library Board Chair