

Regular Meeting
September 5, 2019
Library Board of Trustees
Mountain Home Public Library
790 North 10th East – Mountain Home, ID

Chairperson: Vacant
Vice Chair: Bonnie Sharp
Secretary/Treas: Mary Ellen Hale
Clerk for the Board: William Lamb

Board Members Present: Trustees Bonnie Sharp, Nadine Roberts, James Green

Excused: Mary Ellen Hale

Others Present: William Lamb, Library Director; Matt Bundy, Council Liaison; Geoff Schroeder, City Attorney's Office

Roll Call – Vice-Chair Sharp 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: May 2, 2019 – Regular Meeting
- B. Approval of Bills: May 2019, June 2019, July 2019 and August 2019
- C. Approval of Policy 4.00 – Section 4.07: Privacy and Confidentiality
- D. Accept resignation of Trustee Harper effective September 5, 2019

Director Lamb noted that with the resignation of Trustee Harper, the Board does not have a Chair. However, since the annual business meeting is in October one could be selected at that meeting.

Trustee Green moved the Board approve the Consent Agenda as written. Seconded by Trustee Roberts. Motion carried.

Old Business –

There was no old business to discuss at this meeting.

New Business -

- A. **Action Item: Items removed from the consent section**

There were no items removed from the Consent Agenda.

B. Action Item: Discussion/Decision on Memorandum of Understanding with Idaho Department of Labor for Community Outreach

Director Lamb noted that the local Department of Labor (IDOL) office has closed and they are looking to provide outreach services to the community at the Library. Lamb advised his only concern was space limitation but Geoff Schroeder with the city attorney's office was able to write the memorandum of understanding so that Library use is the priority for the commons area and any IDOL outreach would have to be structured around Library needs. Mr. Schroeder was present and went through the memorandum of understanding with Trustees. After a short discussion, Trustee Roberts moved the Board approve the memorandum of understanding with the Idaho Department of Labor for Community Outreach. Seconded by Trustee Green. Motion carried.

C. Action Item: Discussion/Decision on overdue fines and change to circulation policy

Director Lamb provided information to Trustees regarding the nationwide and local trend of eliminating overdue fines. Lamb felt this should be a priority of the Board for the Mountain Home Public Library as one of the Library's Strategic Goals is to "Ease barriers to library services". Lamb stated late fines go against the Library's mission and values and need to be eliminated. Additionally, over the last few years fine revenue has been dropping with less patrons paying the fines and the addition of auto-renewals.

Lamb continued that fines do not serve their intended purpose of getting library materials back, instead they act as a barrier to access for most of the citizens that need the library most. Studies have shown that eliminating overdues fines grow library usage with increases in circulation and card holders.

Lamb noted that during the last fiscal year overdue revenue accounted for 0.67% of the library's total revenue. The community and the staff are constantly negotiating the appropriateness of fines. The staff's time could be better spent providing more customer-focused activities.

Lamb requested the Board update the circulation policy to remove overdue fines from all materials except digital devices, interlibrary loans and the traveling circuit audio collection. The Library would still charge for lost and damaged materials.

After a short discussion, Trustee Roberts moved the Board approve revisions to the circulation policy to remove overdue fines effective immediately. Seconded by Trustee Green. Motion carried.

D. Action Item: Discussion/Decision on purge of Library accounts

Director Lamb advised it was time to complete an annual purge of old patron accounts.

Trustee Green moved the Board approve the annual purge of patron accounts. Seconded by Trustee Roberts. Motion carried.

E. Action Item: Discussion/Decision on rescheduling October Library Board Meeting due to conference conflict

Director Lamb noted that the annual Idaho Library Association conference is on the same day as the October Board meeting and asked the Board to reschedule their October meeting.

After a short discussion, Trustee Green moved the Board reschedule the October meeting to October 24, 2019. Seconded by Trustee Roberts. Motion carried.

Director and Other Reports –

- The Summer Reading Program was highly successful this year. The library had 497 participants who read for 7,330 hours.
- The restroom remodel project would be starting soon and the main Women's restroom would be the first completed.
- Trustee Roberts noted the Friends of the Library created a quilt that will be raffled off. The American Girl Tea will be on September 14, 2019 and it is the 10th year for that program.

Adjournment - With no further business to come before the Board, Trustee Green moved the meeting be adjourned at 7:04 p.m. Seconded by Trustee Roberts. Motion carried.

William Lamb, Library Director
and Clerk of the Board

Bonnie Sharp, Library Board Vice-Chair