

Regular Meeting  
December 5, 2019  
Library Board of Trustees  
Mountain Home Public Library  
790 North 10<sup>th</sup> East – Mountain Home, ID

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

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Board Members Present: Trustees Bonnie Sharp, Mary Ellen Hale, Nadine Roberts, James Green  
Excused: Matt Bundy, Council Liaison  
Others Present: William Lamb, Library Director

**Roll Call** –Chair Sharp called the meeting to order at 5:01 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 5, 2019
- B. Approval of Bills: October and November 2019

Director Lamb requested to remove Approval of the September 5, 2019 minutes completely from the agenda. These minutes were already approved and the October minutes will come back for approval at the next meeting.

Trustee Roberts moved the Board approve the Consent Agenda with removing Item A. Approval of Minutes. Seconded by Trustee Hale. 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: Approve Library Director Conference Attendance – Nashville, TN – February 2020**

Director Lamb advised that Board that the annual Public Library Association conference would be held in Nashville, TN from February 25-29, 2020. Lamb was requesting the Board's approval to attend the conference and take a few days of vacation prior to the conference. Lamb also noted that all travel would be paid personally by Lamb and the Library would only be covering the cost of the conference registration.

Trustee Green moved the Board approve Director Lamb's travel request to attend the Annual Public Library Association conference in Nashville, TN. Seconded by Roberts. Motion carried.

**C. Action Item: Discussion/Decision on Customer Service Policy**

Trustees and Director Lamb discussed the need to revise the existing customer service policy. The existing policy was originally created in 1999 and revised in 2002. Lamb advised with the Board's approval, Library Staff would draft a new policy for the Board's review and input.

Trustee Hale moved the Board authorize Director Lamb and Staff to create a new policy and bring it back at a future meeting. Seconded by Trustee Roberts. Motion carried.

**D. Discussion Item: FY19 Statistics**

Trustees and Director Lamb reviewed the annual statistical numbers. Lamb noted that adult programs, circulation and library cards issued had increased during the prior fiscal year. However, there were decreases in teen, children and family programming due to eliminating under-performing programs. Lamb noted his priority is quality programs over the number of programs and recently new standards have been implemented to improve the advertising of programs. Lamb is optimistic that these new standards will improve the programs provided to the community and the attendance in those programs.

Director Lamb also advised that the Library would not be afraid to continue eliminating under-performing programs and finding new programs.

**E. Policy Review: Section 1.00 – Board of Trustees, Public Input and Complaints**

Trustees reviewed Section 1.00 of the Library Board Policies. With no recommended changes, no action was taken.

**Director and Other Reports –**

- The Library is participating in a Broadband Improvement audit through the Idaho Commission for Libraries that would providing funding opportunities to upgrade any deficiencies.
- Based on continued requests, the Library is in the process of adding notary services to our offerings.
- Director Lamb noted that the Non-Resident library card rate would decrease on January 1<sup>st</sup> from \$37.00 to \$35.50. This is to keep in line will what resident taxpayers are paying for library services.

**Adjournment** - With no further business to come before the Board, Trustee Green moved the meeting be adjourned at 5:27 p.m. Seconded by Trustee Hale.

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William Lamb, Library Director  
and Clerk of the Board

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Bonnie Sharp, Library Board Chair