

Special Meeting  
October 24, 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

---

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

Excused:

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

**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: September 5, 2019 – Regular Meeting
- B. Approval of Bills: September 2019
- C. Approval of Policy 4.00 – Section 4.02b: Limits on Borrowing Services (**Pulled from Consent Agenda and placed under New Business**)
- D. Approval of Policy 4.00 – Section 4.03: Service Charges, Goods and Fines (**Pulled from Consent Agenda and placed under New Business**)
- E. Approve 2020-2030 Capital Improvement Plan (**Pulled from Consent Agenda and placed under New Business**)
- F. Approve cancellation of November 2019 Board Meeting

Vice-Chair Sharp asked to have items C, D and E pulled from the Consent Agenda and placed under New Business.

Trustee Green moved the Board approve the Consent Agenda as written without Items C, D and E. 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**

#### **Item C: Approval of Policy 4.00 – Section 4.02b: Limits on Borrowing Services**

Trustees and Director Lamb went over the proposed changes to this policy section. Lamb noted that this was being done to make checkout periods and renewals more consistent across the board. Additionally, possible changes are coming from the LYNX! Consortium based on the needs of our partner libraries and this policy change will allow the flexibility to make those changes when they come through.

Trustee Green moved the Board approve Policy 4.00 – Section 4.02b: Limits on Borrowing Services. Seconded by Trustee Roberts. Motion carried.

#### **Item D: Approval of Policy 4.00 – Section 4.03: Service Charges, Goods and Fines**

Director Lamb noted that after reviewing the costs associated with a traveling audio collection it was decided to discontinue participation in that program. This policy change reflects the removal of that traveling collection from the fine schedule.

Trustee Hale moved the Board approve Policy 4.00 – Section 4.02b: Limits on Borrowing Services. Seconded by Trustee Green. Motion carried.

#### **Item E: Approve 2020-2030 Capital Improvement Plan**

Trustees and Director Lamb went over the 2020-2030 Capital Improvement Plan (on file). Lamb advised Trustees it is difficult to accurately project potential dollar amounts needed as these plans are so far in the future.

Trustee Roberts moved the Board approve the 2020-2030 Capital Improvement Plan. Seconded by Trustee Green. Motion carried.

**B. Action Item: Annual Business Meeting – 2019/2020 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 Green nominated Trustee Sharp to be the Chairperson.

**Vice-Chairperson:** Trustee Roberts nominated Trustee Green to be the Vice-Chairperson.

**Secretary/Treasurer:** Trustee Sharp nominated Trustee Hale to be the Secretary/Treasurer.

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

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

**C. Action Item: Annual Business Meeting – Establish date, time and posting location of Board Meetings.**

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

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

**Time:** 5:00 p.m.

**Posting Locations:** Library Website, Library Building and City Hall

**D. Information Only: Budget Review**

Director Lamb advised that at the end of the fiscal year, he was notified that the Library fund would be in the negative by approximately \$5,700.00. After reviewing budgeted expenditures and cash-carry over projections the issues ended up being multi-pronged. 1) The salary/fringe expenditure lines went over the budgeted amount. Lamb noted this was probably due to increased fringe benefits. 2) A few of the Library revenue lines did not meet their projections.

Lamb advised on the revenue side of the budget there were a few lines that never meet their budgeted revenue and are not set by the Board. However, there are also lines that are set by the Board and those lines didn't meet anticipated revenues either. During the 2020-2021 budget process, Lamb is recommending the Library ask for no increases in expenditures lines except for staff salaries and benefits. The goal should be to work collaboratively with the City Council to find a solution to eliminate and/or reduce the revenue lines that are causing issues. Lamb believes that by working together the Library Board and City Council can find a way to move forward with the Library budget to not have this issue in the future.

**Director and Other Reports –**

- The Friends of the Library had a book sale and a raffle for a homemade quilt. The book sale did really well and the quilt made over \$700.00 that will be used to support youth programming.
- Director Lamb noted that himself and two staff members attended the annual Idaho Library Association conference in Nampa. There were quite a few sessions that provided positive reinforcement of the Library's direction of easing barriers to access.

**Adjournment** - With no further business to come before the Board, Trustee Green moved the meeting be adjourned at 6:48 p.m. Seconded by Trustee Hale.

---

William Lamb, Library Director  
and Clerk of the Board

---

Bonnie Sharp, Library Board Chair