

Regular Meeting

January 2, 2020

Library Board of Trustees

Mountain Home Public Library

790 North 10th 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 –Chair Sharp called the meeting to order at 5:00 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: October 24, 2019 and December 5, 2019

B. Approval of Bills: December 2019

C. Approve FY19 Annual Statistical Report

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

Old Business –

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

Trustees and Director Lamb reviewed a revised customer service policy. Director Lamb noted that the revised policy was more in line with what the Mountain Home Public Library is focusing on today and into the future and felt that it provided a good guideline for the future. Trustees made recommendations for the proposed policy.

Trustee Hale moved the Board adopt the new Customer Service Policy with the requested addition. Seconded by Green. Motion carried.

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 request from Narcotics Anonymous to utilize Library Conference Room to hold weekly meetings

Director Lamb informed the Board that he spoke with the representative from narcotics anonymous earlier in the day and they requested this item be pulled from consideration as they are looking at some other options.

C. Discussion Item: 2019 Goals

Trustees and Director Lamb reviewed 2019 Goals and discussed what was accomplished. Lamb noted that some of the 2019 Goals ended up being on-going projects or will be finalized in 2020.

Goals accomplished:

- Evaluate and implement options to ease barriers to library services
- Work with LYNX! partners to update ILS standards
- Evaluate adding notary services
- Increase Youth Services programming to focus on kindergarten readiness
- Redesign Library Website
- Evaluate, consolidate and move collections, as necessary
- Evaluate adding "Reference" sections
- Finish roof replacement project
- Budget for increased collection funding to maintain collection development opportunities

On-going projects:

- Assess and increase circulation in underused collections
- Evaluate and implement online meeting room reservations (Finalizing in 2020)
- Evaluate in-house technology checkouts (Finalizing in 2020)

- Evaluate and simplify all spine labels and stickers
- Evaluate use of library spaces

Goals not accomplished:

- Continue outreach efforts with school libraries during summer months

Note: No local school library received funding to maintain this project.

D. Action Item: Discussion/Decision on 2020 Goals

Trustees and Director Lamb reviewed and discussed the Library's 2020 goals which included:

SERVICES & PROGRAMS

- Work with LYNX! partners to provide Books for Babies to area hospitals
- Expand STEAM day events
- Expand family nights during annual Summer Reading Program
- Expand outreach partnerships to reach more of the community

COLLECTIONS

- Expand Youth Audiobook collection
- Finalize signage to increase visibility of collection offerings
- Work with LYNX! partners to establish circulating Museum passes for families

TECHNOLOGY

- Finalize online conference room reservation opportunities within six months
- Implement Chromebook checkouts within six months
- Increase utilization of online registration and reporting for annual summer reading program

BOARD/DIRECTOR

- Maintain implementation of minimum performance standards and marketing guidelines
- Research and utilize design firm to develop paint schemes for repaint project
- Work with City departments to determine off-site storage options

- Work with City Council to eliminate annual revenue shortfalls
- Partner with Friends group to fund/install outdoor book-drop for patron access

After further discussion, Trustee Roberts moved the Board adopt the 2020 goals as presented. Seconded by Trustee Green. Motion carried.

E. Policy Review: Section 2.00 – Personnel and Continuing Education

Trustees reviewed Section 2.00 of the Library Board Policies. With no recommended changes, no action was taken.

Director and Other Reports –

- The Library is part of a pilot project with Boise State University to help non-traditional students connect to post-secondary resources. As such, the first training session for Library staff on this project is January 28th in which MHPL will be opening late so all staff can attend and provide feedback to BSU.
- Looking into new door counters that have the ability to pull reports vs. staff manually tracking.
- Friends of the Library held a book sale and have been able to fund library projects as requested.

Adjournment - With no further business to come before the Board, Trustee Green moved the meeting be adjourned at 5:36 p.m. Seconded by Trustee Roberts.

William Lamb, Library Director
and Clerk of the Board

Bonnie Sharp, Library Board Chair