

Regular Meeting
February 4th, 2021
Library Board of Trustees
Mountain Home Public Library
790 North 10th East – Mountain Home, ID

Chairperson: James Green
Vice Chair: Rich Sykes
Secretary/Treas: Brad Fesperman
Clerk for the Board: Shasta Hochstrasser

Board Members Present: Trustees Bonnie Sharp, James Green, Rich Sykes, Brad Fesperman, Mary Ellen Hales; Brad Stokes, Council Liaison

Excused:

Others Present: Shasta Hochstrasser, Interim Library Director, Daniel Mercado, citizen

Roll Call –Chair Green called the meeting to order at 5:01 p.m. and a quorum was established.

Public Input – None

Consent Agenda – ALL CONCENT AGENDA ITEMS LISTED BELOW ARE ACTION ITEMS.

A. Approval of Minutes – January 7, 2021

B. Approval of Bills – January 2021

Chairman Green asked Trustee Fesperman if there was anything abnormal with the numbers. Trustee Fesperman said there communication with Interim Director Hochstrasser to figure out and verify numbers and everything looks good so far.

C. Policy Review – Approve Policy Review – Approve renewal of Internet Safety Policy

D. Trustee Sykes asked if filtering software. Hochstrasser verified that Tek-Hut currently supplies the software in the current price package.

Trustee Sharp made a motion to approve the consent agenda. Trustee Sykes seconded.
Motion carried.

Old Business –

A. Action Item: Discussion/Decision on recommended changes to Section 1.00, Board of Trustees bylaws

Trustee Sharp said she had concerns for Policy Section 1.00, Number 1.02 page 4/6, Section 7 – *Donations or gifts for the benefit of the library shall be budgeted along with other library accounts and shall be used only for the library purposes. Money or other funds which are donated or given to the library may be expended by the board of trustees only in accordance with the city budget process.*

Trustee Sharp explained the purpose of The Friends of the Mountain Home Public Library was to provide enhancement to library purposes. Their contributions should not be a given in the Library's donation line. Chairman Green explained the need of a donation line with a projected estimate at the beginning of the fiscal year was for auditing purposes. The donation line does not refer specifically to The Friends of the Mountain Home Public Library nor does the estimate mean the yearly estimate is met but it is required to have a pass-through line for contributions. Trustee Sharp explained that money was never directly given to the Library put that the Library would bring requests for funding needed which would be approved and paid for by The Friends of the Mountain Home Public Library.

Interim Director Hochstrasser explained that not all cash donations are solely given through The Friends of the Mountain Home Public Library and therefore a donation line is needed to itemize those contributions. Hochstrasser suggested that the phrasing of the first sentence be changed to say *Monetary Donations* and strike the words *Or Gifts*.

Trustee Sharp had concern that any donation made to the Library would be given to other city departments for use. Trustee Sykes said that the donations made to the library would stay in the library funds. Trustee Sharp asked Interim Director Hochstrasser to read the entirety of donations paragraph with changes.

Monetary donations for the benefit of the library shall be budgeted along with other library accounts and shall be used only for the library purposes. Money or other funds which are donated or given to the library may be expended by the board of trustees only in accordance with the city budget process.

Trustee Sykes made a motion to approve all changes to Section 1.00 in its entirety to reflect State Code and wording changes suggested by Interim Director Hochstrasser. Trustee Fesperman seconded.

The following vote was recorded:

Trustee Green	AYE
Trustee Sykes	AYE
Trustee Fesperman	AYE
Trustee Hales	AYE
Trustee Sharp	NAY

Motion carried.

Trustee Sharp had concern about Section 1.0, Article 2, page 1/6, Section 4. Chairman Green that the motion for the whole section had already been carried. Trustee Sharp asked the record to reflect that their understanding of the vote was specifically for Policy Section 1.00, Number 1.02, page 4/6, Section 7. Trustee Sharp expressed concern on the process and noted not being in the interview process in the past. Trustee Fesperman and Trustee Sykes stated that

Trustee Sharp was at Trustee Fesperman's interview. Trustee Sharp disagreed with the policy stating that these appointments are giving less authority for the managing director.

Chairman Green interjected with comments being appreciated and the board needs to stay on track with the agenda.

New Business –

- A. Trustee Sykes announced that Trustee Hales term appointment expires this month and presented Mountain Home resident Daniel Mercado as new trustee appointee. Daniel currently works for the City of Mountain Home, parent to a 14 year old and has written for 6 issues of the Whistle Pig. Trustee Sykes thanks Trustee Hales for her work as a library board member for 7 years.
- B. Trustee Sharp provided a signed resignation letter effective February 4, 2021 at 8:00pm. Trustee Sharp has served on the Library Board for 14 years and said it was important that there be less contention for those on the board. Chairman Green and Trustee Sykes asked that plaques be made for both Trustee Hales and Trustee Sharp for their service to the Library Board.
- C. Trustee Sykes announced that he will be stepping down as library trustee and will start interviewing for new library board members in the coming weeks.
- D. Trustee Sykes mentioned the City's Strategic Planning meeting held with all City Department Heads to create better communication between departments and create goals as a whole unit as well as individual entities.

Director's Report –

- 1. Light timers were checked to make sure they are scheduled to turn off after hours.
- 2. Cleaning Bid is more expensive than what we currently have by \$1,700.00 a year so there's no need to change companies.
- 3. Stucco & Painting Bids are being collected and will be compared in the coming months.
- 4. Continued Education opportunities for staff encouraged. Cross training of copy cataloging being implemented and staff are keeping track of the educational classes they are taking. The Library Board encourages applying for grants. Interim Director Hochstrasser just learned of a potential Summer Intern grant opportunity the library could apply for.
- 5. Phone Bid gives the library the opportunity to own phones instead of renting.
- 6. The Library Board approved the Non-Resident Card fee policy in October 2020 and the 2019 Library Statistical Report provides the updated calculations for card fees plus tax to be as follows:
 - 6 Months – \$18.82
 - 1 Year - \$37.63
 - Student - \$3.18The rate will change at the beginning of each year as the updated Library Statistical Report becomes available.

7. LYNX's Directors meeting reported a potential purchasing a curbside service app for mobile devices as an added contactless service. More information and review to come in the upcoming months. LYNX's consortium does have an app for patrons to utilize their phones for checkouts, renewals, holds, card catalog, & website link. Recently identified and promoted with social media. The Library Board encouraged more promotion to follow.
8. COVID procedures and Increased Opening – With the State moving into Stage 3, the library will provide increased access in the month of February by offering:
Operating Hours: Monday – Friday, 10am – 5pm
Computer Lab: 11 spots socially distanced, 45 minutes per day
Browsing Hours: Monday – Friday
Morning 10am – 11am
Afternoon 4pm – 5pm
Occupancy limited to 25 patrons in the library. The commons area will be closed.
Curbside service will continue.
Access to card catalogs.
Staff & Patrons strongly encouraged to wears masks and use hand sanitizer.
Items will continue to quarantine for 5 days before being checked back in.
Increased access will be available upon updates from the State of Idaho and the CDC.

Adjourn –

With no further business to come before the Board, Trustee Hales moved the meeting be adjourned at 6:35 p.m. Seconded by Trustee Sharp. Motion carried.

Shasta Hochstrasser,
Interim Library Director & Clerk of the Board

James Green, Library Board Chair