

Regular Meeting

May 6th, 2021

Library Board of Trustees

Mountain Home Public Library

790 North 10th East – Mountain Home, ID

Chairperson: James Green

Vice Chair: Daniel Mercado

Secretary/Treas: Brad Fesperman

Clerk for the Board: Shasta Hochstrasser

Board Members Present: Chairman James Green, Vice Chairman Daniel Mercado, Trustee Samantha Trombly

Excused: Trustee Priscilla Sission, Trustee Brad Fesperman, Council Liaison Brad Stokes

Others Present: Shasta Hochstrasser, Library Director

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

Public Input – None

Trustee Orientation with Kevin Tomlinson from the Idaho Commission for Libraries

Recording found on Mountain Home Public Library Facebook Page

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

A. Approval of Minutes – April 1st, 2021

Director Hochstrasser requested to change a typo made that should have said Trustee Fesperman instead of Chairman.

B. Approval of Bills – April 2021

Trustee Mercado made a motion to approve the consent agenda. Trustee Trombly seconded.

The following vote was recorded.

Trustee Green AYE

Trustee Mercado AYE

Trustee Trombly AYE

Motion carried.

Policy Review –

A. Section 4, Number 4.01, 4.02, 4.02a, 4.02b

- a. 4.01 – Chairman Green asked to add the words study carrels to activities bullet point following seasonal outside patio and also add them in the next paragraph after the commons area.
- b. 4.02a – Director Hochstrasser asked that the words each year be eliminated from item 2.

On item 3 the word valid and physical be added to the sentences as follows -
A valid ID is required. A current physical mailing address is also required.

On item 6 the last sentences should now read Student Rate Library Cards will allow you to check out all materials at a limit of five items at one time. Limit may be changed on a case-by-case needed basis.

On page 3/3 the first sentence should now read –

An applicant for a Borrower’s Card must present a valid driver’s license, passport, or other official photo ID and provide proof of current physical residential address dated within 60 days.

- c. 4.02b

Book limit 40

Audio Books limit 10

Holiday Items limit 5

Blu-Ray/DVDs – feature films & Nonfiction & TV Series limit 5

Trustee Mercado made a motion to approve the changes made to Sections Section 4, Number 4.01, 4.02, 4.02a, 4.02b. Trustee Trombly seconded.

The following vote was recorded.

Trustee Green AYE

Trustee Mercado AYE

Trustee Trombly AYE

Motion carried.

Old Business –

A. Discussion/Possible Action – Summer Intern Posting

- a. Director Hochstrasser asked that the board approve the job description of the Summer Intern position for posting along with asking that the board approve using the city fringe benefits line as tax coverage so that the whole of the \$1,000 grant could go to the intern.

Chairman Green made the motion to approve the city fringe benefits line to pay for tax coverage so that the whole of the \$1,000 grant goes to the intern. Trustee Trombly seconded.

The following vote was recorded.

Trustee Green AYE

Trustee Mercado AYE

Trustee Trombly AYE

Motion carried.

Trustee Trombly made the motion to approve the job description of the Summer Intern position for posting. Trustee Mercado seconded.

The following vote was recorded.

Trustee Green AYE

Trustee Mercado AYE

Trustee Trombly AYE

Motion carried.

B. Discussion/Possible Action – Consortium Dues Increase

Director Hochstrasser explained that LYNX Directors met to vote on a new mobile application that provide contactless pickup for patrons. However this new membership increases the Consortium Dues budget line to \$664.61 more than what was voted on during the annual budget review. Director Hochstrasser asked the board to approve the annual increase change of the consortium dues.

Trustee Mercado made the motion to approve the annual increase of the consortium dues. Trustee Trombly seconded.

The following vote was recorded.

Trustee Green AYE

Trustee Mercado AYE

Trustee Trombly AYE

Motion carried.

New Business –

A. Action Item: Items removed from the consent section –

B. Discussion/Possible Action – Open/Serial Meeting

Director Hochstrasser pointed out the importance of knowing that if three or more board members are together talking about library business, it would be considered an open meeting. If board members have an email conversation that is considered a serial meeting. Both are illegal and subject to fines if not corrected.

C. Discussion/Possible Action – Potential Library Positions

Trustee Mercado asked to make sure potential employee would fit the criteria needed to fill the Coordinator position with the 30 hours of ICFL training needed. Director Hochstrasser said she would make sure they fit the criteria within 6 months of hiring.

Director Hochstrasser asked if adjustments could be made to the COVID Protocol to allow the public to utilize the meeting room during Stage 3 along with a return to normal business hours during Stage 3. Chairman Green asked those requests be added to June's Board Meeting.

Trustee Mercado made a motion to approve filling the Library Services Coordinator replacement in-house by a current employee and post a library services specialist replacement position. Trustee Trombly seconded.

The following vote was recorded.

Trustee Green AYE

Trustee Mercado AYE

Trustee Trombly AYE

Motion carried.

D. Discussion/Possible Action – Study Carrels

Chairman Green and Trustee Trombly were concerned about the steadiness of the structure for safety reasoning. Chairman Green asked if instead actual building of partition walls as an alternative. Director Hochstrasser said she would research more.

Item was tabled.

Director Report –

- A. HVAC – Units were installed on Tuesday, April 20th & Wednesday, April 21st. Video on Facebook shows the crane used in the process. ACCO also provided pictures of the roof after installation. Board members were emailed pictures. The library has started implementing no quarantine for all items being turned in. We are hopeful to see Idaho coming out of the phases altogether soon.

- B. Stucco Repair – Currently have 2 bids but will need one more. Putting out more requests. Working with Jamie McDaniel City Grants Administrator on applying for a Solar Panel Grant application.
- C. Mail Lease – Comparing options before presenting it to the Library Board for approval. Library Director Hochstrasser is meeting with the owners of the Porter House/Shelley Academy to give them a tour of the library and discuss partnership opportunities for the betterment of the community.
- D. Solar Grant – Working with Jamie from City Hall and asking for bids from solar companies. Missed a grant deadline due to lack of bids but will research and work towards applying for next year.
- E. Summer Reading Program – Virtual Reading App will be utilized like last year as well as physical reading logs to track progress. Bianca will be asking the Friends of the Mountain Home Public Library for prize purchases. We’ve also received prizes from Papa Murphy’s, JumpTime, Aquarium of Boise, ZooBoise, The Cheesecake Factory, Mudslinger, & Parks & Rec.

F. April 2021 Overview Stats – April 1st – April 29th

G. Continued Education Webinars –

Mark – 5

Jessica – 5

Bianca – 5

Michelle – 5

Meghan – 5

Total – 25

Shasta will be finishing her second to last semester May 7th.
Her last semester begins on May 24th

Adjourn –

With no further business to come before the Board, Trustee Mercado moved the meeting to be adjourned at 6:45p.m. Seconded by Trustee Trombly. Motion carried.

Shasta Hochstrasser,

James Green, Library Board Chair

Library Director & Clerk of the Board