

Regular Meeting - **DRAFT**

November 4th, 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 Priscilla Sisson, Trustee Brad Fesperman, (Trustee Samantha Trombly - came in at 5:38pm)

Excused: Council Liaison Brad Stokes

Others Present: Shasta Hochstrasser, Library Director

Roll Call – Chairman Green called the meeting to order at 5:02 p.m. and a quorum was established.

Public Input –

Laurice Bentz, Friends of the Mountain Home Public Library presented verbal testimony on behalf of the Friends organization. She explained that it is a pleasure to be a founding member and has been for the past 15 years. The Friends have provided funding for special library events that would not be possible solely through the library's budget. They were unhappy having the book shelves moved into the commons area of the library and find it to be not as conducive as where they were located previously. They realize with COVID happening, library usage was down and last month they didn't make even a 4th of what it's been in the past. The Friends recognized it's been recorded that they want their space back to have a private area where they can organize the books. They will wait until the first of the year then reevaluate whether or not to continue. Laurice said the Friends have appreciated the library's advertisements for the book sales and the thank you luncheon staff provided for the Friends. She said we work well together and just disappointed that the bookcases were moved without communication. Chairman Green explained that the board is happy to look at some options. Trustee Fesperman asked if they need more space. Laurice said she didn't know. Trustee Fesperman asked what the measurement indicator of success. Laurice said the income obtained from the book sales. She was the Friends were upset that the old director had mentioned the idea of moving the bookcases to the Friends chairman but did not communicate when the bookcases were moved. Trustee Sisson suggested that library staff could help organize the books into sections for the Friends. Director Hochstrasser said they would be happy to do that for the Friends. Chairman Green thanked Laurice for coming and expressing her thoughts.

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

A. Approval of Minutes – October 7th, 2021

B. Approval of Bills – October 2021

Trustee Fesperman made a motion to approve the consent agenda and bills. Trustee Sisson seconded.

The following vote was recorded.

Chairman Green	AYE
Vice Chairman Mercado	AYE
Trustee Fesperman	AYE
Trustee Sisson	AYE

Motion carried.

Policy Review –

A. Approve revision of Policy Section 4, Number 4.07, 4.07a, pages 1&2, 4.07b, & 4.08

Director Hochstrasser suggested editing the email used to request a public record to librarydirector@mountain-home.us.

Trustee Mercado asked if any public record request gets sent to the city clerk. Director Hochstrasser said she didn't know but would find out the answer.

Trustee Sisson made a motion to approve Policy Section 4, Number 4.07, 4.07a, pages 1&2, 4.07b, & 4.08 with edit of email to be librarydirector@mountain-home.us. Trustee Fesperman seconded.

The following vote was recorded.

Chairman Green	AYE
Vice Chairman Mercado	AYE
Trustee Fesperman	AYE
Trustee Sisson	AYE

Motion carried.

Old Business –

None.

New Business –

- A. Action Item: Items removed from the consent section.
- B. Action Item: Nomination and Election of Chairperson and Vice-Chairperson for FY22

Chairman Green made a motion to nominate Vice Chair Mercado as the elected Chairman for FY22.

Trustee Fesperman asked Vice Chair Mercado if he was comfortable with that. Vice Chair Mercado said he'd be happy to serve.

Trustee Sisson seconded.

The following vote was recorded.

Chairman Green	AYE
Vice Chairman Mercado	AYE
Trustee Fesperman	AYE
Trustee Sisson	AYE

Motion carried.

Chairman Green asked if we should nominate Trustee Trombly if she isn't present and asked Director Hochstrasser to see if she could be reached by phone. Director Hochstrasser called and Trustee Trombly answered. Chairman Green asked if she would be comfortable being nominated as treasurer and she politely declined. Trustee Fesperman said he could continue as treasurer for another year and Trustee Sisson said she could accept the role as Vice Chair for the board. Trustee Fesperman made a motion to nominate Trustee Sisson as Vice Chair for FY22. Chairman Green seconded.

The following vote was recorded.

Chairman Green	AYE
Vice Chairman Mercado	AYE
Trustee Fesperman	AYE
Trustee Sisson	AYE

Motion carried.

Vice Chairman Mercado nominated Trustee Fesperman as Treasurer for FY22. Chairman Green seconded.

The following vote was recorded.

Chairman Green AYE

Vice Chairman Mercado AYE

Trustee Fesperman AYE

Trustee Sisson AYE

Motion carried.

Trustee Trombly arrived at 5:38pm.

Director Report –

Old Business

Mobile App - The app name is **Ida – An Idaho Library App** and is now available on both iTunes and Android devices. It will give you access to your account as the old app had done before but it will now allow curbside pickup requests. Staff will be able to respond online to requests that come in electronically and delivered to patron vehicles. We have started to advertise to the public through the November newsletter.

E-rate – The first application in the process has been submitted and currently waiting for updates.

Emergency Connectivity Fund – applied for money to purchase in-house laptops for patron usage during library hours. Currently waiting for updates.

ACCO – Talked to Josh about our HVAC units and while we replaced the motor of one of the older models, he says it will still need to be replaced along with the other 2 older models. I asked him how many potential years are left on those models and he said we need to start replacing them in the next 3-5 years. He also said that you will save money if you decide to replace them all at once due to the amount of time and labor required in the quote.

Chairman Green mentioned that if another motor burns up, Director Hochstrasser should file an insurance claim within 120 days. Trustee Fesperman asked if there were to be a fire, is the library accurately covered under the city. Director Hochstrasser said she would bring the answer to the next meeting.

Yearbooks - We have received the first shipment back of Mountain Home High School Yearbooks that were digitized free through the OCI Yearbook Project. They pay for the shipments and provide DVD's of all the materials. We plan to have them available through the library's website when the project is completed. The Library Director was able to connect

with the high school's librarian and allowed to borrow 4 of their yearbook copies of years the public library did not possess in order to digitize them. The first shipment of yearbooks are now located on the library's website by clicking on the community links tab, then selecting the yearbook hyperlink. <https://mhlibrary.org/community-links/> Once we have all of them complete we will be sharing this archive with the Digital Library of Idaho (DLol) Cultural Heritage Collections site - <https://www.digitallibraryofidaho.org/>

Excellence Award - I asked Boise Library Director Jessica Dorr if they had any kind of incentives for their staff. Here is what she sent me.

Starting on page 174 of the employee handbook, the city of Boise calls these compensations as an excellence award with details on what can be distributed. (Cash, service, product, etc.)

On page 179 they have a form for department heads to fill out for such requests.

https://www.cityofboise.org/media/13130/city_of_boise_employee_handbook_20aug2021.pdf

Department Excellence Recognition Programs

The following shall be applied when awarding department excellence recognition programs:

1. The accomplishment shall reflect productivity, creativity, or customer service.
2. The award shall be timely and/or spontaneous.
3. Good projects shall be considered, whether failures or successes.
4. Cash, products, or services may be used. A well-chosen product or service with the employee's interests in mind would be the most effective.
5. The maximum dollar limit per excellence award is \$500 gross pay. Awards exceeding \$500 require Mayor's office approval.
6. Excellence award requests shall be in gross amounts only. Gross amount refers to the amount awarded to the employee before payroll deductions. Cash awards will be included as a part of the employee's regular paycheck and payroll deductions do apply. Payroll deductions will also be taken for non-cash awards such as gift cards regardless of the dollar amount.
7. Monetary awards will be included as part of the employee's regular payroll check.
8. Supervisors may use the template letter in Exhibit 3.05d to notify the employee of the award.
9. More than one excellence award may be given to an employee per fiscal year; however, the combined total value of the excellence awards shall not exceed \$500 per fiscal year without Mayor's office approval.
10. Departments may spend up to the budgeted amount. Excellence award funds may be used to fund goal achievement in accordance with the Performance Management regulation. Excellence award money that funds goal achievement does not count towards the employee's excellence awards cap. Unexpended excellence award funds will be "turned back" at the end of the fiscal year.
11. Excellence award funds shall not be used for sick leave incentive programs.
12. Unless otherwise allowed in this regulation, special departmental recognition events exceeding \$500 are subject to approval by the Mayor's office.
13. The Department of Finance and Administration will set yearly deadlines for year end award submissions based on business needs.

I realize this would mean more paperwork but I personally would appreciate showing recognition to staff this way and will be asking city hall more information about implementation.

New Business

October stats through 10/26/2021

of items cataloged: 306

of computer sessions: 519

of RA: 2,065

#of items checked IN: 3,285

of items checked OUT: 4,540

of eBooks checked out: 212

of eAudios checked out: 102

of patron visits (door count): 4,523

of notarizations: 3

of proctored tests: 7

of new/ renewed cards: 181

Staff training as of 10/26 : All 7 of us had 3 each for a total of 21.

of ILL's requested BY US to bring in for our patrons: 22 in Sept.

or ILL's requested FROM US to send out to other libraries: 0

Total # of items owned: 54,173

Book Drop Update - The application for Idaho Power's Community Contribution was submitted on October 28th. Director Hochstrasser received a letter today stating Idaho Power declined the request. Director Hochstrasser she would look into other avenues.

Federal Holiday - Juneteenth was accepted as a new federal and city holiday and we will update our calendars and schedules to reflect the updated observed holiday.

Friends Organization - We honored the Friends of the Mountain Home Public Library on National Friends of the Library during their monthly meeting by providing a buffet and a card letting them know how much we recognize the many hours of volunteering and hard work they provide for the betterment of the library and its patronage. Thanks to staff and board members for taking the time to personally sign the card to show their gratitude.

Family Reading Week - Coming up on the second week of November and we have some exciting programs going on to celebrate. Please see the November calendar for more details.

StoryWalk – Started talking to Parks and Rec about a potential partnership to install a storywalk along the walking path. If they will help with the installation, we would update the books displayed on a monthly basis. I talked to a company that manufactures the exhibit holders and they gave me an estimate of \$6,000.00 for 20, excluding the cost of cement and purchase of books required.

Lights – There are exterior lights that have died and a request has been made to replace them soon.

Sidewalk – There is a section of the sidewalk that is becoming unsafe for patrons and Director Hochstrasser is in the process of getting it replaced.

New Freedom Recovery - Is in need of a place to hold meetings due to their building being sold. They are asking to hold meetings on Monday, Wednesday & Fridays from 7-8pm. Due to the request being after hours, Chairman Green suggested they reach out to local churches to possibly house their meetings. Director Hochstrasser said she will reach out to them.

Adjourn –

With no further business to come before the Board, Trustee Fesperman moved the meeting to be adjourned at 5:52p.m. Seconded by Trustee Trombly. Motion carried.

Shasta Hochstrasser,
Library Director & Clerk of the Board

James Green, Library Board Chair