

Regular Meeting - **DRAFT**

December 2nd, 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, Council Liaison Brad Stokes

Excused: None.

Others Present: Shasta Hochstrasser, Library Director

Roll Call – Chairman Green called the meeting to order at 5:03 p.m. and a quorum was established.

Public Input – Citizen Samantha Venable Harjo heard about the opening for a library board member and wanted to attend a library board meeting to become familiar with the proceedings.

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

A. Approval of Minutes – November 4th, 2021

B. Approval of Bills – November 2021

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

The following vote was recorded.

Chairman Green	AYE
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Vice Chairman Mercado	AYE
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Trustee Fesperman	AYE
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Trustee Trombly	AYE
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Trustee Sisson	AYE
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Motion carried.

Policy Review –

- A. Approve revision of Policy Section 5, Number 5.01, 5.01a, 5.01b pages 1-4, 5.02, & 5.02a pages 1-3.

Vice Chairman Mercado asked if the Request for Reconsideration of Materials form could be filled out by anyone or do they simply have to have a library card. Trustee Sisson pointed out in Number 5.02a, page 1 it states the word patrons. Director Hochstrasser says a patron isn't defined by having a library card or not. Councilman Stokes suggested Director Hochstrasser submit question about adding wording specifically regarding discrimination along with what is listed through the American Library Association's Library Bill of Rights.

Director Hochstrasser said she would contact the city attorney specifically about wording.

The following vote was recorded.

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

Motion carried.

Old Business –

- A. Discussion/Possible Action Item: Sidewalk repair and added cement

Director Hochstrasser said she had Public Works come take a look at the patch of sidewalk that needs replacing. The city currently can allow the cost to be split 50/50 between the city and the library for sidewalk repairs making the quote of \$2,940.00 decrease to \$2,220.00. Director Hochstrasser also noted that she had Parks & Rec evaluate the tree located in the potential area for the book drop and it was determined that the tree is rotting and needs to be taken out.

Trustee Fesperman asked which budget line would be used for the repair. Director Hochstrasser said it would be under the repairs/maintenance buildings & grounds line. Trustee Trombly motioned to approve the sidewalk repair quote. Trustee Sisson seconded. Trustee Fesperman asked if we needed to approve the quote and Chairman Green recommended that Trustee Trombly amend her motion to include the entire quote and tree removal. Trustee Sisson seconded.

New Business –

- A. Action Item: Items removed from the consent section.
- B. Action Item: TKM Architecture Code Analysis & Permit Plan

Director Hochstrasser noted that this quote is solely for drawing up plans which is not a free service and would not include any construction costs. Trustee Fesperman asked if we own the plans once we acquire them. Councilman Stokes asked if an indemnity clause could be added to the proposal and asked who signs the proposal due to the library being city building. Director Hochstrasser said she would talk to TKM Architecture and the city attorney about that. Chairman Green suggested to table this item until Director Hochstrasser can provide answers to those questions.

Director Report –

Old Business

Front Doors – Had Commercial Glass who installed the handicap doors come out and take a look at the outdoor button malfunction. They are now in working order. Trustee Sisson mentioned the button did not work today. Director Hochstrasser said she would call Commercial Glass again.

Insurance – The Library is insured by the city since it is a city building. State Insurance and ICRMP are our point of contact. Tiffany told me that in case of a natural disaster, there would be a general amount given due to depreciation. I called ICRMP and they said the city's policy has enough to cover the building but I will have to talk to the city's agent to get details on what value we have listed for the contents of the library. I will update as soon as I know more.

New Business

October stats through 11/23/2021

of items cataloged: 374
of computer sessions: 429
of RA: 1,562
#of items checked IN: 3,127
of items checked OUT: 4,093
of eBooks checked out: 204
of eAudios checked out: 73
of patron visits (door count): 3,571
of notarizations: 5
of proctored tests: 10
of new/ renewed cards: 147

Staff training: ML: 3, MB: 1, MF: 3, JM: 1, BG: 3, AR: 6, SH: 1.
of ILL's requested BY US to bring in for our patrons: 29 (OCT.)
of ILL's requested FROM US to send out to other libraries: 0
Total # of items owned: 54,524

NOV. number of items found on the shelf not checked in = 0

Patron Card Registration & Renewals – Meghan has compiled a chart to showcase the annual number of library cards issued/renewed. We are happy to note that there has been an increase this year.

Exterior/Interior Lights – There are multiple exterior lights out along with a couple of interior lights in the commons. I had Master Electric come out, they went ahead, and ordered new lights due which is more cost effective than trying to replace the bulbs. They'll install them as soon as the order arrives.

Rave Panic Button – Police Chief Conner made me aware of an app available for all city departments to utilize for faster emergency responses. I've included a brief overview of the application and staff have already begun to test the staff assist option which sends messages to all other staff to alert them of non-emergency incidents such as computer lab being down or an out of order bathroom. This application will be able to alert police/fire/medical services to the exact location of any emergency on library grounds.

Internet Services – The library's internet services were down for the better part of the week of November 15th – 18th). I reviewed the library's contract with Fatbeam and will be meeting with them on Tuesday, November 30th discuss how they can provide better response service moving forward along with providing a credit on our account. I included the contract in case the board needs to review it.

Council Liason Stokes mentioned advertising the How Money Works classes at the High School.

Trustee Fesperman noted the budget line expenditures had increased and cautioned Director Hochstrasser to watch the lines in making sure they stay in line with the monthly allowance. Director Hochstrasser said she would comply.

Adjourn –

With no further business to come before the Board, Trustee Fesperman moved the meeting to be adjourned at 5:44p.m. Seconded by Trustee Mercado. Motion carried.

Shasta Hochstrasser,
Library Director & Clerk of the Board

James Green, Library Board Chair