

Regular Meeting - **DRAFT**

March 3rd, 2022

Library Board of Trustees

Mountain Home Public Library

790 North 10th East – Mountain Home, ID

Chairperson: Daniel Mercado

Vice Chair: Priscilla Sisson

Secretary/Treas:

Clerk for the Board: Shasta Hochstrasser

Board Members Present: Chairman Daniel Mercado, Vice Chair Priscilla Sisson, Trustee James Green, Trustee Samantha Trombly, Council Liaison Brad Stokes

Excused:

Others Present: Library Director Shasta Hochstrasser, Harjo Metal Works - Scott Harjo & Samantha Harjo, Mountain Home News - Bret Deening

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

Public Input – None.

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

A. Approval of Minutes – February 3rd, 2022

B. Approval of Bills – October 2021, January 2022, & February 2022

Trustee Green made a motion to approve the consent agenda and bills.

Trustee Sisson seconded.

The following vote was recorded.

Chairman Mercado AYE

Vice Chair Sisson AYE

Trustee Green AYE

Trustee Trombly AYE

Motion carried.

Old Business –

A. **Action Item:** Discussion/Decision on Library eRate services

Director Hochstrasser noted that when the board packet had been prepared, none of the companies listed had given quotes specifically for content filtering. She received 1 quote today from Ednetics who partners with Fatbeam contracts and was able to update the rubric for the board to look over. Director Hochstrasser said Fatbeam has been attentive and responsive since the earlier difficulty they had with their server. Director Hochstrasser said she would prefer to recommend a longer contract term due to the filing process not being user friendly and has more confidence in Fatbeam's ability to keep us connected.

Trustee Sisson made a motion to approve the 5 year contract with Fatbeam with content filtering through Ednetics. Trustee Green seconded.

The following vote was recorded.

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

Motion carried.

New Business –

A. **Action Item:** Items removed from the consent agenda

B. **Discussion:** Book drop pricing/funding updates

Scott Harjo brought and updated quote that included an additional cart, insulation, cylindrical lock with heavy steel encasement and a custom logo laser cut signage. Director Hochstrasser updated the board that Mountain Home Pro Real Estate said they'd be happy to donate and the Mountain Home Elks Lodge will be voting at their next meeting on March 8th to potentially donate the remaining total needed. Library board all approved of the additional features and Director Hochstrasser instructed Scott to start production.

Due to this being a tabled action item from the previous meeting, a vote was reflected this meeting.

Trustee Green made a motion to approve updated quote provided by Harjo Metal Fabrication for the outside book drop for \$4000. Trustee Sisson seconded.

The following vote was recorded.

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

Motion carried.

C. Discussion: New Library Trustee Update

Chairman Mercado and Mayor Sykes met with two citizens interested in the position and conferred with Director Hochstrasser on the decision. The new library trustee will be announced at the upcoming city council meeting on March 14th at City Hall @ 6pm. Councilman Stokes encouraged the new library trustee to provide a one page document for the city council to know why they wanted to serve on the library board.

D. Discussion: Capital Improvement Plan for 2022 update

Director Hochstrasser and Chairman Mercado met to organize the Capital Improvement Plan after noting the library board's comments from the previous month's meeting. The updated 10-year plan displays the potential items listed and their estimate amounts. Director Hochstrasser reminded the board that the list could potentially change due to the needs of the library each year and therefore is updated yearly. Director Hochstrasser also reminded the board that the next step will be working on new year's budget and to look for those documents in the upcoming meetings.

E. Discussion: Nonresident card public hearing scheduled for March 14th at City Hall @ 6pm

Director Hochstrasser wanted to show the library board that she had added the percentage difference to the letter written to city council. The library board are welcome to come support the public hearing but when at least three board members are together, they are not to talk about library business.

Executive Session: Pursuant to Idaho Code Section 74-206(1)(b) – Personnel Matters

Trustee Green made a motion to go into Executive Session pursuant to Idaho Code Section 74-206(1)(b) – Personnel Matters. Seconded by Trustee Sisson.

The following vote was recorded.

Chairman Mercado	AYE
Vice Chair Sisson	AYE

Trustee Green AYE

Trustee Tromby AYE

The vote being unanimous, the motion was carried and so ordered.

The Board of Trustees entered into Executive Session at 5:32pm.

Director Hochstrasser left the Executive Session at 5:57pm.

The Board of Trustees came out of Executive Session at 6:35pm.

Director Hochstrasser came back into the meeting at 6:36pm.

F. **Action Item:** Approve Library Director Evaluation and pay

Trustee Green made a motion to table this item pending a full budget cycle completed and evaluation done in December. Trustee Tromby seconded.

The following vote was recorded.

Chairman Mercado AYE

Vice Chair Sisson AYE

Trustee Green AYE

Trustee Tromby AYE

Director Report –

Old Business

Notaries – Both Bianca and Mark will soon be going through notary training so that we can have more availability for patrons by having 4 notaries. Bianca will be able to translate in Spanish and Mark will be on hand when Meghan and/or Michelle are otherwise occupied.

ARPA Grant – We now own two laptops, 5 more mobile hotspots and a brand new assortment of books specifically geared towards job interviews, step-by-step process in job searching, study guides for plumbing, electrical & CDL careers, remote work guidance especially in technology and guides to starting a business.

Programs –

Miniature Golf - TAB did a great job with their Mini Golf setup. 87 played a round of golf. 22 stayed that day for the Mini-Flix showing of Clifford the Big Red Dog.

Couples Paint & Sip Night - 40 people were able to attend the for this craft night event. The owner of Gifts or Keeps, Erika was a great instructor and we look forward to providing this event again in the future.

Senior Dance Night - The local band RELROC said they really enjoyed performing live during the Senior Dance Night and said they'd be happy to perform again. 19 people were able to attend with many showing their dance moves.

Read Across America Day – Partnering with Southwest Idaho Area Agency on Aging, The Library is celebrating Read Across America with a Dr. Seuss celebration full of wacky stories and silly crafts. After, enjoy some light refreshments while visiting with The Cat in the Hat. Every child will receive a goody bag and free book, while supplies last. 60 people came to the event.

Overdose Prevention and Response Education - All library staff are now trained in CPR & AED training and the library now has an AED machine in case of an emergency. Staff have also been trained in overdose prevention & response along with access to the nasal spray Narcan to administer if needed. There's also an upcoming training held at the library provided by Central District Health regarding Overdose Prevention & Response on Saturday, March 19th at 10am. The public are also welcome to attend.

New Business

February Stats –

of Teen/Adult Circ.: 1,868

of Youth Circ.: 2,048

of items cataloged: 291

of computer sessions: 627

of RA: 2,486

#of items checked IN: 3,146

of items checked OUT: 4,225

of eBooks checked out: 215

of eAudios checked out: 94

of patron visits (door count): 5,296

of notarizations: 3

of proctored tests: 1

of new/ renewed cards: 145

Staff training: ML: 3 , MB: 4, MF: 4, JM: 4, BG: 3, AR: 3, SH: 4

of ILL's requested BY US to bring in for our patrons: 15 in January

or ILL's requested FROM US to send out to other libraries: 1

Total # of items owned: 55,872

Total # People Booked a Librarian: 9

Feb. Number of items found on the shelf not checked in = 6

Digital Library of Idaho - <https://www.digitallibraryofidaho.org/>

This site is a collection of digital libraries from across the state of Idaho, providing access points to the varied historical images, documents, and other media available to the public. With the Mountain Home High School Yearbooks now digitized, this site gives Idahoans another avenue to access through our website link. I also received word from the Mountain Home Museum that there were 4 more yearbooks that they can give us copies of. We will in turn send them to be digitized. (Years **1946, 1948, 1949 & 1950**)

National Library Week – This year National Library Week will be held on April 3-9th and National Library Workers Day will be held on April 12th which is also D.E.A.R. Day (Drop Everything and Read aka Beverly Cleary’s Birthday) My goal this year is to make sure all staff are recognized for the many duties they attend to each day to keep our library running and spotlighting each of them during National Library Week. I would also like to highlight the board members during the week if agreeable.

Grants –

Summer STEM grant – Idaho Commission for Libraries just sent an award letter of \$500 towards programming materials towards providing activities in the themes of Science, Technology, Engineering and Math. We plan to partner with a local daycare for this program.

Solar Panels grant – Continuing to work on grant paperwork. Applications will be accepted until April 29, 2022, and winners will be announced in June 2022.

Summer Intern grant – Idaho Commission for Libraries is again offering libraries \$1,000 grant for up to eight public libraries to support an intern for the summer of 2022. The grant will open on February 7th. We really appreciated having this grant opportunity last year just sent our application this week.

Adjourn –

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

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado, Library Board Chair