

Regular Meeting -
April 7th, 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: Vice Chair Priscilla Sisson, Trustee James Green, Trustee Samantha Trombly, Trustee Samantha Harjo, Council Liaison Brad Stokes

Excused: Chairman Daniel Mercado

Others Present: Library Director Shasta Hochstrasser, Mountain Home News – Bret Deening, Laurice Bentz – Friends of the Mountain Home Public Library

Roll Call – Vice Chair Sisson called the meeting to order at 5:00p.m. and a quorum was established.

Public Input –

Samantha Harjo received word from a patron who attended the Murder Mystery Program at the library and said how much they enjoyed and appreciated the time and detail it took to make that possible. Samantha also mentioned going to the Friends of the Library Book Sale and got a chance to talk to some of the Friends group about their struggles in organizing and difficulty setting up.

Laurice Bentz came to observe the library board meeting but took the opportunity to speak on behalf of the Friends of the Mountain Home Public Library by saying they had a successful book sale but that they are not seeing as much success having the books located in the commons area versus the previous corner of the library.

Vice Chair Sisson asked if anyone knew what was going on at Carl Miller Park. Director Hochstrasser said there is a community worship service 3 days this week.

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

- A. Approval of Minutes – March 3rd, 2022
- B. Approval of Bills – February 2022 & March 2022

Trustee Green asked about the bills in budget line 56 Meetings, Schools & Dues. Director Hochstrasser mentioned it was for a staff member to attend a library conference run by the Idaho Commission for Libraries regarding Early Childhood

Literacy training. The conference was for two days and we save money by having her stay in Boise rather than traveling each day, which would involve tracking more gas mileage and staff time.

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

Trustee Trombly seconded.

The following vote was recorded.

Vice Chair Sisson	AYE
Trustee Green	AYE
Trustee Tromby	AYE
Trustee Harjo	AYE

Motion carried.

Old Business –

A. Discussion: New Library Trustee Update

Samantha Harjo is the newly appointed library board trustee. She is excited to be more involved in the community and has a background in business concerning operations and budgetary negotiations and approvals.

B. Action Item: Discussion/Decision 2022/2023 Nomination and Election of Secretary/Treasurer

Trustee Green nominated Samantha Harjo as the library board secretary/treasurer. Trustee Trombly seconded.

Director Hochstrasser asked if Trustee Harjo would be willing to accept the position. Trustee Harjo said she would be willing to take on that role.

The following vote was recorded.

Vice Chair Sisson	AYE
Trustee Green	AYE
Trustee Tromby	AYE
Trustee Harjo	AYE

Motion carried.

New Business –

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

B. **Discussion/Possible Action:** Annual Budget Review due April 15th

Trustee Trombly asked what the reasoning behind adding \$3,000 to the repair line. Director Hochstrasser pointed out the line increase justifications were listed in more detail following the budgetary spreadsheet but explained that there are security camera installations needed as well as adding a meeting room door counter to add to the state statistical data needed at the end of every year. Vice Chair Sisson asked about the additional janitorial cleaning needed and Director Hochstrasser explained that the cleaning contract in the past never included cleaning the commons area. Trustee Sisson agreed adding with the library getting busier, attention will be needed in that area. Director Hochstrasser agreed and added that they are also cleaning the youth services rugs. Director Hochstrasser also pointed out that she is asking to decrease line 41 due to the amount of money utilizing collection services has not resulted in saving the library money long-term. Director Hochstrasser has asked the city attorney to draft a final notice to use in place of a collection service and we are waiting for the completion of the draft before canceling services.

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

Director Hochstrasser received word that the following entities would be willing to donate towards the completion of the outdoor bookdrop:

Mountain Home Elks Lodge 2276 - \$2800

Rotary Club of Elmore County - \$400

Pioneer Federal Credit Union - \$400

Mountain Home Pro Real Estate - \$400

Director Hochstrasser said she would also like to display thanks to Harjo Motorsports for the fabrication work and discounted rate for this project. Director Hochstrasser also noted that due to the donations given directly to the Library, funding to complete this project needed to come from the levy and the donations then added to the levy in the upcoming budget. Hopefully the project can be completed by this summer and Director Hochstrasser will plan to have a ribbon cutting and invite all entities that donated to the event.

D. **Action Item:** Approval of Policy 4.0, Section 4.02a: Library Cards #6, Student Rate Library Card

Director Hochstrasser explained that the student card wording should reflect circulation of just the Mountain Home Public Library collection and not access to Inter-Library Loans simply from an aspect of pricing. A student card total is \$3.18 whereas a 6 month Non-resident card is \$23.85 & 1 Year Non-resident card is \$47.70. Councilman Liason Stokes suggested the wording say “Student Rate Library Cards will allow you to check out all materials at a limit of five items with the confines of the Mountain Home Public Library.”

Trustee Green made a motion to amend the wording of Policy 4.0, Section 4.02a: Library Cards #6, Student Rate Library Card to limit the access to what is currently in our library collection and the Libby app. Trustee Trombly seconded.

The following vote was recorded.

Vice Chair Sisson	AYE
Trustee Green	AYE
Trustee Tromby	AYE
Trustee Harjo	AYE

Motion carried.

E. Discussion/Possible Action: Potential Part-time Library Position

Director Hochstrasser is seeing an uptick of statistical data when it comes to people in the building. There needs to be more coverage for staff to take time off without utilizing the director as being that substitute. Recently Director Hochstrasser saw it needed to move Jessica to another area of the library where she could provide coverage in an area of the library that has not always had staff eyes. It will also give her more dedicated time to work on programming and marketing. Mark has now be asked to provide coverage in the commons area which includes running the coffee bar, vending machine, processing, 3D printing, computer help and general customer service. While this has been a positive change, it would still prove beneficial to have extra coverage for shorter staffed days by having a part time position available to work on Saturdays and afternoons. We would also give staff that normally work on Saturdays a rotation option to work Monday – Friday one week and then Tuesday – Saturday so they receive two consecutive days off as well as being able to have some weekends off. It’s not a new position and we currently have money already in the budget to cover this position as well as have the approval of the city clerk, treasurer and mayor.

Trustee Harjo made a motion to approve the hiring of a part-time library assistant. Trustee Green seconded.

The following vote was recorded.

Vice Chair Sisson AYE

Trustee Green AYE

Trustee Tromby AYE

Trustee Harjo AYE

Motion carried.

Director Report –

Old Business

ARPA Grant – October 2021 I applied for the Emergency Connectivity Fund in connection with the Idaho Commission’s Libraries Keep Students Learning and Adults Earning/American Rescue Plan Grant and recently received word that it was accepted. I collaborated with Ednetics who provided a quote on laptop devices and I will let you know when they are ready for in-house use.

Summer Intern Grant – We received word in awarded the grant again this year. We are excited to be able to have a new high school student learn more about library work and be able to provide them with a \$1000.00 to aid them in their future educational endeavors. Like last year, I ask that the library fringe line take care of the \$76.50 in payroll taxes needed.

Legal Aid – Our city attorneys have been available with questions regarding police reports, procedures & house bills. It is important that the library board is aware that the city council have the ability to enforce a no trespassing order due to the library being city property.

New Business

February Stats –

of Teen/Adult Circ.: 2,620

of Youth Circ.: 2,688

of items cataloged: 482

of computer sessions: 803

of RA: 2,906

#of items checked IN: 4,605

of items checked OUT: 5,736

of eBooks checked out: 301

of eAudios checked out: 127

of patron visits (door count): 6,772

of notarizations: 3

of proctored tests: 2

of new/ renewed cards: 178

Staff training: ML: 3 , MB: 3, MF: 4, JM: 1, BG: 3, AR: 3, SH: 7
of ILL's requested BY US to bring in for our patrons: 19
of ILL's requested FROM US to send out to other libraries: 0
Total # of items owned: 56,301
Total # People Booked a Librarian: 5 (6 people participated)
Mar. Number of items found on the shelf not checked in = 8

Incident Report Documentation – Meghan updated our Incident Report form using Google Forms, giving us the ability to type out rather than manually writing out an incident occurring at the library. This will also be helpful for patrons to complete if needed as well as being able to share documentation with law enforcement if required. We will have a link to the form on the library's website under the tab, About the Library, labeled as Incident Report Form.

Solar Panels grant – Continuing to work on grant paperwork. Waiting to hear back from some solar companies as part of the process involves them. Applications accepted until April 29, 2022, and winners announced in June 2022.

National Library Week – This week is National Library Week (April 3-9th). 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) Other city departments have been invited to also join in at 3:30pm by dropping everything and reading for 106 seconds.

Program Partnerships –

Currently working on creating better partnerships with Parks & Rec through the Purple Up Dance Party to celebrate Month of the Military Child on April 29th as well as being a part of 4th Grade Field Day in May. Trustee Trombly mentioned that it would be beneficial to make sure Richard McKenna 4th grade is also invited to the field day. Director Hochstrasser said she would let Darci over at Parks & Rec know to invite them. Trustee Trombly mentioned anytime there is any kind of program that we would like to promote, we can send it either electronically or give flyers to the secretary.

We're looking at possible opportunities to partner with Hacker Middle School for library program/card promoting as well as STEM outreach activities. More to come later.

The library is excited to have local business, ComputerWorx provide free classes for teens and adults at the library regarding internet safety and Microsoft Office Skills.

We've connected with the Glenns Ferry Library to provide them with duplicate DVD donations and recently share program cost for summer programming. Bianca is currently working on the Summer Reading Program along with our special family events. The theme this year is called Ocean of Possibilities. Participants will not only read but practice their writing skills with book reviews on sea creatures that will be displayed in youth services to create our own ocean scene.

Adjourn –

With no further business to come before the Board, Trustee Green moved the meeting be adjourned at 5:47p.m. Seconded by Trustee Trombly. Motion carried.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado, Library Board Chair