

Regular Meeting -
February 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 – December 2nd, 2021

Director Hochstrasser noted correction needed in adding Trustee Trombly to the recorded voting from the minutes.

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

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

The following vote was recorded.

Chairman Mercado AYE

Vice Chair Sisson AYE

Trustee Green AYE

Trustee Tromby AYE

Motion carried.

Policy Review –

- A. Approve revision of Policy Section 6, Number 6.01 & Policy Section 7, Number 7.01 & Number 7.02

Trustee Trombly asked on Policy Section 6.00, Number 6.01, the word “selection” be omitted from the first sentence which reads,
When the Library receives a cash gift for the purpose of memorial, tribute, or other materials selection may be made by the donor or Library Director at the request of the donor.

Councilman Stokes suggested the word “written” be added to the same sentence to read “at the written request”

Trustee Trombly asked that the word “interested” be changed to interests in the sentence, *The general nature of a collection item, or its subject area, will be based on interested specified by the donor and the needs of the Library.*

On Policy Section 7.00, Number 7.01, Guideline 3, Trustee Trombly asked that the word “date” be added after the word *specific*. On Guideline 8, Councilman Stokes suggested adding the words, *or the city of Mountain Home*, at the end of the sentence. On Policy Section 7.00, Number 7.02, Trustee Trombly asked the first paragraph’s end sentence, *The Library is not responsible for loss of damage to items*, change the word *of* and add the word *or*. Trustee Trombly also suggested under condition 2 that the word previously be changed to *prior* in the sentence, *Display items are accepted for a limited amount of time and will generally not exceed 30 days unless previously approval has been given.*

Trustee Green made a motion to approve the policy sections with recommended revisions. Trustee Sisson seconded.

The following vote was recorded.

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

Motion carried.

Old Business –

None.

New Business –

- A. **Action Item:** Items removed from the consent agenda
- B. **Discussion/Action Item:** Book drop pricing/funding option

Scott introduced himself as the owner of Harjo Metal Works company here in town. Director Hochstrasser contacted him about a possible quote for creating an outdoor book drop. Harjo said he researched companies that manufacture them and came to look at the current library book drop set up and potential location for a drive by book drop. He handed out a visual example of what it could look like and added it would have a door that would lift up and prevent moisture from entering. The roller cart inside would have a soft drop feature and could provide an extra cart for staff to swap out resulting in faster retrieval. He would have another local company provide the powder coat treatment. Harjo mentioned potentially providing insulation inside the drop box.

Director Hochstrasser asked the library board on their thoughts to utilizing levy funding now but sending out requests for local supporters to contribute towards this project and displaying their name on the front of the book drop to show our thanks.

Trustee Green suggested bring this up at the next month's board meeting to give Scott Harjo time to provide an updated quote for the extra work involved.

C. Discussion: Library Trustee/Treasurer Resignation

Trustee Fesperman turned in his resignation on January 25th, 2022. Trustee Green said we need to post the vacant position. Director Hochstrasser said she would make sure to advertise soon.

D. Discussion: Capital Improvement Plan for 2022

Director Hochstrasser wanted to know the board's preference on which items to prioritize. The board all agreed to replace the HVAC units, look at stucco repair, get bathroom remodel for both family and men's, and study partitions. Chairman Mercado asked how long the server's lifespan was and Director Hochstrasser said she would double check but believed the estimate was around 5 years. Director Hochstrasser said she would revise the layout and present it at the next board meeting.

E. Discussion: Video Game Checkout (Educationally focused E to Teen rating)

Councilman Stokes asked this item be added to the agenda for a possible addition to collection development. Director Hochstrasser provided a list taken from the Air Force Base Library of their current selection and added the current pricing for each game as a point of reference. Chairman Mercado said he initial reaction to this possibility was not positive but does recognize that it can be a form of storytelling with many games including a backstory and plot. Chairman Mercado also mentioned this as a possible opportunity to provide graphic novels that are connected to the game as a way to encourage reading and not just playing. Trustee Trombly asked potential damages and Vice Chair Sisson asked Director Hochstrasser if she would ask other libraries about

their experience housing video games in their collections. Trustee Green suggested they take time to think it over.

- F. **Discussion/Action Item:** Approve recommendation letter regarding updated nonresident card pricing.

Director Hochstrasser explained this is an annual calculation that has to be approved by the library board and because the percentage was higher than 5%, there will need to be a public hearing and be recommended for City Council approval. Vice Chair Sisson asked about the potential patron who might not have the funding needed for a card. Director Hochstrasser said that we can seek potential partnerships with the Friends of the Library and other entities if they would contribute funding to provide for possible need. Councilman Stokes asked that the percentage increase be added when presenting to city council for approval. Director Hochstrasser said she will add that and make sure the numbers are correct.

Trustee Green made a motion to approve annual nonresident card price increase and recommended for city council approval. Trustee Sisson seconded.

The following vote was recorded.

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

Motion carried.

- G. **Discussion/Action Item:** Approve Library Director Evaluation & Pay Increase

Trustee Green had asked that this item be added to the agenda. The library board is to provide an observation on how well Director Hochstrasser is performing as a library director. He asked Director Hochstrasser if she had found a form for the board members to use as a scoring system. Director Hochstrasser apologized saying all she had found initially was a goals sheet but said she would look through the previous board packets to locate them and provide them at the next board meeting.

Director Report –

Old Business

Front Doors – Commercial Glass came out again to take a closer look at the doors. They are now in working order. ****Update** – Commercial Glass came out again to repair wiring. Waiting on invoice.

Exterior/Interior Lights – Master Electric came out and replaced the indoor bulbs but are still waiting for the exterior light shipment to come in to install. ****Update** – Exterior lights came in and were installed on January 25th. Just received the invoice.

Bookdrop – The tree was promptly removed and the cement was poured on Monday, December 27th. Scott from Harjo Motorsports is available to answer any questions the board may have. ****Update** – I created a letter to reach out to local businesses/non-profit groups for interest in contributions toward completion.

Programs –

Santa saw 200 people enjoy hot cocoa and many kids leave with new books to enjoy. I emailed pictures of the event to the Friends to show them our appreciation for their funding used towards this event.

TAB put together some awesome escape rooms this month and all the available slots were filled up. Many came away saying they would love to see other escape room scenarios throughout the year. TAB is putting together a miniature golf course in the library for February 5th. We hope many will be able to come out and play a round. Desert Canyon Golf Course was kind enough in letting us borrow clubs and balls for this event.

We've had some great turn outs for the Let's Talk about it discussion groups and had the last one on January 15th. We had many comments of on enjoying the book selections this year and hope to be able to provide this again next year.

December & January also consisted the Adult Winter Reading Program and one of the prizes raffled off this year was a handmade quilt donated by Healing Hearts of Idaho. A big thanks to the Friends of the Mountain Home Public Library for funding the prizes along with Healing Hearts of Idaho. We hope this encouraged many patrons to spend some time reading.

New Business

December Stats –

of Teen/Adult Circ.: 2,370
of Youth Circ.: 2,256
of items cataloged: 538
of computer sessions: 605
of RA: 2,835
#of items checked IN: 3,832
of items checked OUT: 5,054
of eBooks checked out: 302
of eAudios checked out: 124
of patron visits (door count): 5,613

of notarizations: 10
of proctored tests: 8
of new/ renewed cards: 146
Staff training: ML: 3 , MB: 3, MF: 3, JM: 3, BG: 3, AR: 3, SH: 3
of ILL's requested BY US to bring in for our patrons: Unknown until into the first week of January 2022
or ILL's requested FROM US to send out to other libraries: 0
Total # of items owned: 54,977
DEC. Number of items found on the shelf not checked in = 3

January Stats –

of Teen/Adult Circ.: 2,085
of Youth Circ.: 2,201
of items cataloged: 517
of computer sessions: 574
of RA: 2,186
#of items checked IN: 3,470
of items checked OUT: 4,647
of eBooks checked out: 242
of eAudios checked out: 119
of patron visits (door count): 4,743
of notarizations: 3
of proctored tests: 2
of new/ renewed cards: 131
Staff training: ML: 3 , MB: 3, MF: 3, JM: 3, BG: 3, AR: 3, SH: 3
of ILL's requested BY US to bring in for our patrons: 20 in December
or ILL's requested FROM US to send out to other libraries: 0
Total # of items owned: 55,472

JAN. Number of items found on the shelf not checked in = 9

Internet Services –

I have started the e-rate process and have reached out to various internet providers for quotes. I hope to have a compilation next month for the board to look over. Last year the board approved only one year with Tek-Hut which later was bought by Fatbeam. Would it be acceptable to apply for a multiple year contract for this next e-rate cycle?

Annual Statistical Report –

The Idaho Commission for Libraries annually releases Idaho Public Library Statistics, a compilation of statistical data from all Idaho public libraries. Statistical data submitted by Idaho's public libraries are of great use to local, regional, state, and federal decision makers who have responsibility for ensuring that these vital, publicly funded institutions remain able to provide the very best programs and services for all the people of Idaho. These library statistics are helpful when librarians and trustees want to:

- Track their own library activity from year to year
- Compare information from libraries of similar size or governance structure
- Obtain statistics to support budget requests

- Analyze the needs of their community
- Plan how the library will serve the community in the future

I just completed the report on December 28th for the time frame October 1st, 2020 to September 30th, 2021. The commission will go through the submitted report for any needed changes/corrections before submitting it to the state for approval. Results will be shared with the board once they have been finalized.

Grants –

Summer STEM grant – Idaho Commission for Libraries offers \$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. Application has been submitted.

Solar Panels grant – EBSCO Industries offers grants to libraries looking to fund a solar project to offset electricity costs. I've been in contact with a local solar company to provide a quote for installation and will update you when the grant paperwork is completed. 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 and hope to take part again this year.

E-rate – Waiting to hear back on a couple of numbers concerning firewall and content filtering before the quotes can be presented. Please plan to vote on a bid at March board meeting as the e-rate deadline to file is March 22nd so a vote will be needed for approval.

CPR Training – All staff are certified in CPR except for Jessica & Shasta who have rescheduled their training for later this month. AED machine just came in and will be inspected after installation soon.

Adjourn –

With no further business to come before the Board, Trustee Green moved the meeting to be adjourned at 6:33p.m. Seconded by Trustee Trombly. Motion carried.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado, Library Board Chair