

Regular Meeting - **DRAFT**

November 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: Samantha Venable-Harjo

Clerk for the Board: Shasta Hochstrasser

Board Members Present: Chairman Daniel Mercado, Vice Chair Priscilla Sisson, Secretary/Treasurer Samantha Venable-Harjo, Trustee James Green, Trustee Samantha Trombly

Excused: Council Liaison Brad Stokes

Others Present: Library Director – Shasta Hochstrasser
Sawyer Crenshaw – Mountain Home News

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

Public Input – None

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

A. Approval of Minutes – October 6th, 2022

B. Approval of Bills – September 2022, October 2022

Director Hochstrasser noted an edit was needed in last month's minutes regarding the absence of marking who motioned to approve and seconded the December Holiday Closures. Vice Chair Sisson made a motion to approve the closing of the library on Saturday, December 24th and Saturday, December 31st. Trustee Green seconded. Director Hochstrasser said she would update those minutes.

Secretary/Treasurer Venable-Harjo inquired about Value Line purchase and Director Hochstrasser explained that the purchase was made possible from a donation given last fiscal year from patron who wishes to remain anonymous with the request of adding Value Line Investment Research materials to the collection. Director Hochstrasser mentioned the donation provided sufficient funding to provide an annual print subscription as well as single use digital basic w/ remote access. Secretary/Treasurer Venable-Harjo recalled the donation mentioned at the previous library board meeting.

Trustee Green made a motion to approve the consent agenda and bills presented with the correction mentioned by Director Hochstrasser regarding last months minutes.

Trustee Trombly seconded.

The following vote was recorded.

Chairman Mercado	AYE
Vice Chair Sisson	AYE
Secretary/Treasurer Venable-Harjo	AYE
Trustee Trombly	AYE
Trustee Green	AYE

Motion carried.

Old Business –

A. Discussion: STEM Equity Project Pilot

Director Hochstrasser applied for this grant and was recently approved to be a part of this pilot project to help provide our library with tools, training, \$1,000 and project support in furthering developing inclusion-centered leadership attitudes and practices. Updates will follow meetings have been held in November & December with Cornerstones of Science Project Lead, Cynthia Randall.

B. Discussion: Telehealth Services Update: Upgrade Your Space Program

Director Hochstrasser reminded the board that while she had emailed each one individually to let them know, she reiterated the announcement that we were approved to get help through the Idaho Department of Health and Welfare's Division of Behavioral Health. This program will give the library the opportunity to provide a privacy pod with tech equipment to create a private, digitally enhanced space that can be used for telehealth within the library space at no cost to the library. Director Hochstrasser noted that this will also be available study space when not reserved for telehealth appointments. Trustee Green suggested adding frosty window film to the top portion of the privacy pod glass windows to still provide privacy as well as helping staff be aware of usage. Updates will be coming after Director Hochstrasser meets with Health and Welfare to discuss further details.

New Business –

A. Action Item: Items removed from the consent agenda

Discussion/Possible Action: Capital Improvements

Director Hochstrasser made the board aware and apologized for a mistake she made with regards to this fiscal year's capital improvement plan. While the paperwork had been reviewed by the board, the wrong copy was submitted to city council for approval and therefore there is no capital improvement monies to utilize this year. Chairman Mercado voiced concern in utilizing so much of the budget so early in the fiscal year to satisfy the repairs needed without reserving funds for emergencies.

After reviewing the listing of the capital improvements needed, the board asked that Director Hochstrasser investigate potentially purchasing dissolvable paper towels, research more on possible stucco repair priority timeline, reaching out to more companies for quotes on repairs and ask for optional bid requests for HVAC installations. Director Hochstrasser said she will bring updates in the next few months before the board starts to work on the budget for the 23-24 fiscal year.

B. Discussion/Possible Action: Computer Lease & Self Check Out Lease

Director Hochstrasser presented the buyout and renew to own options for the board to decide.

Trustee Green made a motion to continue the lease for both computers and self-checkout kiosks for the next 12 months.

Trustee Sisson seconded.

The following vote was recorded.

Chairman Mercado	AYE
Vice Chair Sisson	AYE
Secretary/Treasurer Venable-Harjo	AYE
Trustee Trombly	AYE
Trustee Green	AYE

Motion carried.

Director Report –

Old Business

Plumbing – Just got the bill from the work done last month. The total was \$800.00. The previous amount was \$700.00. Currently we have not had to call the plumber.

Spooktacular – The event was held on Friday, October 28th from 6pm-8pm. Books were received from the Idaho Commission for Libraries along with monetary donations from the Active Learning Center and Richard McKenna Senior Carson Sayer. Multiple students from Richard McKenna spent their volunteer hours needed by bagging 800 individual books, bookmark and piece of candy so that Bianca and Jessica were ready to hand them out for the event. Director Hochstrasser will give an update on how the event went.

St. Luke's Outreach Partnership – I'm continuing to meet with both St. Luke's and include the school district in talks on what we can do to better educate on mental health. I let them know that we received approval for the privacy pod and they let me know that PBS was going to re-air the Hiding in Plain Sight documentary again in November. Jessica is also continuing

to deliver books to their long-term care patients. I'll keep the board posted on any new developments and potential programs.

Outdoor Bookdrop – Scott hit a couple big setbacks on two parallel projects, which in turn set the bookdrop project (and all others) on the back burner. He's hoping to have that completed by the end of this weekend and be back on finishing the bookdrop and get it installed. Director Hochstrasser will inform the board when she gets updates.

New Business

October Stats –

of Teen/Adult Circ.: 2,031

of Youth Circ.: 2,235

of items cataloged: 215

of computer sessions: 636

of RA: 3,065

#of items checked IN: 3,507

of items checked OUT: 4,652

of eBooks checked out: 252

of eAudios checked out: 134

of patron visits (door count): 6,301

of notarizations: 1

of proctored tests: 7

of new/ renewed cards: 179

Staff training: ML: 4, MB: 0, MF: 3,

JM: 0, BG: 3, AR: 0, AS:0, SH: 5

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

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

Total # of items owned: 55,543

Total # People Booked a Librarian: 4

Number of items found on the shelf not checked in = 5

Family Reading Week – This year's theme, "Wild Wonders" is all about animals. Families are encouraged to read together and visit their local library to explore resources. On November 10th at 3:30pm, Ms Bianca will present a special storytime, craft, treat and invite the storybook character Stellaluna to attend. We'll have teen volunteers help with our special guest.

November Closures – Just a reminder that the library is closed on Friday, November 11th for Veteran's Day and Thursday, November 24th & Friday, 25th for Thanksgiving.

City Youth Council – The Teen Advisory Board has been working hard at transforming themselves into a City Youth Council. They are currently in the process of building their bylaws. They've started looking at an example of another youth council's bylaws and are rewriting them step-by-step. This process was going slower than they liked so they voted to extend their meetings by half an hour and to meet twice a month instead of once. They are carefully reading through each section and discussing each part as a team. Jessica said it's very impressive to watch and listen to. Their hope to be fully switched over by the beginning of next year.

Murder Mystery Dinner Party – The theme for this month's mystery is called Chinese Takeout and take place on Saturday, November 19th from 5pm – 7pm. Jessica talked to Jade Palace

about providing the food for the event and was quoted \$350 to feed 60. She then contacted the Friends of the Mountain Home Public Library to see if they could help with the funding of the meal. They said they'd be able to provide \$200 towards the total.

The board suggested that a individual donation box be available for patrons to contribute towards funding specifically dedicated towards the murder mystery dinner refreshments. Director Hochstrasser said she would ask the Friends if that could be provided.

Grants

Bianca and I have been working on submitting grants provided by the Idaho Commission for Libraries---

Out of School Time Programming Grant – offers libraries up to \$3,000 to increase out-of-school learning programs for Idaho's K-12 youth. Bianca is working on an updated curriculum to utilize for more STEM learning materials during her weekly STEAM Tykes program.

Extended to November

Summer Support Grant – provides libraries awards of \$1,000-\$2,000 to expand summer learning and enrichment programs for Idaho's K-12 youth. To compliment the Summer STEM Outreach program Bianca provides to the Active Learning Center, she is working on adding new science experiments to the weekly visits. **Extended to November**

Adjourn –

With no further business to come before the Board, Trustee Trombly moved the meeting be adjourned at 6:10 p.m. Seconded by Trustee Green. Motion carried.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado, Library Board Chair