

Regular Meeting - **DRAFT**

January 5th, 2023

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

Excused: Trustee Samantha Trombly

Others Present: Library Director – Shasta Hochstrasser
City Councilman – James Green
Sawyer Crenshaw – Mountain Home News
Jake Aplin – Library patron

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 – November 3rd, 2022 & December 1st, 2022

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

Secretary/Treasurer Venable-Harjo asked about the HVAC annual maintenance on the Repairs & Maintenance budget line. Director Hochstrasser said that there is a contract between the library and ACCO for annual HVAC maintenance.

Chairman Mercado asked for more details on the Meeting, School & Dues line towards the Homeless Training Institute, LLC. Director Hochstrasser explained that it provides all staff with a year subscription to various trainings that include how to effectively—and compassionately—work with individuals experiencing homelessness, how to handle crisis situations, mental illness awareness, body odor, teen conflict, dementia/Alzheimer's, unattended children, service animals, domestic violence/sexual assault, etc.

Secretary/Treasurer Venable-Harjo made a motion to approve the consent agenda and bills presented.

Trustee Vice Chair Sisson seconded.

The following vote was recorded.

Chairman Mercado AYE

Vice Chair Sisson AYE

Welfare. She noted the inventory listing that will be provided free of charge to the Library and that she is working to have a policy presented to the board next month for approval before the installation takes place at the end of February/early March.

Chairman Mercado asked that Director Hochstrasser make city hall aware of the inventory to be listed as assets when they are officially housed in the library. He also asked what will happen to the pod when thinking long term when looking at the terms and conditions. Director Hochstrasser said she will ask the Department of Health & Welfare about the time span for this agreement. Secretary/Treasurer Venable-Harjo asked about software needs and Director Hochstrasser spoke with St. Luke's who will be providing training to patrons on how to access their accounts on the hospital's website.

New Business –

- A. **Action Item:** Items removed from the consent agenda
- B. **Discussion/Possible Action:** Library Board Openings

Chairman Mercado noted that the city is currently accepting applications for citizens interested in becoming a Library Board trustee until January 12th. Afterwards applicants will be invited to meet with the Mountain Home Public Library Board Chair Daniel Mercado and Mayor Sykes to discuss their potential position. We hope to have a full board for February's meeting. City Councilman Green wanted to express appreciation for his time on the library board and notes that the current library board is the very best he's ever been a part of. Chairman Mercado also noted that at next month's library board meeting, nominations will be made for the new Chair, Vice Chair and Secretary/Treasurer for the Library Board. It was agreed by Chair Mercado and Director Hochstrasser to have this change occur after the new board members are appointed.

- C. **Discussion/Possible Action:** First Amendment Audits

Director Hochstrasser mainly wanted to the Library Board to be aware of audits being down across the country in public entities such as libraries and police stations. There has been an uptick in patrons filming inside the library in various parts of the country, including Idaho. Idaho is a one-party consent state. This means that in Idaho, you are legally allowed to record a conversation if you are a contributor, or with prior consent from one of the involved parties. Idaho Code Ann. § 18-6702. This means that it is legal to film in parks, public squares, and libraries.

Director Hochstrasser cued a couple of examples posted on YouTube for the library board to view during the meeting later noted that she educated staff on the need to stay neutral, friendly, polite and non-confrontational. Our names are on public record, so there's no reason to decline answering if they ask. Sometimes they ask for copies of the constitution which are located in both juvenile non-fiction as well as adult non-fiction (J 973.31 BURGAN, 973.31 BURGAN), library policies ([Policies \(mhlibrary.org\)](https://www.mhlibrary.org/Policies)), or request public records [Library-Records-Request-Form.pdf \(mhlibrary.org\)](https://www.mhlibrary.org/Library-Records-Request-Form.pdf).

<https://www.youtube.com/watch?v=mEQFXsSuY4A>

<https://www.youtube.com/watch?v=774X4erHbbU>

Signs have been posted to note staff only areas as well as bathrooms which are legally off limits for anyone to film. Floor vinyl signs are also posted stating which areas are Restricted Areas – Authorized Employees Only due having access to patron information. Secretary/Treasurer Venable-Harjo pointed out how impressed she was on the kinds of training the library staff have been able to accomplish and wanted to praise them for being prepared for various situations that might occur in the library. Director Hochstrasser noted that she is grateful to have staff willing to not just train but have the confidence to implement that training, if needed.

Director Report –

Old Business

Bookdrop – Scott sent word that he should be able to get the bookdrop in by the end of January. Director Hochstrasser will make the board aware of the ribbon cutting date.

Storywalk – Just received the 10 storywalk panels from Idaho Department of Health and Welfare (DHW) grant. Parks & Rec received word that their grant with the Boise Board of Realtors was granted which will provide us with an additional 10 storywalk panels. I'll be connecting with Parks & Rec after Christmas to work on getting them installed. Bianca and Jessica are working on titles to purchase that will fit the size of the panels. Darcy said there is potential to receiving 10 additional panels courtesy of National Realtors Association. We are looking at placing 10 panels down the walking path starting at the outdoor rec equipment, 10 in Legacy Park and if we receive another 10, we are looking at placing them in Richard Aguirre Park.

St. Luke's Outreach Partnership – I have a meeting scheduled with our St. Luke's outreach manager contact, Vicky Jekich after I connect with Rachael from the Idaho Department of Health & Welfare with updates on the privacy pod specs. Vicky brought up in an email about the potential to have a program similar to what Boise Library has with their mental health coordinator, who acts as a resource for referrals. I think that this could be an added benefit available for free to patrons.

New Business

November Stats –

of Teen/Adult Circ.: 2,524
of Youth Circ.: 2,443
of items cataloged: 289
of computer sessions: 721
of RA: 3,631
#of items checked IN: 4,061
of items checked OUT: 5,407
of eBooks checked out: 259
of eAudios checked out: 181
of patron visits (door count): 6,651
of notarizations: 6
of proctored tests: 1
of new/ renewed cards: 154
Staff training: ML: 1, MB: 2, MF: 4,

JM: 0, BG: 3, AR: 2, AS:3, SH: 6
of ILL's requested BY US to bring in for our patrons: 24
or ILL's requested FROM US to send out to other libraries: 0
Total # of items owned: 55,636
Total # People Booked a Librarian: 3
Self-Checkout Renewals/Checkouts
YS: 14/235
Circ: 16/1,250
Number of items found on the shelf not checked in = 3

December Stats –

of Teen/Adult Circ.: 2,337
of Youth Circ.: 2,146
of items cataloged: 565
of computer sessions: 628
of RA: 3,079
#of items checked IN: 3,641
of items checked OUT: 4,876
of eBooks checked out: 242
of eAudios checked out: 151
of patron visits (door count): 5,261
of notarizations: 1
of proctored tests: 2
of new/ renewed cards: 140
Staff training: ML: 0, MB: 4, MF: 3,
JM: 0, BG: 3, AR: 0, AS: 0, SH: 2
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: 56,205
Total # People Booked a Librarian: 8
Self-Checkout Renewals/Checkouts
YS: 1/226
Circ: 22/1,029
Number of items found on the shelf not checked in = 1

Visit with Santa Event – Bianca connected with the Friends and requested an order of Scholastic Books to distribute for the library's Visit with Santa event on Friday, December 9th. We had 187 people attend this event. Each child got to pick a free book, candy cane and clementine along with individual time with Santa. Our teen volunteers helped host the Grinch visiting the library and helped the event run smoothly.

Mountain Home City Youth Council – Jessica has been working with the newly formed council on drafting their bylaws. The next step is having the city attorney review them followed by presenting them to the city council for advice and to request approval in becoming an official organization serving at the pleasure of the mayor and council. They would be considered a recommending body for the council. Part of the standards set by the Youth Council is to become involved in attending both Library Board meetings as well as city council meetings. Director Hochstrasser will also have them give the library board any updates as well as city council.

ProQuest – Starting in December the Library has been able to provide library card access to the following genealogy resources:

- **Ancestry.com** – U.S., Canada, & U.K. collections deliver hundreds of millions of names from sources such as federal and U.S. censuses; birth, death, and marriage records including the Social Security Death Index; and U.S. border crossing and trans-ocean ship records.
- **Heritage Quest** – features American genealogical information from primary sources, local and family histories, and other finding aids.
- **Fold3** – provides convenient access to US military records, including the stories, photos, and personal documents of the men and women who served.

There are members of the Friends of the Library who participate in the library's monthly genealogy class and mentioned that I could approach the Friends for a contribution towards the subscription cost which was done at their December meeting. The Friends approved a contribution of \$600.00 towards the annual subscription cost.

Grants

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

Welcoming Libraries Grant – offers libraries up to \$1,000 to on supporting activities, that improve equity, diversity, and inclusion in libraries to better serve Idaho's underserved. We would like to focus specifically on better serving and celebrating Indigenous people and culture. After being educated about Duck Valley's community utilizing Mountain Home for groceries and health care, we wanted to see if we could partner with the Friends in offering some 6-month Non-resident cards within their community beginning with families with children between the ages of 0-18. We would also refer to these families on items they'd like to see added to the library collection along with books that give a good representation of their heritage and culture.

Update ***The grant application has been approved. We'll share later this year how it's been utilized.

Chairman Mercado & City Councilman Green both commented on seeing this grant as a great opportunity to help another part of our community.

Adjourn –

With no further business to come before the Board, Secretary/Treasurer Venable-Harjo moved the meeting be adjourned at 5:52 p.m. Seconded by Vice Chair Sisson. Motion carried.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado, Library Board Chair