

Regular Meeting - **DRAFT**

February 2nd, 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, Trustee Jake Aplin, Trustee Christina Mattern

Excused: Trustee Samantha Trombly

Others Present: Shasta Hochstrasser – Library Director
James Green – City Councilman
Cyntha Hoston – Friends of the Mountain Home Public Library
Johnny Harwood – Mountain Home City Youth Council

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

Public Input – **None**

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

- A. Approval of Minutes – January 5th, 2023
- B. Approval of Bills – December 2022 & January 2023

Chairman Mercado asked if there were two vendors for purchasing mobile hotspots. Director Hochstrasser confirmed there are two vendors due to coverage comparison with some of our patrons utilization. Chairman Mercado also inquired about purchase of the annual staff training was an additional purchase from last month's budget report on the meetings, schools and dues budget line. Director Hochstrasser made note that this item was the same purchase that mistakenly was put forth this month, it is not a separate purchase and will edit that correction.

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

Trustee Aplin seconded.

The following vote was recorded.

Chairman Mercado AYE

Vice Chair Sisson AYE

Secretary/Treasurer Venable-Harjo AYE

Trustee Aplin AYE

Trustee Mattern

AYE

Motion carried.

Review –

A. Library Department Goals – Mission Statement, Values & Vision

Director Hochstrasser had recently met with the mayor to go over yearly goals and she wanted the board to give her feedback, especially in updating the library vision statements. Secretary/Treasurer Venable-Harjo made mention her appreciation in being able to see through the new statements what's happening at the library now as well as what more we'd like to add in future library endeavors. City Councilman Green agreed with that comment. Director Hochstrasser appreciated the review. Next month the board will update the policy section that states the library vision to approve the update.

Old Business –

None.

New Business –

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

B. **Discussion:** New Library Trustee Update

Chairman Mercado officially announced that the new trustees have accepted their new roles on the library board. Chairman Mercado said 9 people applied for the open positions and all applicants had vast experience, making the decision of choosing harder to narrow down. Chairman Mercado, Vice-Chair Sisson and Mayor Sykes interviewed 4 out of the 9 and were solidified in their final picks. Director Hochstrasser mentioned that she was able to view all 9 applicant's resumes and was honored at the response of patrons wanting to take an active role in helping to better their community library and approved both newly called trustees. They each introduced themselves during the meeting.

Jake Aplin mentioned being from Iowa, joined the military and this is his family's second tour in Mountain Home. They have decided to make it a permanent residence as he works to further his education through the University of Idaho.

Christina Mattern mentioned her previous ties to the military throughout her life. Her family also made Mountain Home their preferred hometown and expressed her appreciation for the library and all it provides for the community.

C. **Action Item:** Nomination and Election of Chairperson, Vice-Chairperson and Secretary/Treasurer for FY2023/2024

Chairman Mercado said that it's time to nominate new board members to the positions of chairperson, vice-chairperson and secretary/treasurer.

While the past saw a pattern of the vice-chair taking on the role of chairperson, Vice-Chair Sisson declined to continue the tradition. Chairman Mercado nominated

Samantha Venable-Harjo to be the new Chairperson of the Library Board. Vice-Chair Sisson seconded the nomination.

Vice-Chair Sisson said she would be willing to stay as Vice-Chair this year. Secretary/Treasurer Venable-Harjo nominated Vice-Chair Sisson to continue as Vice-Chair of the board. Chairman Mercado seconded the nomination. Vice-Chair Sisson then nominated Christina Mattern as the new secretary/treasurer of the library board. Secretary/treasurer Venable-Harjo seconded the nomination.

The following vote for all nominations was recorded.

Chairman Mercado	AYE
Vice Chair Sisson	AYE
Secretary/Treasurer Venable-Harjo	AYE
Trustee Aplin	AYE
Trustee Mattern	AYE

Motion carried.

D. Discussion/Action Item: Approve updated nonresident card pricing

Director Hochstrasser explained to the board the update comes from the annual Library Statical Report that is produced yearly. It was noted that the total population of has increased while the library budget has decreased which resulted in a 28% decrease in the non-resident rate. City Councilman Green had suggested that the rate be decreased but recognized that he is no longer on the board. Chairperson Venable-Harjo fully understands that the budget will change the upcoming rates but is satisfied with the presented rates. Vice-Chair Sisson also agreed. Director Hochstrasser reminded the board that the amount of the rate pays for access to all 12 libraries in the Lynx Library Consortium and is comparatively smaller than the rate at other libraries in the consortium. Trustee Aplin asked how significant is the number of non-resident card holders? Director Hochstrasser replied that while she didn't have the most up to date numbers, it was not a high number compared to those who reside in city limits and that some families simply choose to purchase a student rate card and seniors who are 65 and older are grandfathered in to receive a free card.

Chairperson Venable-Harjo made a motion to approve the updated nonresident card pricing as listed.

Vice-Chair Sisson seconded.

The following vote was recorded.

Chairperson Venable-Harjo	AYE
Vice Chairperson Sisson	AYE
Secretary/Treasurer Mattern	AYE

Trustee Aplin AYE

Trustee Mercado AYE

Motion carried.

E. **Discussion:** Capital Improvement Plan for 2024

Director Hochstrasser said that while the Capital Improvement Plan will not be finalized and voted on today, she wanted to make the new board members aware of the projects that had previously been discussed as well as have a discussion of edits needed. Trustee Mercado noted that the fiscal year does not begin until October 1st. He noted his concern on the number of items listed in the first year column totaling a budget number higher than what he would like to present to the city council. He suggested that some of the projects be piecemealed out in phases for various years to spread out the cost. Director Hochstrasser agreed that the number was higher but also mentioned that this is a living document and is continuously needing to be changed and simply wanted to showcase the list of potential projects and understood that priorities will need to be narrowed down. She also noted that in the director's report there are a couple of upcoming grants that could be utilized towards supplementing some of the project costs. Edits were noted and Director Hochstrasser will bring the updated plan at the next board meeting as an action item.

Director Report –

Old Business

Storywalk – 10 storywalk panels have been installed down the walking path. 10 more panels have just shipped since Parks & Rec received their donation from the Boise Board of Realtors. After observing the average amount of pages in some of the potential titles we'd like to display, we will need to add at least 5 more panels when they are delivered soon. We hope however that this will be an ongoing project, accumulating more sponsors, making it possible to provide storywalks in every park. We've ordered the first book to be featured and in the process of getting the backdrop ready for printing. Updates coming soon!

New Business

January Stats –

of Teen/Adult Circ.: 2,552
of Youth Circ.: 2,090
of items cataloged: 161
of computer sessions: 697
of RA: 2,898
#of items checked IN: 3,574
of items checked OUT: 5,019
of eBooks checked out: 234
of eAudios checked out: 143
of patron visits (door count): 6,149
of notarizations: 2
of proctored tests: 0
of new/ renewed cards: 192

Staff training: ML: 0, MB: 3, MF: 4,
JM: 1, BG: 2, AR: 2, AS:0, SH: 2
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: 56,280
Total # People Booked a Librarian: 1
Self-Checkout Renewals/Checkouts
YS: 1/225
Circ: 17/1,196
Number of items found on the shelf not checked in = 1

Adult Craft Night: Paint & Sip – Jessica met with the Friends of the Mountain Home Public Library during their monthly meeting asking if they would consider sponsoring the next Adult Craft Night. She wanted to invite back local artist, Erika Russell who taught the class last February and her fee is the same amount as last year. The event is already fully booked at 40 people with more on the wait list. The Friends approved the full amount needed. We also updated the Friends brochure to include their new president's contact number as well as list the additional library programs they've been able to fund for the year. I will be meeting with the new president next Monday to help brainstorm ideas for our Friends group to grow along with going over upcoming programming, meetings and marketing. We sure love our Friends!

Grants

St. Lukes CIP Grant awarded the library \$5,640 towards our Teen Virtual Reality Programming in partnership with Boise State OnRamp Program and local business owner of Flight Line VR, Michael Durant. Jessica is working with partners in solidifying the equipment purchases and planning an upcoming schedule. BSU also offered to have some of their students come help our teens as they explore the equipment and programming. More details to come!

Meghan and I have been working on submitting additional grants provided by the American Library Association, Idaho Botanical Gardens, & the Idaho Commission for Libraries-

American Library Association – Libraries Transforming Communities (LTC): Accessible Small and Rural Communities is an initiative of the American Library Association (ALA) that provides community engagement and accessibility resources to small and rural libraries to help them better serve people with disabilities.

Community engagement is the process of working collaboratively with community members — be they library patrons, residents, faculty, students, or partner organizations — to address issues for the betterment of the community. LTC grant funds are restricted to project-related expenses.

Eligible expenses may include:

- Facility upgrades (e.g., automatic door openers, accessible signage, sensory space equipment)

Our patio doors while accessible to get to with our sidewalks, are not equipped to automatically open when triggered. This can cause difficulties for our patrons who may be wheelchair bound or simply have difficulties opening doors. This grant could potentially help cover the cost of installation.

Idaho Botanical Gardens – 2023 Lunaria Grant Program supports projects within the State of Idaho that offer educational opportunities in horticulture and botany. We encourage organizations and schools that are passionate about bringing environmental education to their community to apply. The library has provided a Growing Gardeners class held in the spring and early summer. Our circulation specialist Meghan will be heading this project. She is a horticultural guru, having an Associates of Applied Science degree with an emphasis in Horticulture Technology. The past few years in teaching our Growing Gardener’s class, she has helped novice gardeners become more confident about gardening and is planning on teaching the steps to building a self-watering wicking bed. This \$1,000.00 grant would help provide the supplies needed for more hands-on learning.

Idaho Commission for Libraries – The Idaho Talking Book Service is again offering public libraries a \$1,000.00 grant to assist in building large-print collections, obtaining assistive technology, and/or providing outreach to people who are unable to read standard print or have difficulty holding a book due to a visual impairment, blindness, or other perceptual or physical disability. Last year we were able to add visual aid equipment for patrons to check out such as LED magnifiers, laptop & computer screen magnifiers & pen scanners. This year I’d like to focus on adding titles to our large print collection, update juvenile titles highlighting people who have a disability and sign language learning kits.

Another exciting prospect of a potential grant through the commission – 2023 Facilities and Capital Improvement grant. Grant amounts will range from \$5,000 to \$500,000. I was initially concerned due to having a limited amount left in our grants line to even consider applying however after talking to the commission they are looking at the possibility of letting libraries wait to use the awarded grant monies until the beginning of their next fiscal year in October. This grant could help us accomplish much more of the library’s Capital Improvement Plans. However, the availability of funds is contingent upon legislative approval of the Idaho Commission for Libraries budget during the 2023 legislative session, which usually runs from January through March. We are encouraged to reach out to state representatives and/or encourage community members to also show their support by expressing how important these funds would be for our community. I would also need to submit a letter of intent that requires a signed letter of approval from the library board. The submission does not obligate a library to complete the full application process but simply signal interest in applying.

As of today, the library has received a total of \$12,640 in grants. Our grant budget still has a total of \$20,360 in which to use for other potential grant opportunities including the ones previously mentioned above.

Adjourn –

With no further business to come before the Board, Vice-Chair Sisson moved the meeting be adjourned at 6:10p.m. Seconded by Trustee Mercado. Motion carried.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado, Library Board Chair