

Regular Meeting - **DRAFT**

March 2nd, 2023

Library Board of Trustees

Mountain Home Public Library

790 North 10th East – Mountain Home, ID

Chairperson: Samantha Venable-Harjo

Vice Chair: Priscilla Sisson

Secretary/Treas: Christina Mattern

Clerk for the Board: Shasta Hochstrasser

Board Members Present: Chair Samantha Venable-Harjo, Secretary/Treasurer Christina Mattern, Trustee Jake Aplin, Trustee Daniel Mercado

Excused: Vice Chair Priscilla Sisson, James Green – City Councilman

Others Present: Shasta Hochstrasser – Library Director
Sawyer Crenshaw – Mountain Home News
Ryder Buell – Mountain Home City Youth Council

Roll Call – Chair Venable-Harjo called the meeting to order at 5:03p.m. and a quorum was established.

Public Input – Chair Venable-Harjo made mention local patron Carlotta McCarthy encouraged the library to look into the 1,000 Books Before Kindergarten program

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

A. Approval of Minutes – February 2nd, 2023

B. Approval of Bills – January 2023 & February 2023

Trustee Mercado made a motion to approve the consent agenda and bills presented with added correction.

Trustee Aplin seconded.

The following vote was recorded.

| | |
|------------------------|-----|
| Chairman Venable-Harjo | AYE |
|------------------------|-----|

| | |
|-----------------------------|-----|
| Secretary/Treasurer Mattern | AYE |
|-----------------------------|-----|

| | |
|---------------|-----|
| Trustee Aplin | AYE |
|---------------|-----|

| | |
|-----------------|-----|
| Trustee Mercado | AYE |
|-----------------|-----|

Motion carried.

Review –

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

Director Hochstrasser said even though this item had already been addressed at the previous meeting the revision does need to be approved to update the library policy. Chair Venable-Harjo said she liked the wording used. Trustee Aplin expressed agreement stating the vision sounds more forward thinking.

B. Approve Policy Section 4.00, Number 4.08 update

Director Hochstrasser said that after being educated on the library audits, the library's photography policy needed to be updated.

Trustee Mattern made a motion to approve Policy Section 4.00, Number 3.01b, Library Mission Statement, Values & Vision and the updated revision of Policy Section 4.00, Number 4.08, Photography with the addition of the specific federal law cited.

Trustee Aplin seconded.

The following vote was recorded.

| | |
|-----------------------------|-----|
| Chairman Venable-Harjo | AYE |
| Secretary/Treasurer Mattern | AYE |
| Trustee Aplin | AYE |
| Trustee Mercado | AYE |

Motion carried.

Old Business –

A. Discussion/Action Item: Capital Improvement Plan for 2024

Director Hochstrasser took the comments and suggestions given by board members from the previous meeting and edited the plan as well as segregating projects that potential grants that could supply the cost needed for completion. Trustee Mercado suggested priority changes to be able to have a complete space project done instead of dividing it into multiple years. Chair Venable-Harjo agreed and made suggestions on project priority changes.

Trustee Mercado made a motion to approve the updated revision of the Capital Improvement Plan for 2024 with the changes discussed.

Trustee Mattern seconded.

The following vote was recorded.

| | |
|-----------------------------|-----|
| Chairman Venable-Harjo | AYE |
| Secretary/Treasurer Mattern | AYE |
| Trustee Aplin | AYE |

Motion carried.

New Business –

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

C. **Discussion:** Server Battery Backup Replacement

Director Hochstrasser explained that the current battery backup for network equipment has a manufacturing date of 2015 with a battery replacement by date of: 2019. Our IT initiated a self-test which resulted in an outage. When this occurred, it was determined that the battery was bad and needed replacing soon to avoid the system crashing if another outage were to occur. Director Hochstrasser was able to apply for financial assistance utilizing the same set up for the library's internet service reimbursement and has started to receive a couple of bids. At next month's meeting, a bid will be chosen, and installation started soon afterwards.

Chair Venable-Harjo thanked Director Hochstrasser for being cognizant of the library's budget and checking for alternatives.

D. **Discussion/Action Item:** Lynx Library Consortium Updates & Approve Change in Membership Level

Director Hochstrasser explained that at the Lynx Library Consortium Directors meeting, Hailey Public Library has decided to withdraw from the consortium. With that change being official in October, all the collective budget share costs will increase. Outlying libraries such as Twin Falls, Hailey, Emmett & Mountain Home currently are not at open access level and part of Hailey's decision to leave was due to the lack of access to the courier service. Twin Falls has also expressed their concern to stay with the consortium long term if they were able to have open access. The directors all voted to consider changing membership level for all outlying libraries if they would first approve the change through their library boards and write a collective letter addressing the whole consortium on their request to change membership levels for approval. This would also effect the annual budget but can be compared to the number of Inter-Library Loans we receive/mail-out. This postage cost would in effect change over to the courier. \$4,500 is the current share estimate which covers the cost of gas, vehicle maintenance, etc. Boise Public Library mans the courier service currently.

The consortium has just hired an attorney to look over an updated joint agreement that will potentially help us become our own entity apart from having our collective funds gone through the city of Boise since the consortium was first formed in the 1990's. This change would give our consortium the ability to hire an administrator & cataloger. We also would no longer need to receive approval from the city of Boise to utilize our collective funds and we hope to be able to have a 501C3 status which will allow us to apply collectively for grants directed for that status.

Trustee Mercado expressed hesitancy in voting until a more solidified budget estimate was available before moving forward. Secretary/Treasurer Mattern agreed. Director Hochstrasser did point out that the written decision needed to be submitted by March

31st but she could connect with the consortium personnel who run the numbers to see if there can be a more accurate share number to bring to the board before March 30th. Chair Venable-Harjo asked if the board members could meet for a special board meeting for March 30th.

Trustee Aplin motioned to table the voting decision for membership level change to the Lynx Library Consortium to an open access level be readdressed for a special library board meeting on March 30th at 5pm in the library meeting room.

Trustee Mercado seconded the motion.

The following vote for all nominations was recorded.

Chairman Mercado AYE

Secretary/Treasurer Venable-Harjo AYE

Trustee Aplin AYE

Trustee Mattern AYE

Motion carried.

Director Report –

Old Business

Story Stroll – Story Stroll will be the official title instead of StoryWalk to personalize it to our community. The library director presented the project to the Friends of the Mountain Home Public Library and submitted a request for support in funding the display posters. Each poster panel showcases the name – Story Stroll as the heading and the footer will advertise all the organizations and businesses that agreed to partner with us on this project. The Friends approved the request, and we are waiting for the additional 10 panels to arrive. Director Hochstrasser received word from the local Masonic Lodge #30 that they will be contributing \$1,000.00 towards the completion of this project and are happy to note that they would like to further contribute towards other library projects geared towards youth programming in the upcoming years.

Telehealth Privacy Pod – Rachael with the Department of Health & Welfare gave a few updates with the Upgrade your Space Project. They are currently ordering & receiving tech equipment for the pods and will ship it when it's all itemized and complete to send. They recently submitted their purchase requests to the state buyers that will do all the final requisitions and hope to see this process move quickly so the privacy pods can be delivered and installed soon. They've also developed some trainings that I'll be taking in the next few weeks to later teach staff in the following:

- Protected Health Information (HIPPA) for Librarians who manage a privacy space
- Free Scheduling Software using Square walkthrough (we currently use Square for our cash registers)

- Helping Without Hurting – Addressing your patron’s behaviors or issues with resources, de-escalation techniques, and other tips while practicing good personal boundaries and self-care.

Mountain Home City Youth Council – The members of the council have received feedback from the city attorney regarding their bylaw draft. They plan to make those edits to submit for approval from the attorney then be ready to present before the city council. They also ordered shirts with their logo embroidered to wear during meetings, teen activities and library volunteering opportunities.

New Business

February Stats –

of Teen/Adult Circ.: 2,440
 # of Youth Circ.: 2,220
 # of items cataloged: 177
 # of computer sessions: 723
 # of RA: 2,856
 #of items checked IN: 3,6651
 # of items checked OUT: 5,000
 # of eBooks checked out: 214
 # of eAudios checked out: 126
 # of patron visits (door count): 6,299
 # of notarizations: 9
 # of proctored tests: 4
 # of new/ renewed cards: 162
 Staff training: ML: 1, MB: 0, MF: 2,
 JM: 0, BG: 0, AR: 1, AS:1, SH: 6
 # of ILL's requested BY US to bring in for our patrons: N/A
 # or ILL's requested FROM US to send out to other libraries: 0
 Total # of items owned: 56,361
 Total # People Booked a Librarian: 0
 Self-Checkout Renewals/Checkouts
 YS: 2/270
 Circ: 24/1,209
 Number of items found on the shelf not checked in = 3

Music & Movement Classes – For the past few months, we’ve seen a significant increase in attendance in Music & Movement classes to the point where we’ve had to limit the amount allowed in each class due to safety as well as occupancy. (the last two months attendance totaled more than 759 participants) Noting this along with participant preference in attending the earliest scheduled time, Bianca and I have agreed to provide an additional class on both Wednesdays and Fridays from 9:15am – 9:45am. Although the library is not scheduled to open until 10, we will be opening the meeting room for this session. During the next few months, we will be tracking usage for potential long-term changes in opening hours as well as programming hours.

Passport Service – Director Hochstrasser mentioned that the Kuna Library is currently offering passport application services and the directors encouraged other libraries to provide this to their community. They have found many patrons, some of whom live in neighboring towns, drive all

the way to Kuna because they were the quickest in helping them complete the process. Kuna Library currently has a 6 week reservation in place and also provide passport photo service. Due to how the application process is, part of the cost goes to the federal government but the other portion goes straight to the library along with the cost of the passport photo. Director Hochstrasser recalls the previous director looking into the providing this service but couldn't remember why it was discouraged. She asked the board whether she should pursue this for the library. The board collectively felt this service to be beneficial for the community as well as the library.

Director Hochstrasser wanted to let the board know that she will be working on creating a survey to distribute to the public to gauge how best to improve and better develop the strategic plan. She will be bringing a draft next month for the board to edit before distribution.

Grants

American Library Association – Update on the grant for Libraries Transforming Communities (LTC): Accessible Small and Rural Communities has been submitted. We will receive word whether approved or it has been declined in the upcoming weeks.

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.

The youth services emergency exit currently has a simple cement block outside and nothing for wheelchair or stroller accessibility to maneuver away from the library in case of an emergency.

I have applied for \$10,000 in grant monies to help cover the cost of these accessibility needs. The estimates I've received is \$6,000.00 – Fire escape route, \$8,294.12 – automatic doors.

Summer Intern Grant – The Idaho Commission for Libraries is once again opened a grant for public libraries to have a summer intern. I applied the last two years and found both times beneficial beyond the grant timeline and hope that we will be able to provide this opportunity again for another individual in gaining library experience.

Idaho Commission for Libraries – Updated information regarding the Facilities and Capital Improvement grant. With regards to utilizing the library's Capital Improvement Plan, expenses related to the general upkeep and maintenance of an existing building (i.e. a new roof, new siding, new paint) do not qualify for funding unless these expenses are part of a larger project to enhance or expand your library facilities. I went ahead and completed a letter of intent that requires a signed letter of approval from the library board chair and had Samantha sign that. In terms of what this grant could be utilized for, I did ask if they would possibly consider the purchase & installation of an integrated sound system in the meeting room and commons area of the library or having our bushes taken out and constructing raised garden beds to utilize for outdoor programming events such as a community garden. They let me know there is potential but needs to have justification in how those ideas meet the requirements of the grant to enhance/expand the library (more people, more flexibility/uses, more resources, and/or futureproofing) and to jointly and directly enable work, education, and

health monitoring. The letter of intent and initial interest form is due February 27th so it will be completed before the board meeting. Again, this grant is not confirmed currently but the legislative decision should be determined by late March.

Adjourn –

With no further business to come before the Board, Trustee Mercado moved the meeting be adjourned at 6:05p.m. Seconded by Trustee Aplin. Motion carried.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Samantha Venable-Harjo,
Library Board Chair