

Regular Meeting - **DRAFT**

August 3rd, 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, Vice Chair Priscilla Sisson, Secretary/Treasurer Christina Mattern, Trustee Jake Aplin, Trustee Daniel Mercado, James Green – City Councilman

Excused:

Others Present: Shasta Hochstrasser – Library Director

Roll Call – Library Chair Venable-Harjo called the meeting to order at 5:00 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 – June 1st, 2023

B. Approval of Bills – May 2023, June 2023 & July 2023

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

Trustee Aplin seconded.

The following vote was recorded.

Chair Venable-Harjo AYE

Vice Chair Sisson AYE

Secretary/Treasurer Christina Mattern AYE

Trustee Aplin AYE

Trustee Mercado AYE

Motion carried.

Policy Review –

A. Discussion/Possible Action Item: Policy Section 3.00, Number 3.01, 3.01a & 3.02

Director Hochstrasser asked that under the Services paragraph of Policy Section 3.00, Number 3.01 add the following:

“The Library provides access to material and digital resources, access to computers and the internet, assistance in finding information and materials, programs that educate and entertain, and a safe comfortable place for the community to congregate.”

Director Hochstrasser also asked that the following sentence be added to the Hours paragraph.

“These hours shall be as long as possible within budgetary and staffing limitations.”

Vice Chair Sisson asked to strike the sentence on Policy Section 3.00, Number 3.01
“We will not use the words ‘I don’t know’”

Trustee Aplin suggested editing the 5th bullet point to read:

“We will protect the personal privacy of everyone to the extent allowed by public law to reasonably include their utilization of library materials.”

Trustee Mercado made a motion to approve Policy Section 3.00, Number 3.01, 3.01a, 3.02 with the proposed edits.

Vice Chair Sisson seconded.

The following vote was recorded.

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

Motion carried.

Old Business –

A. Discussion/Possible Action Item: Project Updates

Passport Facility – We have been preapproved. Staff are currently working on completing the training materials sent. Once everyone has completed the training, we send the certifications back to the Regional Office and they look over all the paperwork that then gets sent to Washington DC for final approval. One staff member has completed the training so far and I have asked staff to work on it in a timely manner so we can complete the process. Once we have the final approval, I plan to get some assistance from the Kuna Library Co-Directors on what they've learned and possibly have them walk us through the steps as a practice run before we announce the service is available to the public.

Council Liaison Green asked if the library was going to increase the processing fee they will be charging per application. Director Hochstrasser said she did not intend to charge more than what was listed in the training materials. Council Liaison Green explained that the county office does charge more than what is listed and that the library could choose to increase the fee. Director Hochstrasser said she thinks this will be sufficient cost and that it will increase justification to request to hire additional staff for the following year.

StoryStroll – Been delayed on setting up a time to work with Parks & Recreation on staking spots for panels in Richard Aguirre Park but hope to have that scheduled soon. We have books and narrators almost scheduled for the rest of the year.

Privacy Pod – Still waiting on the vendor to schedule the installation date. Currently working on the policy for the pod but won't have it solidified until after it's all set up. Council Liaison Green asked if a policy would be put in place before the pod is ready. Director Hochstrasser did confirm that she is putting together a policy for the board to look over at next month's meeting.

Outdoor Bookdrop – Signs were re-cut yesterday and Scott said he will hand deliver them to the facility in Twin Falls so they can finish it all up and get it delivered hopefully by next week as they have a large order to finish up this week. Once delivered, Scott will then install it outside the library and we'll look at having a ribbon cutting ceremony.

New Business –

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

B. **Discussion/Action Item:** None

Director Report –

Old Business

StoryStroll – August’s story selection will feature the book, *The Pigeon HAS to Go to School!* by Mo Willems. Our featured narrator and city grant writer, Alexa Vork especially requested this title to read this month with the school year starting back up.

Telehealth Privacy Pod –The first installation will happen at the Boise Library and then the vendor will travel to other areas but will let us know well in advance prior to showing up to install. Currently waiting to hear from the vendor though we’ve been able to start providing the meeting room for patrons meeting with the Idaho Volunteer Lawyers Program for free legal advice. We’ve also been in contact with CWI to assess next school year’s Adult Education Assistance to having both a morning and afternoon option for patrons get more convenient support in furthering their educational goals.

Lynx Library Consortium Update – Directors have continued to edit the 1st draft and send additional questions to the attorney for clarification and potential scenarios. I will update when the directors are confident in a draft to submit to each city attorney to review and discuss collectively so that we can bring forth an updated Joint Agreement for Consortium members to approve.

2023/24 Budget Process – Mid-July the city department heads met with city council to go over each proposed budget with any questions/clarifications/concerns the council may have had. For the library department Councilman Brennan focused attention on the Professional Service budget line and asking why a request to increase funding. Director Hochstrasser asked if he had been following the latest state legislative session this year and when he said no, she summarized the House Bills presented that directly affect Idaho libraries and the potential need to defend against private claims if these bills are again presented in next year’s session. Representative Bundy chimed in that the Governor had vetoed House Bill 314 and the veto stood – by one vote. Director Hochstrasser noted that anytime she has had to discuss legal matters with the city attorney, there is a cost associated with the interaction which can accumulate if more legal council is later needed.

Director Hochstrasser pointed out to the council that no CIP funds had been used since she became the director but rather using the remaining levy funding for building improvements. However, the amount needed to complete the new fiscal year projects would require more funding than the levy can accomplish and therefore the library’s budget was balanced before the CIP funding request was added. It’s her hope that this explanation will satisfy the final approval needed after the FY24 tentative budget public hearing has been completed.

New Business

July Stats –

of Teen/Adult Circ.: 2,502
of Youth Circ.: 2,523
of items cataloged: 255
of computer sessions: 407
of RA: 3,135

#of items checked IN: 4,682
of items checked OUT: 5,594
of eBooks checked out: 196
of eAudios checked out: 165
of patron visits (door count): 4,509
of notarizations: 11

of proctored tests: 8
of new/ renewed cards: 244
Staff training: ML: 1, MB: 2, MF: 4,
JM: 0, BG: 0, AR: 0, AS:0, SH: 0
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: 2
Total # of items owned: 57,670

Total # People Booked a Librarian: 0
Self-Checkout Renewals/Checkouts
YS Self-Checkout Renewals/Checkouts:
34/390
Circ Self-Checkout Renewals/Checkouts:
32/1,333
Number of items found on the shelf not checked in = 2

Grants

Summer Intern Grant Update – Our summer intern Ezra Abbott completed 100 hours to receive the whole \$1,000.00 grant amount. He was willing to step in and run Bilingual Storytime for Bianca while she was on vacation. Ezra was also able to complete a prototype of the StoryStroll app and provide step by step instructions on how to change out the narration and graphics each month. We are in the process of purchasing an app listing on both Google Play Store as well as Apple Store. Once the next 20 panels are installed, we'll be working on creating a duplicate app specific to Richard Aguirre Park StoryStroll.

Trustee Aplin asked concerning grant funds not spent. Director Hochstrasser explained that some of the final paperwork has yet to be completed along with some of the funding granted but there will be updates in the accounts payable next month to show grant funds utilized.

Adjourn –

With no further business to come before the Board, Secretary/Treasurer Christina Mattern moved the meeting be adjourned at 5:57 p.m. Seconded by Trustee Mercado. Motion carried.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Samantha Venable-Harjo
Library Board Chair