

Regular Meeting - **DRAFT**

September 7th, 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: Vice Chair Priscilla Sisson, Secretary/Treasurer Christina Mattern, Trustee Jake Aplin, Trustee Daniel Mercado

Excused: Chair Samantha Venable-Harjo, James Green – City Councilman

Others Present: Shasta Hochstrasser – Library Director

Roll Call – Library Vice Chair Priscilla Sisson 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 – August 3rd, 2023

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

Trustee Mercado inquired about the budget purchase amount in equipment line for the month of July. Director Hochstrasser explained that the battery backups for the servers had died, and the library unfortunately was not approved for federal funding, so the replacements were purchased through that line.

Vice Chair Sission asked regarding the budget line 53 labeled, Uniforms/Safety Clothing in regards to what safety clothing is utilized. Director Hochstrasser said it's a generalized label for the city, but the library focuses on the purchase of shirts, cardigans and jackets that are embroidered with the library's logo and Summer Reading Program shirts.

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

The following vote was recorded.

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 4.00, Number 4.04a, page 1

Director Hochstrasser asked that under the following highlighted portions be added:

8. No trespassing.

9. No sleeping inside or outside the library premises.

10. No overnight camping/parking on the property.

11. Willingly disregarding any visible signs posted inside or outside the library premises.

Trustee Mercado made a motion to approve Policy Section 4.00, Number 4.04a, page 1 with the proposed additions.

Secretary/Treasurer Mattern seconded.

The following vote was recorded.

Vice Chair Sisson	AYE
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Secretary/Treasurer Christina Mattern	AYE
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Trustee Aplin	AYE
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Trustee Mercado	AYE
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Motion carried.

Old Business –

A. **Discussion/Possible Action Item:** Courier Service & Vega Discovery Feature

Director Hochstrasser explained that currently the new card catalog (Vega Discovery) is not available to the public until October 1st but Boise Public Library and Eagle Public Library have been willing to test it out with their patrons to determine if any troubleshooting is needed. She showed the board how patrons can not only log in to see what's currently on their account but also look at their previous reading history and place holds on items not just from Mountain Home's collection but from the other 10 libraries and can be shipped to Mountain Home through the courier service also starting on October 1st. The courier will be stopping at the library every Monday, Wednesday and Friday, excluding holidays.

New Business –

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

B. Action Item: Approval of Privacy Pod Policy Section 4.00, Number 4.09

Director Hochstrasser did mention that there has been no current update on when installation will occur but wanted to have a policy in place before it is ready for public use.

Secretary/Treasurer Mattern made a motion to approve Privacy Pod Policy Section 4.00, Number 4.09.

Trustee Aplin seconded.

The following vote was recorded.

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

Motion carried.

C. Action Item: Approval of Auto Door Accessibility Quote

Director Hochstrasser explained that Libraries Transforming Communities Grant from the American Library Association needed board approval for a quote to install the automatic door features for the patio entrances due to the estimate being more than \$5,000.00. Director Hochstrasser only received one quote from D&A Glass Company and no response from two other companies but showed documentation that she had tried to contact each one. Director Hochstrasser reminded the board that this is a two year grant and that funding for this quote would be completely covered by the grant funds.

Trustee Aplin made a motion to approve D&A Glass Company's quote in the amount of \$8,539.

Secretary/Treasurer Mattern seconded.

The following vote was recorded.

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

Motion carried.

Director Report –

Old Business

StoryStroll – September’s story selection will feature the title, *Thank You, Mr. Panda Gracias, Sr. Panda* by Steve Antony. Our featured narrator and City Hall Customer Service Specialist, Belinda Romero was willing to read this story both in English & Spanish.

Telehealth Privacy Pod – Still waiting to hear from the vendor. We’re excited to have CWI back to provide Adult Education Assistance starting September 12th. Tuesday mornings 10-1 and Thursday afternoons 3-6. We’re hoping that this is a more flexible option for community members in aiding their educational goals.

Lynx Library Consortium Update – Directors just went through a 3rd draft and sent additional questions to the attorney for clarification and potential scenarios. Once the directors are confident in a draft to submit to each respective city attorney for reviewal, both directors and city attorneys will schedule a meeting to discuss collectively to finalize a newly drafted Joint Agreement for Consortium members to vote approval on for the next five year span.

2023/24 Budget Process – Thank you to Chair Venable-Harjo for being present at the public hearing for the annual budget review. The city council approved the library’s proposed budget for the upcoming fiscal year which means Director Hochstrasser will start to scout for specialists in stucco repair and scheduling HVAC replacements in the fall. Director Hochstrasser did make it a point to thank the council for their vote of approval following the meeting.

Idaho’s 10th Annual Summit for Out-of-School Networks’ Power Up Summit – Attached is the information on a training opportunity that both Bianca and Jessica will be able to attend for free thanks to the Idaho Commission for Libraries. Training sessions like this have always been helpful in acquiring new skills and techniques while networking with other libraries and organizations.

New Business

August Stats –

of Teen/Adult Circ.: 2,885
of Youth Circ.: 2,548
of items cataloged: 270
of computer sessions: 738
of RA: 4,348
#of items checked IN: 4,608
of items checked OUT: 6,066
of eBooks checked out: 216
of eAudios checked out: 185
of patron visits (door count): 6,833
of notarizations: 19
of proctored tests: 2
of new/ renewed cards: 236
Staff training: ML: 2, MB: 0, MF: 7,

JM: 0, BG: 2, AR: 2, AS:0, SH: 3
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: 58,055
Total # People Booked a Librarian: 2
Self-Checkout Renewals/Checkouts
YS Self-Checkout Renewals/Checkouts:
27/303
Circ Self-Checkout Renewals/Checkouts:
36/1,556
Number of items found on the shelf not checked in = 0

Grants

St. Luke's Community Health Improvement Fund Grant – Attached is the final report of this grant. We were thrilled to not just have aid through St. Luke's & FlightLine VR but to also involve Boise State's OnRamp Education program was so beneficial for both us and them. I just received an email from a company called XR GURU: Immersive Learning Hub that provides educational modules for STEAM topics via smart devices and VR devices. This looks promising towards our future goals in focusing efforts on adult VR programming as well as job skill exploration. I plan to explore grant options as well as other potential partnership opportunities. Jessica also received contact from the Mountain Home Air Force Base about a possible collaborative program involving VR education geared towards safe driving for teens that would not require any funding on our end.

Summer STEM Grant – Attached is the final report and if you have checked the library's Facebook account showcased the efforts made by members from the Mountain Home City Youth Council taking time to show interested community members how to complete each experiment at the Farmer's market every Saturday this past July. This provided a unique opportunity for the Council to become for vocal in promoting their organization as well as giving volunteer service, which is part of their structured membership requirements. Due to having some supplies leftover from each experiment, the library was able to create 100 additional STEM experiment kits to interest kids during Parks & Rec's Kid Festival over at Carl Miller Park.

Welcoming Libraries Grant – Attached is the final report and we're hopeful to give the non-resident cards to interest tribal members for library usage as well as add more books to the collection that show representation of various tribes.

ARP-ESSER Out-of-School Time Programming Grant – Attached is the final report. Bianca mentioned her appreciation to provide more interactive STEM programming using Sphero bots & tablets for our after-school crowds.

Summer Intern Grant 2023 - \$1,500.00 – Final report submitted this week.

That All May Read Grant - \$1,000.00 – Getting things shipped in and ready to process and catalog for the collection.

Currently still finalizing the following grants:

STEM Equity Framework Project - \$1,000.00 – working on titles to add to the collection

ARP-ESSER Summer Support Grant - \$2,000.00 – purchased, needs final report submitted

Libraries Transforming Communities (ALA Grant) - \$10,000.00 (not due until June 2024) - waiting on updated quotes

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 5:28p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Priscilla Sisson
Library Board Vice Chair