

Regular Meeting - **DRAFT**

October 5th, 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 Daniel Mercado

Excused: Trustee Jake Aplin, James Green – City Councilman

Others Present: Shasta Hochstrasser – Library Director (on the phone)
Meghan Fish – Library Circulation Coordinator

Roll Call – Library Chair Samantha Venable-Harjo called the meeting to order at 5:01 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 – September 7th, 2023

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

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

Trustee Mattern seconded.

The following vote was recorded.

Chair Venable-Harjo	AYE
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Vice Chair Sisson	AYE
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Secretary/Treasurer Christina Mattern	AYE
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Trustee Mercado	AYE
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Motion carried.

Policy Review –

A. Discussion/Possible Action Item: Review Policy Section 2.0, Number 2.01 & 2.02

Sisson suggested adding reviewed date for each policy section, so it's known the last time it's been reviewed.

Trustee Sisson motioned to approve Policy Section 2.0, Number 2.01 & 2.02 with the suggested changes.

Trustee Mattern seconded.

The following vote was recorded.

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

Motion carried.

B. Discussion/Possible Action Item: Approve Policy Section 4.00, Number 4.04a, Page 2/2

Secretary/Treasurer Mattern suggested including the words “wheeled shoes” on number 12 along with the director’s highlighted proposed additional sentences.

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

Trustee Sisson seconded.

The following vote was recorded.

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

Motion carried.

Old Business –

A. Discussion/Possible Action Item: Project updates

a. Privacy Pod Installation – We are moving up on the installation list but have yet to hear on an estimated date. Director Hochstrasser said she will double-check with Hank on building inspection but the Fire Chief approved fire code.

b. Outdoor Bookdrop status – Original contractor was given until the end of last week to work on the powder coating otherwise we will take it to another contractor. Currently looking at a local company to finish the job. Trustee Mercado asked to

contact them. Director Hochstrasser said she would get that information to Trustee Mercado.

c. Automatic Door Accessibility Installation – Library Coordinator Fish explained the details of the new doors as well as showed a video clip of the doors automatically locking and unlocking. The doors can be opened by a handicap button located inside and outside and power outages are not an issue to be able get out. Vice Chair Sisson suggested to still check to see if a patron could still get in right when the doors lock. Director Hochstrasser will be making reminders for staff to manually turn off the doors the day before a holiday, so they don't automatically open.

d. Playaway – Library Coordinator Fish showcased an example of a new library collection of audiobooks with an auxiliary jack for earbuds or in a vehicle. The device remembers where you left off in the book. Just takes a triple A battery and earbuds will be replaced and easy to clean.

New Business –

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

B. **Discussion:** Incident Reports

Director Hochstrasser wanted to make the board aware of the procedure used to document incidents that occur at the library as well as who is later contacted about the incident depending upon the severity. She gave the recent examples of incidents regarding a situation she wanted the board to be aware in the board packet along with updates during the director's report.

Director Report –

Old Business

StoryStroll – October's story selection will feature the title Pete the Cat: Firefighter Pete by James Dean. Our featured narrator is City of Mountain Home's Fire Marshal, Brian Reed. We thought it would be appropriate to highlight our local Fire Department and their annual open house during Fire Prevention Week which runs from October 8—14.

Telehealth Privacy Pod – Still waiting to hear from the vendor. The current update from Department of Health and Welfare was Ada Community Library just had their pod inspection after a couple of snafus and they were going to work on Boise Library's pod next. I asked if we were up in the que next and they said we should be.

Lynx Library Consortium Update – Directors are looking over the latest draft but it's looking closer to having all consortium directors are more confident in submitting the joint agreement to each respective city attorney for reviewal and follow up with a final reviewal meeting consisting of both directors and city attorneys in October so consortium members can vote approval on for the next five-year span.

ADA Accessible Doors – The installation process began on Thursday, September 21st, with D&A Company and Master Electric adding an electric line to each power box. The process had a shipping delay but was able to be completed on Thursday, September 28th. Meghan will give a demonstration during the Library Board meeting, but both doors are on timers and will automatically unlock at 9am and close at 6pm. Patrons are still able to exit but will not be able to come back inside the building once the door has locked. It also is programmed for daylight savings time and the only time we will need to manually turn it off is when there is a holiday.

Transient Patrons – With the updated signage in place, we have seen an improvement with patrons adhering to the posted policy. However, we are keeping our Wi-Fi hours from 8am — 8pm to discourage loitering. We've had a couple of incident reports that I've included in the packet and want to let the board know that a patron recently recorded an interaction with the Director inside the library concerning the timeframes allowed on library property which is 8am — 9pm which has been communicated to local police department to implement. Details are included in the report and the patron was able to comply with policy during library hours. If conflict continues however, patrons are asked to leave, and a no trespassing form will be filed with the police department. Since the director's report was given last week, this patron has left the area as of last Friday. Police have been notified. Chair Venable-Harjo mentioned previously thanking the Police Chief for his department's diligence in giving aid to library staff aid. Chief Thompson mentioned that there has been a more focused effort to patrol the area.

New Business

August Stats –

of Teen/Adult Circ.: 2,372
of Youth Circ.: 2,278
of items cataloged: 455
of computer sessions: 687
of RA: 3,672
#of items checked IN: 3,924
of items checked OUT: 5,004
of eBooks checked out: 194
of eAudios checked out: 160
of patron visits (door count): 7,323
of notarizations: 13
of proctored tests: 1
of new/ renewed cards: 243
Staff training: ML: 1, MB: 1, MF: 10,

JM: 6, BG: 6, AR: 0, AS: 2, SH: 7
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: 58,420
Total # People Booked/Attended a Librarian: 4/7
Self-Checkout Renewals/Checkouts
YS Self-Checkout Renewals/Checkouts: 9/331
Circ Self-Checkout Renewals/Checkouts: 3/1,128
Number of items found on the shelf not checked in = 2

Grants

That All May Read Grant – The final report was submitted this month and with the funding we have been able to purchase Playaway Audiobooks that can be plugged into a listening device such as earbuds or car auxiliary port. We've already had a couple of patrons excited and requesting additional titles to be added.

STEM Equity Framework Project – Having gone through all the required training to complete this grant, I decided it was best to provide more bilingual titles to our collection which can also be used for Bilingual Storytimes. I will be submitting the final paperwork this week.

Libraries Transforming Communities (ALA Grant) – While we are still in the process of completing round one of the ALA's grant, we were alerted that we are still eligible to apply for round two. As of right now I'd like to update our patio furniture to be more welcoming for ADA compliance when it comes to tables having wheelchair accessible spots. I'd also like to have our website analysis for accessibility and update display signage for each section of the library that includes large readable print/braille for patrons with low vision.

Trustee Mattern asked how the card catalog change has been for patrons and staff. Library Circulation Coordinator Fish mentioned the only concern with staff so far has been a 5-minute screen timer is currently set when searching due to making sure to reset if patrons logged into their account and forget to logout when they are done. She added the beginning of utilizing the courier service which has expanded the collection for our patrons as well as other patrons in the consortium. On the first few days, staff and volunteers were busy pulling items off the shelves to satisfy holds – Day One 40, Day Two 267. Chair Venable-Harjo mentioned the documentation of these added services will help justification for requesting the need to hire additional staff.

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 5:47p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Samantha Venable-Harjo
Library Board Chair