

Regular Meeting - **DRAFT**

December 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: Chair Samantha Venable-Harjo, Vice Chair Priscilla Sisson, Secretary/Treasurer Christina Mattern, Trustee Daniel Mercado, Trustee Jake Aplin,

Excused: James Green – City Councilman

Others Present: Shasta Hochstrasser – Library Director

Roll Call – Library Chair Samantha Venable-Harjo 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** – October 5th, 2023

B. **Approval of Bills** – September 2023, October 2023 & November 2023

Secretary/Treasurer Mattern made a motion to approve the consent agenda and bills presented.

Vice Chair Sisson seconded.

The following vote was recorded.

Chair Venable-Harjo AYE

Vice Chair Sisson AYE

Secretary/Treasurer Mattern AYE

Trustee Mercado AYE

Trustee Aplin AYE

Motion carried.

Policy Review –

A. **Discussion/Possible Action Item:** Review Policy Section 3.00, Number 3.01b

The director noted that the proposed update to the mission statement would reflect a more all encompassing of what the library strives to be for the community and is something that is requested when applying for grant applications. Library Chair Samantha Venable-Harjo mentioned her appreciation for the updated wording.

Vice Chair Sisson made a motion to approve the proposed update to the library's mission statement in Policy Section 3.00, Number 3.01b.

Trustee Aplin seconded.

The following vote was recorded.

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

Motion carried.

Old Business –

A. Discussion/Possible Action Item: Outdoor Bookdrop Purchase

Due to the continued delays with production and the continued damages resulting through the progress, our order has been cancelled and the funding has been refunded back to the library. The library board was presented with 3 separate quotes from companies that sell outdoor bookdrops. The director proposed that the library board approve a quote and she will order it following the board meeting. Vice Chair Priscilla Sisson agreed with Director Hochstrasser that Demco is a great vendor to work with when it comes to library ordering. Trustee Mercado asked if an additional cart was needed with the total cost. Director Hochstrasser said no, it is not required however if problematic can be purchased separately.

Trustee Mercado made a motion to approve the purchase of one outdoor bookdrop and one cart through Demco.

Secretary/Treasurer Mattern seconded.

The following vote was recorded.

| | |
|-----------------------------|-----|
| Chair Venable-Harjo | AYE |
| Vice Chair Sisson | AYE |
| Secretary/Treasurer Mattern | AYE |

Trustee Mercado AYE

Trustee Aplin AYE

Motion carried.

Director Hochstrasser ordered the bookdrop following the meeting. The shipment date given is February 7th, 2024.

New Business –

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

B. **Discussion:** Library Closure Request - Saturday, December 30th for the purpose of deep cleaning of carpets/furniture

Director Hochstrasser explained that the carpet cleaning has been scheduled for December 30th which is doable for the cleaner, however they did recommend that more drying time be given. The director did note that a Saturday during the holiday season usually doesn't see many patron visit the library and would ask the board's approval of this special closure request.

Trustee Aplin made a motion to approve the library to be closed on Saturday, December 30th for the purpose of deep carpet, floor, and chair cleaning.

Trustee Mercado seconded.

The following vote was recorded.

Chair Venable-Harjo AYE

Vice Chair Sisson AYE

Secretary/Treasurer Mattern AYE

Trustee Mercado AYE

Trustee Aplin AYE

Motion carried.

C. **Discussion:** Patron Survey

Director Hochstrasser explained that the patron survey was needed to work on creating a new strategic plan. She mentioned that Boise Public Library just started posting their 5-year strategic plan that took 1.5 years to complete due to the amount of time it took to accumulate feedback from patrons, community partnerships and staff.

D. **Discussion:** Rough Draft of Strategic Plan for 2025-2030

There has not been an updated Strategic Plan for a few years. However, considering the amount of time and effort in care for feedback, Director Hochstrasser feels it's important to wait to update a new strategic plan until 2025. Chair Harjo said this is moving in the right direction and would encourage obtaining more patron feedback by pushing more advertising and possibly incentivizing to achieve a more robust amount of data to review. Trustee Aplin asked if there is a goal number of survey results. Director Hochstrasser estimated a goal number of 100 by the end of May and provide in-person discussion sessions with the public on the results to help direct new goals. Chair Harjo suggested doing social media marketing boost to reach users not currently following the library virtually and to distribute paper copies through the community.

E. **Discussion:** CIP 2024-2025

Director Hochstrasser explained that the current year's goals have run into some issues for being able to accomplish. HVAC units are on a 6-month delay. Stucco repair may need to be the only thing we have repaired and wait til next fiscal year to complete an exterior paint job due to the increase in price quotes received. Commons furniture may need to purchase just one to test first before completely replacing. With the number of plumbing issues within this fiscal year, our repairs budget may not be able to do as much as we wanted with the CIP projects. Director Hochstrasser had another plumbing expert with ACCO come take a look at the latest clogged toilet and they recommended the toilets being replaced. The director noted that even though the cost was not high enough to need a motion to approve, she would like to know if the board has any hesitation about having the toilets replaced now. The board agreed that this would be a good decision.

Director Report –

Old Business

StoryStroll – November's story selection will feature the title Bear Says Thanks by Karma Wilson. Our featured narrator is Pioneer Federal Credit Union's Community Development Officer, Amber Cobos. Pioneer Federal has been a great partner with various library programs, and we wanted to say thank you for contributing to this program by highlighting their business this month.

****UPDATE**** Parks & Rec received a call from someone who had just observed while on the walking path that there had been some vandalism to the StoryStroll panels. 8 out of the 20 had received damage of varying degrees (cracks/completely broken acrylic vinyl screens) I took pictures of the damage, wrote up a police report and ordered more replacement panel screens. I made the decision to delay StoryStroll title appearances down the walking path until we can replace all the broken panels. However, Bianca suggested posting a virtual StoryStroll reading in the meantime.

Trustee Aplin suggested trail cams that are used for hunting could be installed along the walking path as a help measure for future observations. Chair Harjo also mentioned with regards to the police department that this would also bring an additional safety measure.

Director Hochstrasser said she would talk to the police and parks department about possible installations.

Lynx Library Consortium Update – Directors have submitted the joint agreement to each respective city attorney for review I talked to our city attorneys, and I gave their feedback to the consortium attorneys to review. It's getting closer to following up with a final review meeting consisting of both directors and city attorneys to vote an approval for the next five-year span.

****UPDATE**** All libraries have submitted their feedback with any comments/questions their lawyers had. There was a lengthy discussion about insurance. It seems to come down to the fact that the lawyers would like the agreement to be explicit that Lynx can get its own insurance if needed. I asked the city attorney to look over the comments/recommendations and whether to have them incorporated in the agreement.

New Business

October Stats –

of Teen/Adult Circ.: 1,872
of Youth Circ.: 2,299
of items cataloged: 163
of computer sessions: 763
of RA: 5,674
#of items checked IN: 3,152
of items checked OUT: 4,308
of eBooks checked out: 357
of eAudios checked out: 834
of patron visits (door count): 8,958
of notarizations: 23
of proctored tests: 8
of new/ renewed cards: 168
Staff training: ML: 2, MB: 0, MF: 10,

JM: 0, BG: 0, AR: 0, AS:1, SH: 4
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: 40,825 *Digital Collection was omitted from this total
Total # People Booked/Attended a Librarian: 2/2
YS Self-Checkout Renewals/Checkouts: 11/261
Circ Self-Checkout Renewals/Checkouts: 17/1,246
Number of items found on the shelf not checked in = 0

November Stats –

of Teen/Adult Circ.: 1,479
of Youth Circ.: 2,037
of items cataloged: 306
of computer sessions: 611
of RA: 4,255
#of items checked IN: 2,552
of items checked OUT: 3,746
of eBooks checked out: 386
of eAudios checked out: 860
of patron visits (door count): 6,710
of notarizations: 6
of proctored tests: 1
of new/ renewed cards: 130
Staff training: ML: 0, MB: 0, MF: 10,

JM: 0, BG: 0, AR: 0, AS:2, 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: 0
Total # of items owned: 41,174 *Digital Collection was omitted from this total
Total # People Booked/Attended a Librarian: 1/1
YS Self-Checkout Renewals/Checkouts: 30/1,240
Circ Self-Checkout Renewals/Checkouts: 2/128
Number of items found on the shelf not checked in = 2

FY23-24 Projects

Privacy Pod – Update on November 2nd – Just got a call today from Intermountain Design in Boise and they are planning to come install the pod on Monday! We'll need to look at potential date to hold a ribbon cutting and naming of the pod soon.

****UPDATE**** The pod has been installed, has power and has an internet connection. We're currently waiting to receive the furniture as well as the final touches to hooking up the ramp, installing the curtain and electronic equipment.

Commons Furniture – While I plan to swap out new chairs for the old red ones, I would also like to have the tables deep cleaned and later this year I'll be looking at refinishing the historic wooden table which was originally used when the library was housed in the local museum. Update on November 2nd – I noticed a comment recently where a person remembers carving their name into the table and wondered if there might be an alternative way to preserve it but still give it a boost and wondered if epoxy would be a better alternative. I'd like to wait on this project until after the stucco repair and exterior paint job is completed to assess the cost.

****UPDATE**** Reaching out to craftsmen who specialize in woodwork. I'd like to get opinions on chair designs with some of the samples I'll have at the board meeting to gauge a better idea of what to gauge when comparing prices/styles.

Stucco Repair/Exterior Paint – Currently reaching out to potential for quotes. This kind of project won't be able to start until the weather turns warmer, but I hope at least to receive some quotes soon so that it can be scheduled later. Had a contractor come take a look and said they'll send a quote soon but wouldn't be able to start until the spring which I had anticipated. Still reaching out for other quotes.

****UPDATE**** I have a couple of bids so far. Waiting for a couple more to come in.

HVAC Replacements – I have reached out to our HVAC representative but have yet to hear back from them. I'll be reaching out again next week if I don't hear anything until then. Twin Falls Director did mention that they are having to wait 6 months for an HVAC replacement so I'm wondering if we may need to go through a waiting period as well. Update on November 2nd -- ACCO reached out today and said they would give an updated quote ASAP for HVAC units 2 & 7. They did mention that the quotes had been higher due to inflation and component shortages but that has settled down a bit. I will still be reaching out to other vendors for quotes for the board to approve on a bid.

****UPDATE**** Reaching out for bids.

Grants

ARP-ESSER Summer Strategies Grant – The Idaho Commission for Libraries presented 4 separate grants related to summer learning and after school programming. We were awarded the smaller grants, but we are working to apply for the larger grant in the total sum of \$20,000. Bianca is focusing her portion of the grant towards STEAM programming resources and curriculum through STEM in a Box. Jessica would like to gain assistance with local STEM companies i.e., STEM Forged of Boise for curriculum and tech support for Teen Coders program as well as purchasing additional VR headsets.

****UPDATE**** Just received word we were given a partial grant award of \$10,000. This will provide funding for both programs in the summer months. We'll also be reaching out for potential partners in this project.

Libraries Transforming Communities: Accessible Small and Rural Communities, Round 2 Grant – 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 the library website analyzed for accessibility and update display signage for each section of the library that includes large readable print/braille for patrons with low vision as well as Spanish translation.

****UPDATE**** Currently working on the interim report for Round 1 of this grant, giving updates on the automatic door installations.

Trustee Mercado suggested board members connect with Don Flynn and his wastewater department to help cover the cost of the plumbing excavating for the library. They didn't have to use their budget on our behalf but were helpful in alleviating some of the cost of the service needed to make sure the plumbing was working properly again. Director Hochstrasser said that Don's email contact is on the city's website, but she can also send each board member his contact information to say thank you.

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 6:07 p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Samantha Venable-Harjo
Library Board Chair