

Regular Meeting - **DRAFT**

January 4<sup>th</sup>, 2024

Library Board of Trustees

Mountain Home Public Library

790 North 10<sup>th</sup> East – Mountain Home, ID

Chairperson: Samantha Venable-Harjo

Vice Chair: Priscilla Sisson

Secretary/Treas: Christina Mattern

Clerk for the Board: Shasta Hochstrasser

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

Excused: Vice Chair Priscilla Sisson  
James Green – City Councilman Library Liaison

Others Present: Shasta Hochstrasser – Library Director  
Scott Harjo – City Councilman Elect Library Liaison  
Krystal A. Powell – MH News

**Roll Call** – Library Chair Samantha Venable-Harjo called the meeting to order at 5:01p.m. and a quorum was established.

**Public Input** – **None.**

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

A. **Approval of Minutes** – December 7<sup>th</sup>, 2023

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

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

Trustee Aplin seconded.

The following vote was recorded.

Chair Venable-Harjo AYE

Secretary/Treasurer Mattern AYE

Trustee Mercado AYE

Trustee Aplin AYE

Motion carried.

**Policy Review** –

A. **Discussion/Possible Action Item:** Review Policy Section 4.00, Number 4.05, 4.05a, 4.05b, 4.06 (pages 1 & 2), 4.06a & 4.06b

Director Hochstrasser remarked that this section needs to be reviewed at least every 3 years but did not have any recommended changes. She reminded the board that the Internet Use and Safety Policy is always the first thing that displays on the screen when patrons log on to a library computer and they must agree to abide by the policy before they can continue to use the device. The same thing applies in using the Wi-Fi inside as well as outside the library. Chair Venable-Harjo asked whether there is a need to mention the hours of the Wi-Fi availability and Director Hochstrasser recommended to not have hours listed because it's not guaranteed to work if there is a power outage.

Trustee Aplin made a motion to approve Policy Section 4.00, Number 4.05, 4.05a, 4.05b, 4.06 (pages 1 & 2), 4.06a & 4.06b as it is written.

Trustee Mercado seconded.

The following vote was recorded.

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

Motion carried.

### **Old Business –**

#### **A. Discussion/Possible Action Item: Approve bid for HVAC replacements**

Director Hochstrasser did reach out to other local vendors for quotes but only received a quote from ACCO. Chair Venable-Harjo asked who completes the annual maintenance on the HVAC units. Director Hochstrasser said ACCO Engineered Systems currently does the annual maintenance and is very prompt in their service including the replacing of the two toilets in both the men's and family restrooms.

Secretary/Treasurer Christina Mattern made a motion to approve the estimated quote with ACCO Engineered Systems to replace two HVAC units.

Trustee Daniel Mercado seconded.

The following vote was recorded.

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

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Motion carried.

**New Business –**

- A. **Action Item:** Items removed from the consent agenda.
- B. **Discussion:** 2024/2025 Nominations and Election of Chairperson, Vice-Chairperson and Secretary/Treasurer

Chair Venable-Harjo announced that she just turned in her library board resignation letter to both the mayor and Library Director Hochstrasser. Director Hochstrasser expressed her appreciation for being a part of the library board and to continue to utilize the library. An advertisement will be posted for a member of the public to fill the remaining year of Chair Venable-Harjo’s term. Chair Venable-Harjo asked for nominations for new chair, vice-chair and secretary/treasurer. Secretary/Treasurer Mattern volunteered to continue in her current position. Chair asked both Trustee Aplin if he would be willing to take the chair position and Trustee Mercado if he would be willing to take the vice-chair position. They both were willing to take on the positions.

Secretary/Treasurer Mattern made a motion to appoint Trustee Jake Aplin as Library Board Chairperson, Trustee Daniel Mercado as Vice-Chairperson and Secretary/Treasurer Mattern remain in her role.

Trustee Mercado seconded.

The following vote was recorded.

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

Motion carried.

- C. **Discussion/Action Item:** Approve recommendation letter regarding updated nonresident card pricing

Director Hochstrasser reminded the board that the numbers used to calculate the annual updated total are from the most recently published statistics. Due to the percentage increase being more than 5%, a public hearing is required before approval from city council.

She directed the board to view the additional statistical report included in their packets of the number of cards issued each year which also displays the number of non-resident cards issued. A definite increase is apparent between 2022 and 2023. Director

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Hochstrasser is confident that the difference in pricing will not deter patrons from continuing to utilize their library and with the courier service as an addition to services increases patron accessibility, saving them time and money by using our library as a pickup location.

Trustee Aplin made the motion to approve the updated nonresident card pricing and recommend letter be submitted to city council for public hearing and council approval.

Trustee Mercado seconded.

The following vote was recorded.

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

Motion carried.

#### **D. Discussion/Action Item: CIP 2024-2025**

Director Hochstrasser explained reasoning for adding computer lab to the CIP because the life expectancy of the current lab is starting to lapse and there is no longer a warranty in place so new equipment and lease will be needed. Chair Venable-Harjo asked if this item needs to be a top priority and Director Hochstrasser confirmed that. Chair Venable-Harjo suggested moving the family restroom remodel and hand dryer installation to FY2026, commons flooring to FY2027 and reserve commons furniture, men's restroom remodel and computer lab to FY2025.

Secretary/Treasurer Mattern made a motion to approve CIP 2024-2025 with suggested modifications.

Trustee Aplin seconded.

The following vote was recorded.

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

Motion carried.

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E. **Discussion/Action Item:** Library Board Meeting Cancellation – July 2024  
Director Hochstrasser pointed out that July 2024's meeting would fall on Independence Day and suggested cancelling a meeting for July 4<sup>th</sup>, 2024.

Trustee Mercado made a motion to cancel the library board meeting initially for July 4<sup>th</sup>, 2024.

Trustee Aplin seconded.

The following vote was recorded.

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

Motion carried.

#### **Director Report –**

#### **Old Business**

**Privacy Pod** – Currently waiting for furniture to be received and turned in the window vinyl creation/installation. Here is what I created to have printed.

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# Wakelee Room

This space is provided through a grant from the Idaho Department of Health & Welfare and is named in memory of Mountain Home pediatrician, **Dr. Annis Wakelee Bledsoe**

For more information on scheduling the room, please see our website or ask at the front desk.



**Lynx Library Consortium Update** – Directors will be meeting for the quarterly meeting this month and it is in hopes to finalize any minor errors before we officially approve the updated joint agreement and bylaws. Our city attorney has given confirmation on the final draft, and it is sounding like the other attorneys have been appeased with the updates. If the directors are all in agreement with the latest draft, we will officially vote to approve it during the next quarterly meeting in March 2024.

## **New Business**

### **December Stats –**

# of Teen/Adult Circ.: 1,261  
# of Youth Circ.: 1,803  
# of items cataloged: 229  
# of computer sessions: 629  
# of RA: 4,348  
#of items checked IN: 2,543  
# of items checked OUT: 3,332  
# of eBooks checked out: 324  
# of eAudios checked out: 715  
# of patron visits (door count): 6,778  
# of notarizations: 22  
# of proctored tests: 5  
# of new/ renewed cards: 142

Staff training: ML: 1, MB: 1, MF: 11,  
JM: 0, BG: 0, AR: 10, AS: 3, 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: 41,384  
Total # People Booked/Attended a  
Librarian: 3/3  
YS Self-Checkout Renewals/Checkouts:  
5/29  
Circ Self-Checkout  
Renewals/Checkouts: 18/1,140

**Number of items found on the shelf  
not checked in = 0**

## **FY23-24 Projects**

**Digital Literacy Coordinator** – Through a partnership with AmeriCorps and the American Connection Corps, the University of Idaho Extension Digital Economy Program is able to partner with community organizations to host 8 Digital Literacy Coordinators.

(Digital Literacy Coordinators - - individuals who help rural Idahoans gain access to the tools, training and resources they need to succeed in our increasingly digital economy. Their role serves as an Americorp Member for a 9-month period.)

The library has offered to be one of those hosting sites and the position was just offered to Alyssa Granatir as our area's designated coordinator. They will be utilizing library space near the newly installed privacy pod since much of their role will be a hybrid of basic digital skills, business online training, retraining for remote work and potentially helping with telehealth. I'll know more details after the University of Idaho representatives Amber Smyer and Katie Leach come to town for in-person introduction of AmeriCorps Member Alyssa Granatir on January 12<sup>th</sup> at 9am.

Items to cover during the initial meeting with all:

- Introductions
- Tour of Library, showing of desk space, introduction to staff present. Overview of the Library services.
- Logistics of having an office space in the Library – hours, use of break room, etc.
- Connecting to internet
- Discussion on use of resources and what DEP needs to cover.
- Expectations/preferences for communication with Shasta or other library staff.
- Introductory conversations on Alyssa's role and potential opportunities that could be explored for collaboration at the Library.

## **Adjourn –**

With no further business to come before the Board, the meeting was adjourned at 5:55p.m.

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Shasta Hochstrasser,  
Library Director & Clerk of the Board

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Samantha Venable-Harjo  
Library Board Chair