Regular Meeting - DRAFT
February 1st, 2024
Library Board of Trustees
Mountain Home Public Library
790 North 10th East – Mountain Home, ID

Chairperson: Jake Aplin
Vice Chair: Daniel Mercado
Secretary/Treas: Christina Mattern
Clerk for the Board: Shasta Hochstrasser

Board Members Present: Vice Chair Daniel Mercado, Secretary/Treasurer Christina Mattern, Trustee Priscilla Sisson, Trustee Laurel Waters

Excused: Chair Jake Aplin

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

Roll Call – Library Vice Chair Mercado called the meeting to order at 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 –** January 4th, 2023

B. **Approval of Bills –** November, December 2023 & January 2024

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

Trustee Sisson seconded.

The following vote was recorded.

Vice Chair Mercado	AYE
Secretary/Treasurer Mattern	AYE
Trustee Sisson	AYE
Trustee Waters	AYE

Motion carried.

Policy Review –

A. **Discussion/Possible Action Item:** Review Policy Section 5.00, Numbers 5.01, 5.01a, 5.01b (Pages 1-4), 5.02 & 5.02a (Pages 1-2)

Director Hochstrasser pointed out that the policy section had not been reviewed since December 2021 and with the current legislation session as well as having a new trustee on the board, it was important to review and suggest any changes.

Trustee Sisson suggested question 4 on the Request for Reconsideration of Materials Form located on page 3 of Number 5.02a instead read, “What effect do you feel you have encountered as a direct result of reading, listening to, or viewing this work?”

Trustee Sisson made a motion to approve Policy Section 5.00, Numbers 5.01, 5.01a, 5.01b (Pages 1-4), 5.02 & 5.02a (Pages 1-2) with the suggested sentence edit.

Secretary/Treasurer Mattern seconded.

The following vote was recorded.

Vice Chair Mercado	AYE
Secretary/Treasurer Mattern	AYE
Trustee Sisson	AYE
Trustee Waters	AYE

Motion carried.

Old Business –

A. **Discussion/Possible Action Item:** Approve updated Lynx Library Consortium Joint Powers Agreement & Bylaws

Director Hochstrasser explained that this agreement began when the Consortium was started and that it is updated every 5 years. Due to the many updates and changes needed for the consortium, it has gone through many drafts with all the library city attorneys and library directors to make sure we are following the state code. We also made some changes specifically:

- to specify that if any additional library were to join the consortium, they would need to contribute enough funding for both their shared cost of dues as well as courier costs.
- to specify that if any item had a request for reconsideration, it would be directed to the library that owns the item and not the library that requested it to be couriered to
- to add the hiring of an administrator that answers to the consortium directors that would manage the dues and courier budgets, review and present contracts and unifying cataloging procedures.

City Council Liaison Harjo asked whether the library has a reserved budget for the consortium cost. Director Hochstrasser confirmed that there is a dedicated budget line for consortium dues as well as another budget line for the courier service.
Vice Chair Mercado pointed out that once this agreement is approved by the Library board, it goes before the city council for approval before Director Hochstrasser can sign

it. Director Hochstrasser said she will see if it can be added to the February 13th city council meeting if approved by the board tonight.

Trustee Sisson made a motion to approve the updated Lynx Library Consortium Joint Powers Agreement and Bylaws.

Trustee Waters seconded.

The following vote was recorded.

Vice Chair Mercado	AYE
Secretary/Treasurer Mattern	AYE
Trustee Sisson	AYE
Trustee Waters	AYE

Motion carried.

B. **Discussion:** Non-resident Card Pricing Public Hearing Date Set
-City hall on February 13th at 5pm

Director Hochstrasser simply wanted the Library Board to see the letter that was sent to all the City Council members as well as the bar graph showing the significant increase in non-resident card purchases from 2023 compared to the previous years to show that there is value in having a card and that this increase gives the equity to card holders that now have access to the courier service.

New Business –

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

B. **Discussion/Action Item:** Library Trustee Updates

Director Hochstrasser let the board know that since there were 10 applicants last year for interest in being on the board, she reached out to some of the other candidates if they were still interested and asked the Mayor to consider the City Council approve Laurel Waters as our trustee replacement for the remining year to complete Trustee Venable Harjo's term. The city council approved at their last meeting. Director Hochstrasser had Trustee Waters introduce herself. She grew up here in Mountain Home, went to college, came back, and bought a house with her husband and fur babies. She has her degree in Marketing and is starting a Marketing Firm as well as working at the local brewery in town.

Director Hochstrasser pointed out that Trustee Mattern's term ends this month but will be on the February 13th city council agenda to appoint her to a 5-year term ending February 2029.

Director Report –

Old Business

Emergency Connectivity Fund – Director Hochstrasser applied through the federal government's emergency connectivity fund as a result of COVID and initially was denied funding. Recently, however, they reached out to ask if the library was still interested in again applying for funding specifically towards mobile hotspots and just received word that the library will be receiving $6,120.00 to help pay for funding towards the library's circulating mobile hotspots.

Bookdrop – Currently waiting to have sponsor placement installed before setting a ribbon-cutting date.
UPDATE: We have the vinyl ready to be installed but the weather needs to be dryer beforehand for signage to properly adhere to the book drop. Director Hochstrasser will then set a date for the ribbon cutting to happen at midday.

StoryStroll – Just received a shipment of 20 replacement Plexi glass panels. They will need to be taken to receive its vinyl advertising before installing them. However, I hesitate to automatically add them for fear of more vandalism. We want to test out some security window film applied directly to the surface to potentially strengthen it. I've also voiced my concern to the Police Chief, Mayor and Parks and Rec in the hopes of installing security cameras along the walking path. In the meantime, I'll be researching hunting cameras and testing one out to see if that could potentially help us elevate the amount of vandalism that had occurred back in late November.
City Council Liaison Harjo mentioned Parks looking into adding lights along the walking path and with the fiber project potentially continuing along that area, makes it more accessible for security cameras to have internet connection as well as add a measure of safety.
Trustee Sisson asked if insurance could be utilized for the vandalized damage. Director Hochstrasser said she wasn't sure since the project was all through sponsors but would reach out to check.

Passport Training Update – Currently waiting for just one staff member who is in the middle of the required online training to receive their certificate. Once everyone is done, I can submit the forms and copies of the certificates to the regional office who will then send everything to Washington D.C. for final approval. I just recently talked to Kuna Library about our status and asked how many passport applications they reviewed last year, and their total came out to 3,000. I confirmed that they would still be willing to let a couple of our staff go observe their process to help us solidify our set up before we open this service up to the public. This would also include practice taking passport photos.
UPDATE: All staff have completed their training, and their certificates were submitted to be approved by Washington D.C. Once we receive approval, we will job shadow Kuna Library and set up an appointment system. If approved, we will become the second library in Idaho to provide Passport service.

Snow Conditions – Our library received quite a bit of snow this past month and while Parks & Rec were able to help us out with quite a bit, there remained a good portion positioned in between where the sidewalk would end, and the pavement began. This amount became a problem for patrons and staff exiting their vehicles and attempting to maneuver over the mound to reach the cleared sidewalk. Meghan and I had done a fair share of at least removing snow from the handicap area but there were days where more snow would appear. To our relief, a young airman called asking if there were any volunteer opportunities available for him and was willing to shovel snow for 4.5 hours to help us solve the issue for patrons.

New Business

January Stats –
# of Teen/Adult Circ.: 1,695/184
# of Youth Circ.: 2,307
# of items cataloged: 321
# of computer sessions: 705
# of RA: 4,186
#of items checked IN: 2,860
# of items checked OUT: 4,372
# of eBooks checked out: 464
# of eAudios checked out: 935
# of patron visits (door count): 6,580
# of notarizations: 7
# of proctored tests: 1
# of new/ renewed cards: 237
Staff training: ML: 0, MB: 0, MF: 11, JM: 0, BG: 0, AR: 0, AS:2, SH: 5
# 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: 41,629
Total # People Booked/Attended a Librarian: 0/0
YS Self-Checkout Renewals/Checkouts: 2/102
Circ Self-Checkout Renewals/Checkouts: 27/1,663
Number of items found on the shelf not checked in = 6

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 5:39p.m.

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Shasta Hochstrasser,
Library Director & Clerk of the Board

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Jake Aplin
Library Board Chair