

Regular Meeting - **DRAFT**

March 7th, 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: Chair Jake Aplin, Vice Chair Daniel Mercado, Trustee Priscilla Sisson, Trustee Laurel Waters

Excused: Secretary/Treasurer Christina Mattern

Others Present: Shasta Hochstrasser – Library Director
Scott Harjo – City Councilman Library Liaison
Brandon Insco – Mountain Home City IT

Roll Call – Library Chair Aplin 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** – February 1st, 2024

B. **Approval of Bills** – January 2024 & February 2024

Vice Chair Mercado asked for correction to the minutes including the time the meeting was called to order and the year date correction.

Trustee Sisson made a motion to approve the consent agenda and bills with added corrections made to the February minutes.

Trustee Waters seconded.

The following vote was recorded.

Chair Aplin AYE

Vice Chair Mercado AYE

Trustee Sisson AYE

Trustee Waters AYE

Motion carried.

Policy Review –

A. Discussion/Possible Action Item: Review Policy Section 7.00, Number 7.01 & 7.02

Director Hochstrasser reviewed different library policies and wanted to add highlighted wording to sections.

Vice Chair Mercado made a motion to approve Policy Section 7.00, Number 7.01 & 7.02 with the recommended additions.

Trustee Sisson seconded.

The following vote was recorded.

Chair Aplin	AYE
Vice Chair Mercado	AYE
Trustee Sisson	AYE
Trustee Waters	AYE

Motion carried.

B. Discussion/Possible Action Item: Adopt Public Comment Policy Section 1.03a

Director Hochstrasser asked that having a policy specific to maintaining an orderly board meeting to include guidance on providing public input would be beneficial to add as well as be available for public awareness during board meetings.

Vice Chair Mercado liked how it was written. Councilman Harjo appreciated having conscience and specific explanation to help the public be aware and abide by meeting standards when providing public input.

Vice Chair Mercado made a motion to approve adoption of Public Comment Policy Section 1.03a

Trustee Waters seconded.

The following vote was recorded.

Chair Aplin	AYE
Vice Chair Mercado	AYE
Trustee Sisson	AYE
Trustee Waters	AYE

Motion carried.

Old Business –

A. Discussion: Library Trustee & Non-resident Card Update

Director Hochstrasser simply wanted to add to the minutes that the approval of Christina Mattern as a Library Board Trustee for a 5 year term and the increase rate for Non-resident cards was given at the latest city council meetings.

B. Discussion/Action Item: Potential Library Closure Approval

- a. Air Force Appreciation Day (AFAD) Saturday, September 14th, 2024

Director Hochstrasser made the board aware of the history in having the library open during AFAD has resulted in the bathrooms being abused while the rest of the library sat vacant. She requests that the board approve the closure to help combat the potential result as well as give staff the ability to join in the festivities of the day.

Library Chair Aplin made a motion to approve the requested closure of the library for Air Force Appreciation Day held on Saturday, September 14, 2024.

Trustee Sisson seconded.

The following vote was recorded.

Chair Aplin	AYE
Vice Chair Mercado	AYE
Trustee Sisson	AYE
Trustee Waters	AYE

Motion carried.

C. Discussion/Action Item: Schedule Annual Budget Planning Workshop

Having the board schedule a separate day to go through the budget numbers very beneficial and Director Hochstrasser will reach out to the city treasurer to request their assistance again.

The proposed date for the workshop is tentatively scheduled for Thursday, March 21st at 4pm.

Library Chair Aplin made a motion to approve the workshop date of Thursday, March 21st at 4pm.

Trustee Sisson seconded.

The following vote was recorded.

Chair Aplin	AYE
Vice Chair Mercado	AYE
Trustee Sisson	AYE
Trustee Waters	AYE

Motion carried.

New Business –

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

B. **Discussion/Action Item:** Computer Lab Updates – Brandon Insko, City IT

City IT, Brandon Insko presented the need to update the computers, both public and staff. The current devices are getting old, out of warranty and needing to be replaced. He researched pricing and provided a quote to consider planning for the upcoming fiscal year. Vice Chair Mercado & Councilman Harjo asked further questions regarding addition equipment potentially needed to add to this list. Brandon said he would research into pricing for networking equipment and servers. He suggested bumping the need for a server back 2 years on the CIP. Vice Chair Mercado suggested adding networking and security cameras to the CIP budget for the computer lab.

C. **Discussion/Action Item:** Military Service Library Card Rate

With Director Hochstrasser previously relaying the request to entertain the possibility of a military rate for non-resident cards, it was brought up that other city entities do not have a military rate and that this essentially needs to be a united city decision. Director Hochstrasser added that the non-resident card helps to pay for the courier service now shared with the Lynx Consortium which gives all library card holders access to over 1 million items from the 11 libraries. \$37.10 a year per household is a very good price for the number of items available to them.

Trustee Sisson made a motion to deny adding a military rate for a non-resident library card.

Vice Chair Mercado seconded.

The following vote was recorded.

Chair Aplin	AYE
Vice Chair Mercado	AYE
Trustee Sisson	AYE
Trustee Waters	AYE

Motion carried.

D. Discussion/Action Item: Northwest Management Service Updated Proposal

Director Hochstrasser has noticed that with an increase in foot traffic as well as programming usage, there needs to be a more frequent appearance in janitorial service. The current company the library uses gives us a large, discounted rate and has provided an updated bid to add maintenance assistance as well as the additional day benefit for upkeep on library building usage.

Director Hochstrasser asked the board to provide approval of this updated change to start at the beginning of the next fiscal year so that we can plan when working on the budget.

Trustee Sisson made a motion to approve the continued use of Northwest Management Service with the proposed service update to start at the beginning of the next fiscal year.

Vice Chair Mercado seconded.

The following vote was recorded.

Chair Aplin	AYE
Vice Chair Mercado	AYE
Trustee Sisson	AYE
Trustee Waters	AYE

Motion carried.

E. Discussion/Action Item: Emergency Exit Quote

Director Hochstrasser presented the updated quotes to show the board to explain that this was higher than what was originally planned to budget with the leftover ALA Grant funds and the repairs budget line. She is asking to consider this estimate to add to the planning of next fiscal year's budget and to request the remainder grant funds potentially go towards commissioning bilingual signs for the newly moved collections within the teens and youth sections.

The board liked the alternative idea of waiting for later available funds and utilizing grants funds in another way.

F. Discussion/Action Item: Stucco Repair Quotes

Director Hochstrasser wanted to show the board the quotes received and to glean their thoughts on how next to move forward. It was recommended that Director Hochstrasser reach out to the stucco quoters to see if they have a 60-90 day billing option and a scheduled work delay option in order to work with the budgetary limitations.

Director Report –

Old Business

Bookdrop – Due to current weather conditions, the ribbon cutting will need to be delayed until the temperature reaches an optimum level for the vinyl displaying our sponsors can properly adhere to the outside of the bookdrop.

Joint Agreement – Consortium Libraries are progressing towards having both library boards and city council vote to approve the updated agreement and hope to see this finalized by the end of March. The Lynx Library Consortium Directors will be holding a special meeting on March 8th to discuss the Lynx Administrator Position to include their job description, salary, MOU & employer library. The director's next quarterly meeting will be held on April 19th at 10am in Kuna.

Passport Training Update – Just received our starter kit with the various forms to provide for those interested in applying for their passport. We are set to visit Kuna Library on the morning of March 7th to shadow their process and to gain insight on what they have learned throughout the two years of providing this service. Our hope is to purchase the necessary equipment afterwards so that we can start a soft open in April so that we can start receiving input from the regional office on any corrections needed during this novice period.

****Update** – went to Kuna Library this morning to view their set up and shadow a couple of passport appointments. We got to practice taking photos and learn techniques for how to position infants/small children for photos. We'll need to purchase the equipment needs to take pictures which includes: a camera, photo printer, photo paper, ink, ID cutter, etc.

Grants –

Summer STEM Grant – Just submitted application for \$500 towards STEM programming. If received, we plan to provide STEM activity kits at various park locations during the summer coinciding with Parks & Rec's Traveling Playground program.

Summer Intern Grant – Currently working on submitting application for the 4th round. We continue to find this beneficial for students who are interested in learning about library work as well as providing a great way to practice preparing a resume, interviewing and job shadowing. Deadline to apply is March 5th.

New Business

February Stats –

of Teen/Adult Circ.: 159/1,667
of Youth Circ.: 2,213
of items cataloged: 320
of computer sessions: 835
of RA: 5,182
#of items checked IN: 3,248
of items checked OUT: 4,161
of eBooks checked out: 533
of eAudios checked out: 952
of patron visits (door count): 7,779
of notarizations: 9
of proctored tests: 8
of new/ renewed cards: 219
Staff training: ML: 4, MB: 1, MF: 10,

JM: 0, BG: 0, AR: 3, AS:2, 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: 3
Total # of items owned: 41,941
Total # People Booked/Attended a Librarian: 0/0
YS Self-Checkout Renewals/Checkouts: 0/118
Circ Self-Checkout Renewals/Checkouts: 21/1,296
Number of items found on the shelf not checked in = 6

Library Collections in Youth Services – Earlier this month Bianca approached the idea of relocating the Holiday Picture Book Collection to make more room for the general picture book collection that precedes them on the shelf. This would be beneficial in providing more room as well as creating a new space for the Holiday section. However, as we began looking at the other collections, I posed the idea of swapping collection locations to better place reading levels closer. This meant that the Teen and Manga/Graphic Novel Collections would move to the previous section that was reserved for juvenile fiction and reader level collection. The process took a few weeks to complete and with the help of some student volunteers, we now have the Spanish collection in a more visible location by the children’s computer lab with the Juvenile DVD collection on the opposite side along with the board game collection. With all the moving of various collections, there will be a need to update the end caps and signage to help patrons locate collections. After just receiving the Welcoming Libraries grant, we will be looking into the purchase of signage that is not only fresh and professional but provided in bilingual form.

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 6:35p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Jake Aplin
Library Board Chair