

Regular Meeting - **DRAFT**

April 4th, 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 Laurel Waters

Excused: Chair Jake Aplin, Trustee Priscilla Sisson

Others Present: Shasta Hochstrasser – Library Director
Scott Harjo – City Councilman Library Liaison
Carlotta McCarthy – Public Citizen

Roll Call – Library Vice Chair Mercado 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** – March 7th, 2024

B. **Approval of Bills** – February 2024 & March 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 Mattern made a motion to approve the consent agenda and bills as presented.

Trustee Waters seconded.

The following vote was recorded.

Vice Chair Mercado AYE

Secretary/Treasurer Christina Mattern AYE

Trustee Waters AYE

Motion carried.

Old Business –

A. None.

New Business –

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

B. Action Item: Annual Budget Review for Fiscal Year 2025

Director Hochstrasser recapped talking to the city treasurer about the proposed numbers. Director Hochstrasser obtained the most current cash carryover to add to the calculations for the board to go over with the rest of the budget.

She explained that the current numbers presented in the budget only reflect if there was no addition to the current number of staff.

Director Hochstrasser supplied the board with statistical data to help support the need for an additional part-time staff to be budgeted into the next fiscal year.

Director Hochstrasser and the board examined the numbers from both the estimated revenue, CIP and expenditures and were able to reevaluate budget totals to conclude as a balanced budget and include the request of a part time position be requested of the city council for approval.

Trustee Mattern made a motion to approve the revised budget totals for Fiscal Year 2025.

Trustee Waters seconded.

The following vote was recorded.

Vice Chair Mercado AYE

Secretary/Treasurer Christina Mattern AYE

Trustee Waters AYE

Motion carried.

C. **Discussion:** Library Chair Jake Aplin resignation

Director Hochstrasser noted that Library Chair Jake Aplin submitted his resignation earlier this week. She was able to review the applications previously submitted last year for the open board positions and was able to reach out to an individual who was still interested in filling the remaining 4 years of Jake's term. The next step will be to set up an interview meeting with the Mayor to potentially follow with approval from the city council at their next meeting.

Director Hochstrasser also noted that nominations will be added to next month's agenda to fill the Library Chair position.

Director Report –

Old Business

Joint Agreement – The Lynx Library Consortium Directors next quarterly meeting will be held on April 19th at 10am in Meridian. We plan to vote to approve the updated joint agreement during that meeting.

Passport Training Update – Waiting on supplies to be shipped. Will be reaching out to Kuna Library IT to get assistance in setting up the digital steps and reservation system. We have a desk set up where Dual Computer 4 used to be in front of my office. This way it is visible for word-of-mouth marketing yet separate from the front desk to give one on one focus as well as a dedicated space for the equipment, forms and supplies.

Grants –

Summer STEM Grant – 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. Waiting to hear back.
Update – We just received word that we were awarded the grant.

Summer Intern Grant – We haven't received an official approval letter as of yet but the Commission did say that all libraries that applied will be supported in this grant. There are just a couple of submissions that need clarification before they can make the official announcement as well as distribute funding.

Update – We just received word that we were awarded the grant. The City Youth Council is currently working on facilitating a Summer Youth Hire Faire scheduled for April which we use to promote our intern position.

Summer Strategies Grant – Just completed all the purchasing of supplies and live instruction. Bianca just received an online tutorial on all the supplies the STEM in a Box provided along with a binder full of lesson plans ready to use. She's excited to share these new gadgets and various concepts through the summer as well as during the next school year. She will be reaching out to low income-based housing to provide a weekly outreach program to implement summer stem lessons as well as the Summer Reading Program. Jessica is excited for the teens to continue learning more with VR equipment and creating online through on-site experts.

Welcoming Libraries Grant – Just made a purchase of various elementary level books in Spanish to add to the library's Spanish collection which has been moved to a more visible location right by the kid computers. Bianca will be offering 6-month Non-resident cards to families with students that participate in Hacker Middle School Summer School Program when she visits their classes to provide various STEM activities. We'll also be adding Spanish titles related to topics such as GED, Self-help/DIY, Citizenship, Resume/Interview and cookbooks.

New Business

February Stats –

of Teen/Adult Circ.: 217/1,660
of Youth Circ.: 2,269
of items cataloged: 389
of computer sessions: 696
of RA: 4,765
#of items checked IN: 2,915
of items checked OUT: 4,339
of eBooks checked out: 557
of eAudios checked out: 807
of patron visits (door count): 7.166
of notarizations: 9
of proctored tests: 8
of new/ renewed cards: 201
Staff training: ML: 0, MB: 1, MF: 10,

JM: 0, BG: 0, AR: 0, AS: 1, SH: 10
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: N/A
Total # of items owned: 42,319
Total # People Booked/Attended a
Librarian: 1/1
YS Self-Checkout Renewals/Checkouts:
25/203
Circ Self-Checkout
Renewals/Checkouts: 41/1,157
**Number of items found on the shelf
not checked in = 1**

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 6:25p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado
Library Board Vice Chair