

Regular Meeting - **DRAFT**

May 2nd, 2024

Library Board of Trustees

Mountain Home Public Library

790 North 10th East – Mountain Home, ID

Chairperson: Currently Vacant

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
Trustee Priscilla Sisson

Excused: None

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

Roll Call – Library Vice Chair Mercado called the meeting to order at 5:00p.m. and a quorum was established.

Public Input – Carlotta McCarthy brought forward a suggestion regarding Collection Development Policy regarding the wording of majority instead of minority located on Number 5.01b, page 2, number 1, first sentence.

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

A. **Approval of Minutes** – April 4th, 2024

B. **Approval of Bills** – January, March & April 2024

Vice Chair Mercado noticed the last chart needed a change on the chart total verses the actual amount designated for that budget line. Director Hochstrasser said she would update that. He requested that the money projections provided from Caselle program be included in the board packet. Director Hochstrasser said she can add that to the next board packet.

Trustee Sisson made a motion to approve the consent agenda and bills with the updated change on the budget chart included.

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.

Policy Review –

A. Discussion/Possible Action Item: Review Collection Development Policy Section 5, Numbers 5.01-5.02a, pages 1-3

Director Hochstrasser explained that the libraries in the consortium would like to unify the collection development policy/Request for Reconsideration Policy specifically related to House Bill 710 which will go into effect on July 1st. Director Hochstrasser asked the board what we should change and/or add to the current policy. Discussion included making sure to cite House Bill 710 at the beginning of the policy as well as adding a signature line at the end of the form that also cites Idaho code. Discussion also included adding the wording that only Mountain Home Public Library card holders are allowed to make a request for reconsideration of materials as well as adding that a certain item can only be requested once every 5-10 years. Vice Chair Mercado suggested coming back from the Consortium Director's meeting with a more current draft to look over at the next board meeting. City Council Liaison Harjo suggested talking to ICRMP about what risk management could cover around this topic. Director Hochstrasser was pretty sure ICRMP has already said they wouldn't touch any coverage regarding collection items but she said she would double check.

B. Discussion/Possible Action Item: Adopt Lost and Found Policy Section 8, Number 8.01

Director Hochstrasser asked that one sentence in the second to last bullet be omitted which details that the owner be required to present a valid form of photo identification matching that of the item in question but what if it was a wallet with all their photo identification? Most circumstances include items that simply require patrons to describe the lost item for staff to return it to them.

Trustee Sisson made a motion to adopt Lost & Found Policy Section 8, Number 8.01, including omitting the suggested sentence.

Trustee 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 Item: New Library Board Member Update

Director Hochstrasser explained that there is an upcoming board member ready to come aboard but they need to be presented to the city council for approval at their next meeting on May 14th, 2024.

B. Discussion Item: Annual Budget Review Update

Director Hochstrasser had the board look over the updated expenditures chart before it's presented before the city council for approval. No comments or recommendations were made.

New Business –

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

B. **None.**

Director Report –

Old Business

Joint Agreement – The Lynx Library Consortium Directors had their first open meeting officially as the Lynx Library Consortium. We are now working on solidifying a job announcement to hire an administrator for the consortium within the next few months that will report to all library directors for approval of contracts, billing, technology advancements, etc.

Passport Training Update – Currently working on the website with the reservation system and creating graphics to help simplify the process. Once the system has been tested, we will announce appointment availability for the public.

Privacy Pod Update – Our vender contacted the library recently and let us know that they think they have a prototype ramp that is up to code for wheelchair accessibility that's easy to handle, easy to store and weighs less. If all looks good, they'll be able to install the furniture, ramp, and vinyl shades in a couple of weeks. They're currently working on a door lock solution. Board members suggested looking into other options like key card passes that patrons could check out.

New Business

April Stats –

of Teen/Adult Circ.: 195/1,388

of Youth Circ.: 1,880

of items cataloged: 104

of computer sessions: 776

of RA: 4,482

#of items checked IN: 2,842

of items checked OUT: 3,655

of eBooks checked out: 451

of eAudios checked out: 787

of patron visits (door count): 7,315
of notarizations: 10
of proctored tests: 4
of new/ renewed cards: 187
Staff training: ML: 0, MB: 0, MF: 2,
JM: 0, BG: 0, AR: 0, AS: 1, SH: 3
of ILL's requested BY US to bring in
for our patrons: N/A
Total # of items owned: 42,420

Total # People Booked/Attended a
Librarian: 0/0
YS Self-Checkout Renewals/Checkouts:
3/137
Circ Self-Checkout
Renewals/Checkouts: 7/1,023
**Number of items found on the shelf
not checked in = 1**

Chairs for Commons Area – We received a quote for chairs that can come preassembled with a warranty and a 45% discounted rate for either a 30 quantity or 50 quantity order. Director Hochstrasser said she would request samples delivered to have the board look over beforehand.

StoryStroll Update – Director Hochstrasser let the board know that the damaged panels were replaced with panels without vinyl advertising due to lack of funds available however the local Mason Lodge recently donated \$1,000.00 and she was also able to turn in an insurance claim for the vandalized panels.

Grants –

ALA LTC: Accessible Small & Rural Communities Grant – We received the approval from ALA to utilize the remaining funds from the grant to invest in library signage that is ADA compliant to highlight library collections as well as bathrooms/meeting room in both English and Spanish language. It will move into design production in the beginning of May and we hope to have them installed in the beginning of the summer. **Update – going through the proofs for interior signage.

Summer STEM Grant – We received word the library was awarded \$500 towards STEM programming which 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 – We received word the library was awarded \$1,500 towards the Summer Intern Grant. We plan to start promotion at the end of the week during the Summer Job Fair at the High School and hope to do interviews mid-May with the hope in starting their schedule at the beginning of June. **Update – The Summer intern application is open and we'll be advertising the opening on social media as well as our website to encourage students to apply. Next Board meeting in June we'll vote like last year on the whether to use the library's budget to pay for the fringe instead of taking it out of the grant total.

Summer Strategies Grant – Bianca plans to test out some of the new STEM in a Box supplies during Dia El Día de Los Niños/El Día de Los Libros (Children's Day/Book Day) as well as prep weekly programming lesson units for outreaching to low-income based housing during the Summer Reading Program.

That All May Read Grant – Currently working on selecting large print titles, English/Spanish Braille label maker and playaways in both English and Spanish.

Welcoming Libraries Grant – Currently working on selecting Spanish titles related to topics such as GED, Self-help/DIY, Citizenship, Resume/Interview and cookbooks.
**Update – just finished ordering items and Bianca submitted the final paperwork for the completion of the grant.

Secretary/Treasurer Christina Mattern suggested that we continue to focus efforts on bilingual marketing along with bilingual collection development. Director Hochstrasser said that will be added to the projects assigned to staff.

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 5:54p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado
Library Board Vice Chair