

Regular Meeting - **DRAFT**

August 1st, 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
Trustee Carlotta McCarthy

Excused: None

Others Present: Shasta Hochstrasser – Library Director
Scott Harjo – City Councilman Library Liaison

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

Public Input – **None.**

Item Three: **Trustee Training – Roles & Responsibilities led by Clay Ritter from the Idaho Commission for Libraries**

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

A. **Approval of Minutes** – June 6th, 2024 & June 20th, 2024

B. **Approval of Bills** – May, June & July 2024

Vice Chair Mercado asked if any invoices have been received from attorney services to go towards the professional fees budget line. Director Hochstrasser said she had not received any correspondence regarding payment due.

Trustee Sisson made a motion to approve the consent agenda and bills as presented.

Secretary/Treasurer Mattern seconded.

The following vote was recorded.

Vice Chair Mercado

AYE

Secretary/Treasurer Mattern	AYE
Trustee Sisson	AYE
Trustee Waters	AYE
Trustee McCarthy	AYE

Motion carried.

Policy Review –

- A. **Discussion/Possible Action Item:** Approve updated Policy Section 4.00, Number 4.03 (pages 1-4).

Trustee McCarthy expressed concern about raising the price as well as how the hourly bracket was considerably higher. She asked concerning how often the schools utilize the meeting room space and Director Hochstrasser said it hasn't been utilized but was open to them since the board had provided space for the Adult Academy until their facility had been completed. Trustee McCarthy suggested opening the meeting room to all Idaho state recognized public and charter schools and keep the rate a flat \$10 fee with a sign in check list to note no damages were done while occupied. Director Hochstrasser agreed to implement the check list as a great way for accountability and offered that an all-day reservation cost \$100 total. Director Hochstrasser encouraged the need to keep the \$10 cleaning charge for food/beverage, the \$20 billed charge if the room wasn't restored to original condition and the \$25 billed charge if the group comes earlier/stays later than 10 minutes more past their reserved period, per every half hour.

Secretary/Treasurer Mattern made a motion to approve the flat room cost of \$10 per hour/ \$100 per day with the recommended cleaning and late charges and the updated wording of the policy.

Trustee Sisson seconded.

The following vote was recorded.

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

Motion carried.

Trustee McCarthy reminded the board that it was recommended to open the meeting room to all Idaho state recognized public & charter schools.

Secretary/Treasurer Mattern made a motion to amend her motion to add the inclusion of Idaho state recognized public & charter schools' usage of the meeting room at no charge.

Trustee Sisson seconded.

The following vote was recorded.

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

Motion carried.

Old Business –

A. Discussion Item/Action Item: CIP projects: Quotes & Options

Vice Chair Mercado provided a breakdown of current budget numbers and came to determine we will need to table CIP options until the next fiscal year.

Item was tabled to discuss later in Fiscal Year 2025.

New Business –

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

Director Report –

Old Business

Lynx Library Consortium – The Lynx Library Consortium Directors completed interviews for the Lynx administrator position and will be deciding formally during an upcoming virtual meeting. This will help to unify the libraries and progress towards many of the consortium's long-term goals.

Passport Training Update – I have been delayed in connecting the website with the reservation system however the webpage with all the graphics to help simplify the process is complete. <https://mhlibrary.org/passport-services/>
Observing how the summer has fared so far, I expect to see a delay until students are back in school in mid-August.

Part-time position – While we were sorry to lose Aspen, we should be able to hire a replacement within the month of August.

StoryStroll – We'll start up the StoryStroll this month and the local Mason lodge donated \$1,000 towards the StoryStroll for the library to use in the next fiscal year. It's the directive to investigate better protective screens for the paneling to prevent further vandalism.

New Business

June Stats –

of Teen/Adult Circ.: 296/1,481
of Youth Circ.: 3,601
of items cataloged: 142
of computer sessions: 479
of RA: 5,734
#of items checked IN: 4,165
of items checked OUT: 5,626
of eBooks checked out: 505
of eAudios checked out: 781
of patron visits (door count): 6,107
of notarizations: 15
of proctored tests: 4

of new/ renewed cards: 256
Staff training: ML: 3, MB: 1, MF: 3,
JM: 0, BG: 0, AR: 0, AS: 0, SH: 5
of ILL's requested BY US to bring
in for our patrons: N/A
Total # of items owned: 42,506
Total # People Booked/Attended a
Librarian: 0/0
YS Self-Checkout
Renewals/Checkouts: 33/686
Circ Self-Checkout
Renewals/Checkouts: 21/1,124
Number of items found on the shelf
not checked in = 5

July Stats –

of Teen/Adult Circ.: 296/1,593
of Youth Circ.: 3,055
of items cataloged: 83
of computer sessions: 591
of RA: 4,847
#of items checked IN: 4,165
of items checked OUT: 5,626
of eBooks checked out: 423
of eAudios checked out: 701
of patron visits (door count): 5,348
of notarizations: 10

of proctored tests: 4
of new/ renewed cards: 183
Staff training: ML: 0, MB: 0, MF: 6,
JM: 0, BG: 0, AR: 0, SH: 0
of ILL's requested BY US to bring
in for our patrons: N/A
Total # of items owned: 42,695
Total # People Booked/Attended a
Librarian: 3/3
YS Self-Checkout
Renewals/Checkouts: 14/339

Circ Self-Checkout
Renewals/Checkouts: 4/608

Number of items found on the shelf
not checked in = 3

Summer Reading Program – This year’s 696 total of registered participants almost reached 100 more than we had last year’s final number. Many were consistent to reporting their reading numbers each week and if you look in Youth Services windows, you’ll observe just a sampling of how many “yummy” titles they devoured. We also included a challenge to participants with an additional prize for those that read every single day. One of the top readers clocked a final total of 353 hours! As a reminder, we really appreciated the support of donations from the following entities who helped make this year’s program deliciously sweet –

Aquarium of Boise
Bogus Basin
Children’s Museum of Idaho
Friends of the Mountain Home
Public Library
Idaho Botanical Gardens
Idahome Music & Performing Art
Idaho State Parks & Recreation
K1 Speed
McDonald’s

Mountain Home Lucky Perk and
Sprinkles Creamery
Mudslingers Drinks & Eats
Roaring Springs
Scottish Rite Masons of Idaho
St. Luke’s
Taco Bell
Topgolf Boise
Wahooz
Wingers

Grants –

ALA LTC: Accessible Small & Rural Communities Grant – The final report was completed. I’m pleased with how the new signs look.

Summer STEM Grant – With Parks & Rec’s Traveling Playground program, we have been able to stretch funding to include fun take home activities for Parks & Rec’s upcoming Kid Festival later this month right before school starts. This was a great way to get kids outside playing at the city’s various parks while enjoying a hands-on STEM project.

Summer Intern Grant – We’re already halfway through Aiden’s total number of hours needed to complete his internship. We’ve been able to teach various parts of library work including the budget process, basic training provided through the state and engross him in the multiple programs we offer. He’s been a quick learner and has stretched himself to answer the phone occasionally.

Summer Strategies Grant – STEM FORGED has just a few days left of instructed Game Design class. There has been some fluctuation in interest and

summer schedule availability, but it was a great option for teens to try out for free with this grant. With the additional funding, we were able to purchase another Oculus VR headset and a new 3D printer that is currently being shipped. Glenn's Ferry Library has the same model and the director said she'd be happy to give us basic training once it arrives.

That All May Read Grant – Still working on selecting large print titles, English/Spanish Braille label maker and Playaways in both English and Spanish. Welcoming Libraries Grant – Finished the final report and we have been excited to see the Spanish collection circulate more this summer since it was moved to a more visual area.

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 6:32p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado
Library Board Vice Chair