

Regular Meeting - **DRAFT**

September 5th, 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
Trustee Laurel Waters
Trustee Carlotta McCarthy

Excused: Trustee Priscilla Sisson
Secretary/Treasurer Christina Mattern
Scott Harjo – City Councilman Library Liaison

Others Present: Shasta Hochstrasser – Library Director

Roll Call – Library Vice Chair Mercado called the meeting to order at 5:07p.m. and a quorum was established.

Public Input – **None.**

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

A. **Approval of Minutes** – August 1st, 2024

B. **Approval of Bills** – July & August 2024

Trustee McCarthy asked if library board meetings should be recorded with minutes simply giving a summary of what was discussed. Director Hochstrasser said it's not a mandated procedure and that she would press it as a more common practice if the need presented itself. Due to not having an audience during most board meetings, the practice has not been actively pursued. Director Hochstrasser said she knows not all libraries record their meetings and noted after the meeting that currently higher populated areas such as Meridian and Boise are more likely to record than the smaller sized areas. Director Hochstrasser says the meetings that have been recorded in other libraries were focused on hearing members of the public regarding Requests for Reconsideration. But if the board feels the need to give more transparency, it can be a more common occurrence.

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

Trustee McCarthy seconded.

The following vote was recorded.

Vice Chair Mercado	AYE
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Trustee Waters	AYE
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Trustee McCarthy	AYE
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Motion carried.

Policy Review –

- A. **Discussion/Possible Action Item:** Approve updated Policy Section 6.00, Number 6.01

Director Hochstrasser said she didn't have any edits or updates to this policy section but just noted that it did need an updated review and would welcome any thoughts or considerations.

Trustee Waters made a motion to approve the current policy as is.

Trustee McCarthy seconded.

The following vote was recorded.

Vice Chair Mercado	AYE
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Trustee Waters	AYE
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Trustee McCarthy	AYE
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Motion carried.

Old Business –

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

Director Hochstrasser brought forward the current numbers for the budget as well as the updated FY25 Expenditures that city council approved with the update on utilizing the funds in the CIP reserved for the Men's Bathroom Remodel to instead go towards the completion of the emergency exit construction and the exterior paint job. She received a new quote from Strive Workplace Solutions regarding the installation and delivery of 50 chairs with a two-year warranty. She also showed the updated budget showing the HVAC invoice was part of the most recent accounts payable round. Strive had also delivered a sample chair to test out.

Trustee McCarthy made the motion to approve the purchase of 50 chairs from Strive Workplace Solutions for this fiscal year in the amount of \$14,800.00.

Trustee Waters seconded the motion.

The following vote was recorded.

Vice Chair Mercado	AYE
Trustee Waters	AYE
Trustee McCarthy	AYE

Motion carried.

Trustee McCarthy suggested the need for stucco repair and exterior paint job while can be done separately would be better planned consecutively. Director Hochstrasser mentioned that the earliest available time for the exterior paint job would be delayed until the spring, but the stucco repair could be delayed until then.

Trustee McCarthy made the motion to approve the quotes for stucco repair with TW Construction in the amount of \$7,850.00 and exterior paint job through Axtell Painting, Inc in the amount of \$16,000.00 to be scheduled in the spring of 2025.

Trustee Waters seconded the motion.

The following vote was recorded.

Vice Chair Mercado	AYE
Trustee Waters	AYE
Trustee McCarthy	AYE

Motion carried.

Director Hochstrasser mentioned regarding the Emergency Exit that the original \$12,000 set aside for this project from the men's restroom remodel has now become under budget due to the city fixing the sidewalk portion during this fiscal year making the quote a little more than half the estimated cost. They also said they could get this project done even in the fall.

Trustee Waters made the motion to approve the updated quote for an emergency exit constructed by Big E's Services in the amount of \$6,537.02.

Trustee McCarthy seconded the motion.

The following vote was recorded.

Vice Chair Mercado AYE

Trustee Waters AYE

Trustee McCarthy AYE

Motion carried.

New Business –

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

B. **Discussion Item:** 5 Year Strategic Plan 2025-2030

Director Hochstrasser presented the board with the most recent survey results as well as a draft of the library's 5-year Strategic Plan asking for feedback on what needs to be added/changed/edited. Vice Chair Mercado suggested providing more metrics in relation to each goal. Director Hochstrasser said she will meet with her programming staff to analysis their observations and suggested evaluation metric in relation to their respective programs. Director Hochstrasser said she will also get with City IT to focus on the kind of analysis regarding library technology and meet with the circulation coordinator regarding collection development and usage numbers. She'll present an updated draft to the board next month.

Director Report –

Old Business

Lynx Library Consortium – The Lynx Library Consortium Directors announced this month that Brad Smith has accepted the Lynx Administrator position for the Lynx Library Consortium. Brad has worked for the Boise Public Library and Boise IT for over 20 years and is exceptionally qualified to perform the duties required.

Passport Training Update – Reservation system is connected and as soon as staff are all done retraining, we can start taking applications. We'll also be setting up reservations for notary service, which we'll still offer as a free service but will now adapt to staff schedules. Walk-ins will still be accepted upon staff availability. <https://mhlibrary.org/passport-services/>

Privacy Pod – Last week I contacted the Department of Health & Welfare asking if they had heard any updates from the vendor. They replied that the vendor was tasked with calling me, but no contact had been made. After some emails back and forth I got an update from the vendor that the vinyl we submitted was too pixelated to print so I edited the graphic and sent a higher resolution and told him to let me know if that didn't work. If I don't hear back from him by the end of this week, I will be giving him a call at the beginning of the week before the board meeting to see where we are in receiving the ramp/vinyl wrap/door lock. Brandon with City IT will be coming next week to set up the electronic equipment and I will

finalize the reservation system on the website so we can at least have a soft open while we wait to be ADA compliant.

Part-time position – Say hello to our new part time staff member, Maggie Martin. She’s a 3rd time Expert Book Nerd Challenge participant, attends various library programs throughout the year and is a member of the Friends of the Mountain Home Public Library. She’s already showing her willingness to learn new duties and comments frequently on how happy she is to work at the library. We’re happy to have her as part of the library staff.

HVAC Update – The two units have been installed! We’ll need to replace the last 3 units in the next 1-3 years. Since the first round of replacements began on April 20th, 2021, we’ll need to plan on adding replacements in the CIP at least by 2036.

Restroom Remodel Updates – The men’s bathroom now has new concrete leveled and cured and this week I had some volunteering paint the walls. They’ll also paint the walls in the family restroom later this week. Next steps will be to install the epoxy flooring and clear coating, install the pebble board wall panels so that the plumber can then reinstall the toilet and new urinal and finish up by securing the newly painted partition door. I’ve also looked at refinishing the countertop with a marbled epoxy finish to top it off making the bathroom look brand new.

New Business

August Stats –

of Teen/Adult Circ.: 197/1,661

of Youth Circ.: 2,440

of items cataloged: 110

of computer sessions: 872

of RA: 5,670

of items checked IN: 3,515

of items checked OUT: 4,506

of eBooks checked out: 541

of eAudios checked out: 902

of patron visits (door count):
6,349

of notarizations: 28

of proctored tests: 0

of new/ renewed cards: 245

Staff training: ML: 1, MB: 1, MF:
3,

JM: 1, BG: 1, AR: 2, SH: 7

Total # of items owned: 42,695

Total # People Booked/Attended a
Librarian: 0/0

YS Self-Checkout

Renewals/Checkouts: 6/222

Circ Self-Checkout

Renewals/Checkouts: 47/1,554

**Number of items found on the
shelf not checked in = 4**

Idaho Summer Reading Program Report – Included the final report sent to the Idaho Commission for Libraries for the annual state statistical report.

Grants –

Final Reports were sent and included for the following grants:

- **Summer STEM Grant**
- **Summer Strategies Grant**

Summer Intern Grant – I will be submitting it tomorrow once I include the most recent pay period paperwork available on Friday, August 30th. I'll include the final report next month.

That All May Read Grant – Currently working on the final report and will also include it in the next board packet.

Currently applied for the following grants for fiscal year 2024/25:

- **Connected Nation: Teens Teach Tech - \$4,500.00**
This grant's program provides an opportunity for teams of teenagers, under the guidance of a mentor, to instruct adults in critical digital skills, including computer use, email management, mobile device operation, internet safety, and provides financial incentives for their dedicated time.
- **Idaho State Historical Society: Community Enhancement Grant - \$2,000.00 (Matching Fund - \$1,000)**

This grant's purpose is to support historical organizations in their efforts and projects focused on preserving and interpreting the history of Idaho.

Looking into the following grants for fiscal year 2024/25:

- **St. Luke's 2025 Community Health Improvement Fund Grant – (Various Amounts Awarded)**
Community Health Improvement Fund (CHIF) supports community health improvement activities. The fund was established to provide financial or in-kind support to nonprofit organizations that are also working to improve the health of people in the community. Priority is given to nonprofit organizations that support St. Luke's Community Health Needs Assessment (CHNA) significant health needs. We encourage collaborative and equity-driven approaches to address community health needs or social determinants of health (SDOH) such as safe neighborhoods, transportation, and access to nutritious foods.
 - The grant would request additional funding to enhance the StoryStroll with security cameras and stronger panels to withstand potential breakage.

- **Hometown Grant Program: Revitalizing Small Towns | T-Mobile (Various Amounts Awarded)**

We're investing \$25M in 500 rural towns over 5 years to jumpstart projects and build stronger communities. Together, we can help upgrade tech at your local library, build new hiking trails, revitalize historic buildings, and so much more. Small towns with populations less than 50,000 are eligible to apply

- **What kinds of projects will T-Mobile fund?**

We'll help fund projects that foster local connections, like technology upgrades, outdoor spaces, the arts, and community centers.

- **What is needed to apply for a grant?**

T-Mobile awards up to \$50,000 for shovel-ready projects. Applicant's proposal must include plans, budget, timeline, anticipated impact, and up to five letters of support.

- **Who can request a grant?**

Elected officials, town managers/employees, tribal leaders, or nonprofit community leaders from small towns with population less than 50,000 can apply.

The grant would request additional funding to enhance the StoryStroll with security cameras and stronger panels to withstand potential breakage.

Friends of the Mountain Home Public Library

Funding was recently requested and approved for the following programs in the upcoming months:

Annual Tea Party

Saturday, September 14th, 2024

Refreshments, Decorations & Party Favors for 75 participants

Total - \$743.28 – **Friend's approved up to \$850.00.**

Dangerous Day for Boys

Saturday, September 28th, 2024

Refreshments, Supplies & Prizes for 75 participants

Grand Total = \$412.56 – **Friend's approved up to \$500.**

Spooktacular Downtown

Friday, October 25th, 2024

Scholastic book packs for 2nd – 12th graders totaling 641 books.
Total Amount = \$1,671.48 – **Friend's approved up to \$1,700.00.**

Family Reading Week

November 4th – 11th

Smokey Bear Comic Books – 200 copies

Total Amount = \$74.00 – **Friend's approved up to \$100.00.**

Visit with Santa

Friday, December 13th

Refreshments & party favors for 300 participants

Total Amount = \$586.60 – **Friend's approved up to \$700.00.**

Grand Total approved \$3,850.00

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 5:50p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado
Library Board Vice Chair