

Regular Meeting - **DRAFT**

October 3rd, 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 Carlotta McCarthy

Excused: Trustee Priscilla Sisson
Scott Harjo – City Councilman Library Liaison

Others Present: Shasta Hochstrasser – Library Director

Roll Call – Library Vice Chair Mercado called the meeting to order at 5:01p.m. and a quorum was established.

Public Input – **None.**

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

A. **Approval of Minutes** – September 5th, 2024

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

Secretary/Treasurer Christina Mattern made a motion to approve the consent agenda and bills as presented.

Trustee McCarthy seconded.

The following vote was recorded.

Vice Chair Mercado AYE

Secretary/Treasurer Mattern AYE

Trustee Waters AYE

Trustee McCarthy AYE

Motion carried.

Policy Review –

- A. **Discussion/Possible Action Item:** Approve updated Policy Section 4.03, Page 1 & the Library’s Updated 3D Printing Policy

Secretary/Treasurer Christina Mattern made a motion to approve the updated policy, with the proposed gram increase from \$.05 to \$.15 as well as raise the minimum amount from \$.25 to \$1.00.

Trustee Waters seconded.

The following vote was recorded.

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

Motion carried.

Old Business –

- A. **Discussion Item:** Update on CIP projects

- Commons Chairs Projected Delivery – October 3rd
 - Emailed for update. Chairs will be shipped to Boise business location on Oct. 9th and they’ll give an estimate delivery date after they’re all assembled
- Stucco Repair – Scheduled for the First week in May 2025
- Exterior Paint – Scheduled to follow Stucco Repair in May 2025
- Emergency Exit Construction – Construction begins October 1st, 2024
 - Delayed due to permit pending approval

New Business –

- A. **Action Item:** Items removed from the consent agenda.
B. **Discussion Item:** 5 Year Strategic Plan 2025-2030

Director Hochstrasser asked the board if they thought any estimates needed to be changed as well as let them know about additional CIP issues with the double door entrance. After having gone through recent repairs it is predicted by the vendor that there will be a potential future to reconstruct the entrance if the automatic button declines to work. Vice

Chair Daniel Mercado also mentioned the need to add the website redesign project in the CIP.

Director Report –

Old Business

Part-time position – Since we are still in the 90-day window of our last job opening window, we'll be able to hire another part-time staff from the within the applicants we interviewed. We hope to have them start as soon as HR recommends.

Privacy Pod – Brandon with City IT got all the electronic equipment set up and I finalized the reservation system on the website and now that we have a ramp, we currently started a soft open to reserve the pod and will start marketing as soon as we hold the formal ribbon cutting.

Bledsoe family is being contacted to have them in attendance for the event.

Working on a new door lock and a bigger vinyl for the door with a QR code to the website to reserve the space.

Book Drop Ribbon Cutting – Going to talk to local vendor to add vinyl cover by next week and work to schedule the ribbon cutting with the Elks Lodge and other donors.

Passport Training – Giving staff to the end of next week to complete the training so we can open reservations for passport application appointments and start adding revenue towards that budget line.

Restroom Remodel Updates – Had to backstep and do some additional painting as well as adding some backsplash tile to the sink area after taking the old soap dispensers out and patching the holes. I did finish adding the marbled epoxy finish but will add a topcoat after all the backsplash work is complete. Our electrician also came and re-centered the sink light as well as order replacement lighting to LED and emergency lighting to install soon. I should be able to add the epoxy flooring and clear coating before the board meeting but will need some assistance to install the pebble board wall panels and partition so that the plumber can then reinstall the toilet and new urinal.

New Business

September Stats –

of Teen/Adult Circ.: 205/1,483

of Youth Circ.: 1,942

of items cataloged: 97

of computer sessions: 673

of RA: 5,665

#of items checked IN: 2,708

of items checked OUT: 3,844

of eBooks checked out: 514
of eAudios checked out: 817
of patron visits (door count): 6,616
of notarizations: 17
of proctored tests: 4
of new/ renewed cards: 192
Staff training: ML: 0, MB: 1, MF: 3,
JM: 1, BG: 0, AR: 0, SH: 1, MM: 1
Total # of items owned: 42,841

Total # People Booked/Attended a
Librarian: 0/0
YS Self-Checkout
Renewals/Checkouts: 36/290
Circ Self-Checkout
Renewals/Checkouts: 11/1,206
**Number of items found on the shelf
not checked in = 0**

Grants –

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

- **St. Luke's 2025 Community Health Improvement Fund Grant – (Various Amounts Awarded)**

The grant would request for:

- additional funding to enhance the StoryStroll with security cameras and stronger panels to withstand potential breakage.
- Submitting on September 30th

Friends of the Mountain Home Public Library Annual Tea Party

-It was a lovely turnout of 78 with the appreciated help from our Friends that came to help decorate, serve refreshments and assist with clean up. We definitely saw a benefit in narrowing the event to simply one time slot but raising the number of attendees from 50 to 75. (We had a couple of babies in attendance that didn't need chairs)

Reminder of the funding approved for the upcoming programs:

Dangerous Day for Boys

Date – TBD (Currently solidifying a date with the National Air Guard to help with event)

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. The Idaho Commission for Libraries will be supplying us with an additional 200 books for the event.

Currently making 3D printed bookmarks for every book distributed.

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.**

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 5:29 p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado
Library Board Vice Chair