

Regular Meeting - **DRAFT**

November 7th, 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 5:00p.m. and a quorum was established.

Public Input – **None.**

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

A. **Approval of Minutes** – October 3rd, 2024

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

Secretary/Treasurer 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 Mattern AYE

Trustee Waters AYE

Trustee McCarthy AYE

Motion carried.

Policy Review –

- A. **Discussion/Possible Action Item:** Approve Updated Policy Section 4.00, Number 4.06c & 4.06d, Pages 1-2

Vice Chair Mercado inquired whether policy section 4.06d, page 1, bullet point 5 included the patio area of the library in the context of the sentence. Director Hochstrasser did confirm that the patio area when it mentions outside the building.

Secretary/Treasurer Mattern made a motion to approve the updated policy with the highlighted changes.

Trustee McCarthy 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
 - Many positive comments from the public on the new chairs
- Stucco Repair – Scheduled for the First week in May 2025
- Exterior Paint – Scheduled to follow Stucco Repair in May 2025
- Emergency Exit Construction – Construction began mid-October
 - Blueprint plan had to be modified due to the slope of the ramp making the estimated cost \$500 more. The railing is outsourced and will need to be modified to fit our budget but is able to add more detailed work later on when the budget will allow.
- Computer Lab Quote
 - It can be flexible when looking at cpu devices to exclude DVD/CD players. Patrons occasionally use for viewing medical information but can be on one or two devices. The quote cannot be approved until

January due to the budget schedule. Updated quote will be provided at that time.

New Business –

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

Director Report –

Old Business

Part-time position – Our additional part time hire will be meeting with city hall and potentially be able to start working before the board meeting. Her name is Bobbi-Jo Ramirez and we're excited to have her join our staff. Thank you to the board for helping make this possible.

Privacy Pod – We've started having patrons reserve time in the pod for various reasons, not just telehealth which was part of the reasoning to add it. I got in touch with Annie, Dr. Annis Wakelee Bledsoe's daughter and we're looking at either November 14th or 21st in the afternoon. Just waiting to hear back to see what works best for her family's schedule. I've reached out to vendors on vinyl for both the pod and book drop but no responses so I'll look at other options so we can have both ribbon cuttings soon. **Update: Local vendor is on the job and should have results next week. Bledsoe's daughter and husband will be able to attend for November 21st. Invites are being sent to various outreach partners and members of the public.

Mountain Home
Public Library

**Privacy Pod
Grand
Opening**

21 November 1.00 PM Ribbon Cutting Ceremony
Honorary Naming

Come join us as we officially name our new
privacy pod in memory of
Mountain Home pediatrician,
Annis Wakelee Bledsoe

Restroom Remodel Updates – Epoxy flooring and clear coating are done. Currently working on the installing the wall base trim but it won't be completed

until the pebble board wall panels have been installed followed by adding the partition back so that the plumber can then reinstall the toilet and new urinal.

New Business

October Stats – UPDATED STATS

of Teen/Adult Circ.: 263/1,827
of Youth Circ.: 2,217
of items cataloged: 212
of computer sessions: 879
of RA: 6,168
of items checked IN: 3,167
of items checked OUT: 4,502
of eBooks checked out: 636
of eAudios checked out: 944
of patron visits (door count): 7,322
of notarizations: 26
of proctored tests: 7

of new/ renewed cards: 189
Staff training: ML: 3, 0, MB: 1, MF: 3, JM: 0, BG: 3, AR: 5, SH: 0, MM: 3
Total # of items owned: 42,854
Total # People Booked/Attended a Librarian: 0
YS Self-Checkout
Renewals/Checkouts: 28/157
Circ Self-Checkout
Renewals/Checkouts: Currently out of order
Number of items found on the shelf not checked in =6

Grants –

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

- **Public Library Association Digital Navigator Workshop Pilot Incentive, supported by AT&T**

The grant would award 35 libraries \$4,000 to reach 15 Learners. A prerequisite was to have a digital navigator available to implement this grant funding and thanks to the University of Idaho, AmericCorps and the Idaho Commission for Libraries, we already have Alyssa Granatir as our county's digital navigator for Elmore County for this fiscal year.

- Submitting on October 18th
- Timeline was extended to review the unexpected number of applications for this opportunity

*****Update – Just got the award letter today. Submitting confirmation this week.**

- **Welcoming Libraries Grant** – Idaho Commission for Libraries provides this grant to focus on supporting activities that improve equity, diversity, and inclusion in libraries to better serve Idaho's underserved groups of children. This grant supports libraries working to make their materials, programs, and spaces more welcoming and accessible to all children. Bianca is specifically looking at ways to make Youth Services area more welcoming for children with sensory needs.

Friends of the Mountain Home Public Library

Reminder of the funding approved for the upcoming programs:

Dangerous Day for Boys

Date – Saturday, November 23rd Noon – 1:30pm. We are tickled the Idaho Army National Guard has agreed to take the opportunity to showcase their various skills and duties to our local youth. Thanks to Dominos for providing pizza and for the Friends in funding additional refreshments and book giveaways for this annual event.

Refreshments, Supplies & Prizes for 75 participants

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

Family Reading Week

November 4th – 11th

Smokey Bear Comic Books – 200 copies

Total Amount = \$74.00 – **Friends approved up to \$100.00.**

Murder Mystery Dinner Party

Wednesday, November 20th 6pm-8pm

Food Catering from Apple Barrel Deli & Bakery

Total Amount = \$300.00 – **Friends approved up to \$300.00.**

Visit with Santa

Friday, December 13th

Refreshments & party favors for 300 participants

Total Amount = \$586.60 – **Friends approved up to \$700.00.**

Secretary/Treasurer Mattern inquired about Passport Service update. Director Hochstrasser said staff are ready to go but we still need the regional office to change our status, and contact is proving difficult, but she will continue to call and email until approval has been updated.

Vice Chair Mercado made mention the donation received by the Zimmerman family and funding used for the purchase of some classic juvenile literature via Playaway formatting. Director Hochstrasser mentioned that the Zimmerman family has been constant in donating for many years to the library and request that the donation go towards educational materials for youth. Playaways have

been a great option for patrons of all ages who comprehend better by listening and/or following along with the physical book format. Their donation provided funding the amount of 14 classic titles that have just been added to the library's audiobook collection for circulation.

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 5:20p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado
Library Board Vice Chair