

Regular Meeting - **DRAFT**

December 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
Secretary/Treasurer Christina Mattern
Trustee Laurel Waters
Trustee Carlotta McCarthy
Trustee Priscilla Sisson
Scott Harjo – City Councilman Library Liaison

Excused: **None**

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 – November 7th, 2024

B. Approval of Bills – November 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 Priscilla Sisson AYE

Trustee Waters AYE

Trustee McCarthy AYE

Motion carried.

Policy Review –

A. Discussion/Possible Action Item: Approve Updated Policy Section 6.00, Number 6.01

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

Trustee Sisson seconded.

The following vote was recorded.

Vice Chair Mercado AYE

Secretary/Treasurer Mattern AYE

Trustee Priscilla Sisson AYE

Trustee Waters AYE

Trustee McCarthy AYE

Motion carried.

B. Discussion/Possible Action Item: Approve Policy Section 6.00, Number 6.00, Number 6.01, pages 1-2

Director Hochstrasser noted that after having had the privacy pod grand opening, it would be important to have a policy in place regarding potential naming opportunities within the library realm. It was mentioned that each opportunity may be considered on a case by case basis.

Secretary/Treasurer Mattern made a motion to approve the new policy addition as presented.

Trustee Sisson seconded.

The following vote was recorded.

Vice Chair Mercado AYE

Secretary/Treasurer Mattern AYE

Trustee Priscilla Sisson 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
 - Parks & Rec took old chairs to Activity Center for future use/used last fiscal year to pay for furniture, so we still have 15,000.00
- Stucco Repair/Exterior Paint
 - Idaho Stucco/ TW Construction Quote \$7,850.00, scheduled for May 2025, Axtell Painting Inc. Quote \$16,000.00, scheduled for May 2025
- Emergency Exit Construction
 - Building plan needed to be altered affecting final cost, currently paid \$6,050.00, railing still needed for project completion, they offered to donate the remainder amount needed in exchange of showcasing their logo.
 - Trustee McCarthy asked if it had to be permanent to the structure and suggested as an alternative have a temporary sign for a year and include public recognition for their work and donation. Other board members gave the example of having a donor wall instead. Director Hochstrasser said she would report back after asking for an alternative option.
- Computer Lab Upgrade
 - Brandon got a quote for devices, but we'll need to wait until January to purchase. He'll reach out to the vendor in January for an updated quote since we won't need CD-ROMs on every CPU it will lower overall cost.
- Server
 - IT said that if we consider using project funds to complete the fiber connection between the city and the library, we wouldn't need to purchase a new server at this point. I asked Fiber for an updated estimate to have the library board review. The last quote was \$2,349.25 but it may be lower since IT's review found we don't need all the items listed.

B. Discussion Item: 5 Year Strategic Plan – Draft Public Presentation

Director Hochstrasser wanted the library to review before showcasing to the city council and posting the presentation publicly. No changes were made.

New Business –

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

B. **Discussion/Action Item:** Approve updated nonresident card rate increase

Director Hochstrasser explained to the board that the numbers used to calculate the annual updated total are from the most recently published statistics. Due to the percentage increase being more than 5%, a public hearing is required before approval from the city council. She directed the board to view the additional statistical report included in their packets of the number of cards issued each year which also displays the number of nonresident cards issued.

Trustee Sisson asked if a sales tax had to be included in the metric and Director Hochstrasser explained that because a library card is a tangible object, a sales tax is required.

Trustee McCarthy made a motion to approve the nonresident card increase letter to be presented for a public hearing during the city council meeting.

Trustee Sisson seconded.

The following vote was recorded.

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

Motion carried.

Director Report –

Old Business

Part-time position – Unfortunately our newest part time staff had to voluntarily make a respectful exit after realizing that their family commitments conflicted with scheduling work hours making it increasingly difficult to balance priorities. While we are sad to see them leave, we respect their assessment and wish them the best. This means, however, that we'll need approval to open that position for applications. **We have the approval to post the open position and will finalize advertisements this week.

Passport Service – Training and paperwork has been submitted and I'll be annoyingly emailing the regional office until our facility status is active as we are not allowed to take any applications until then. The last time I emailed them it took a couple of days for them to respond and due to needing a couple more documents completed, they were not able to change the status. I imagine that after the holiday I'll have better luck hearing an update the first week of December.

Privacy Pod – Thank you to Vice Chair Mercado and Trustee Waters for representing the library board at the ribbon cutting. We had a good turnout, and I heard various individuals remark to the Bledsoe family regarding Dr. Bledsoe's impact on them as well as the community. St. Luke's also had a representative from their foundation present and other members who were unable to attend are talking about holding their next meeting at the library so they can have a tour.

Restroom Remodel Updates – There have been some scheduling conflicts to delay progress but it's becoming hopeful to have this project completed soon. We have the skirting board laid and the pebble board wall panels almost completely installed, followed by adding the newly painted partition back so that the plumber can then reinstall the toilet and new urinal.

New Business

November Stats –

of Teen/Adult Circ.: 280/1,696
of Youth Circ.: 2,089
of items cataloged: 222
of computer sessions: 807
of RA: 5,437
of items checked IN: 3,074
of items checked OUT: 4,065
of eBooks checked out: 645
of eAudios checked out: 1,041
of patron visits (door count): 6,691
of notarizations: 21
of proctored tests: 3
of new/ renewed cards: 189

Staff training: ML: 3, 0, MB: 1, MF: 2, JM: 0, BG: 1, AR: 0, SH: 0, MM: 6
Total # of items owned: 43,086
Total # People Booked/Attended a Librarian: 0
YS Self-Checkout
Renewals/Checkouts: 4/153
Circ Self-Checkout
Renewals/Checkouts: 2/1,068
Courier Circulation: 1,375
Privacy Pod Reservations/Unique Users: 8/5
Number of items found on the shelf not checked in =1

Grants –

Currently applying for the following Idaho Commission for Libraries grants for fiscal year 2024/25:

- **Welcoming Libraries Grant**
 - The Idaho Commission for Libraries' Welcoming Libraries Grant of \$1,000 is available to Idaho public, school, or tribal libraries working with children. The grant focuses on supporting activities that improve equity, diversity, and inclusion in libraries to better serve Idaho's underserved groups of children.
 - Paperwork has been submitted and is included in the packet.

- **Connecting Communities Grant**
 - The Connecting Communities Digital Access Grant provides laptops and accessories to eligible entities across Idaho to enhance digital inclusion, equity, and literacy efforts. Subgrantees will connect with groups or individuals who will benefit from increased access to internet-enabled devices and digital literacy training. Additionally, participating subgrantees have the option to establish or expand partnerships with community organizations to identify their communities' unique digital access needs and use technology to target those needs.
 - No cost from our grant budget will be needed as the grant will be distributing electronic equipment.
 - Just submitted the paperwork.

- **Tech Refresh Digital Access Program Grant**
 - The Digital Access for All Idahoans (DAAI) Tech Refresh Grant 2024 provides new desktop and laptop computers to public and tribal libraries throughout Idaho for the purpose of expanding digital inclusion, equity, and literacy efforts. Libraries may apply for up to 50 computers in five-unit intervals to provide training in cybersecurity, internet use, computer use, and basic technology use.
 - No cost from our grant budget will be needed as the grant will be distributing electronic equipment.

Update on applied grant:

- **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.

- We were awarded the grant! Training starts in December.

Friends of the Mountain Home Public Library

Reminder of the funding approved for the upcoming programs:

Dangerous Day for Boys

We're happy the weather cooperated that day without precipitation. Thanks again to the Idaho Army National Guard for giving some of their time to educate about their career. Thanks to Dominos for providing pizza and for the Friends in funding additional refreshments and book giveaways for this annual event. Great turn out and the National Guard wants to come out again next year so we're excited to keep that partnership going.

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

Family Reading Week

November 4th – 11th

Smokey Bear Comic Books – 200 copies

Thanks to those who came out for our special Storytime and interactive events showcasing some of our local emergency service and city vehicles.

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

There was a great turnout and we appreciated the local vendor support as well as the Friends helping to provide the necessary funding.

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

Visit with Santa

Friday, December 13th

Refreshments & party favors for 300 participants

Due to the demand for picture books during Spooktacular, the Friends agreed to purchase an additional 360 picture books to supply for this event.

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

****Additional amount purchased - \$601.99 + \$700.00 = \$1,301.99**

Thank you Friends!!!

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 5:30p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado
Library Board Vice Chair