

Regular Meeting - **DRAFT**

January 2nd, 2025

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 Carlotta McCarthy (on the phone)
Trustee Laurel Waters
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** – December 5th, 2024

B. **Approval of Bills** – October, November & December 2024

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

Trustee 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, Section 4.06c

Trustee Carlotta recommended adding the cost of the supplemental materials included in the replacement cost.

Trustee Waters made a motion to approve the updated policy with the highlighted changes and adding the total replacement cost to \$100 to cover the cost of the device, charger, cord and case.

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: Potential Trustee Appointment February 2025

Director Hochstrasser mentioned that Trustee Waters will be finished covering former Trustee Aplin's appointment next month and asked her if she'd like to do a full 5 year term which she was open to do. Director Hochstrasser will recommend to the city council to reappoint Trustee Waters to a 5 year term on the library board at their next meeting.

B. Discussion Item: CIP Updates

- Emergency Exit Construction

- Sent an email regarding the board's suggestion of displaying company's logo. Have not heard back. Director Hochstrasser will give them a call.
- Computer Lab Upgrade
 - Brandon sent an updated quote, and I asked him to send a detailed explanation of what is needed versus what can be flexible considering the cost is currently \$4,861.68 over what has been earmarked for this project.
 - Sent all board members the updated quote and detailed explanation from Brandon.
 - After talking over the details and reviewing the CIP funds, the board affirmed the funds be reserved to complete this quote and only utilize \$10,000 for additional furniture costs within the CIP budget.
- Server
 - Haven't received an updated quote from Fiber Department. Director Hochstrasser will send them an email.
 - 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.
 - Council Liaison Harjo said he would investigate updating the quote by assessing the itemized costs listed.

New Business –

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

B. **Discussion/Action Item:** Potential Reschedule of April 2025 Library Board Meeting for Thursday, April 10th at 5pm

Trustee Mattern made a motion to reschedule the April 2025 Library Board meeting for Thursday, April 10th at 5pm

Trustee Waters 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.

C. Discussion/Action Item: Nomination and Election of Chairperson, Vice-Chairperson and Secretary/Treasurer for FY24/25

Director Hochstrasser reminded the board that this is an annual change and to be aware of when trustee terms will end.

Trustee Sisson nominated Trustee Mercado to be Chair, Trustee McCarthy as Vice Chair and Trustee Mattern as Secretary/Treasurer for FY24/25.

Trustee Waters 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.

Director Report –

Old Business

Part-time position – Open position has been posted. The closing date is Friday, January 10th at 5pm. We hope to have a candidate selected by the beginning of February.

Passport Service – As of December 23rd, we have held 9 appointments helping 16 patrons with either passport applications or simply taking their photos for

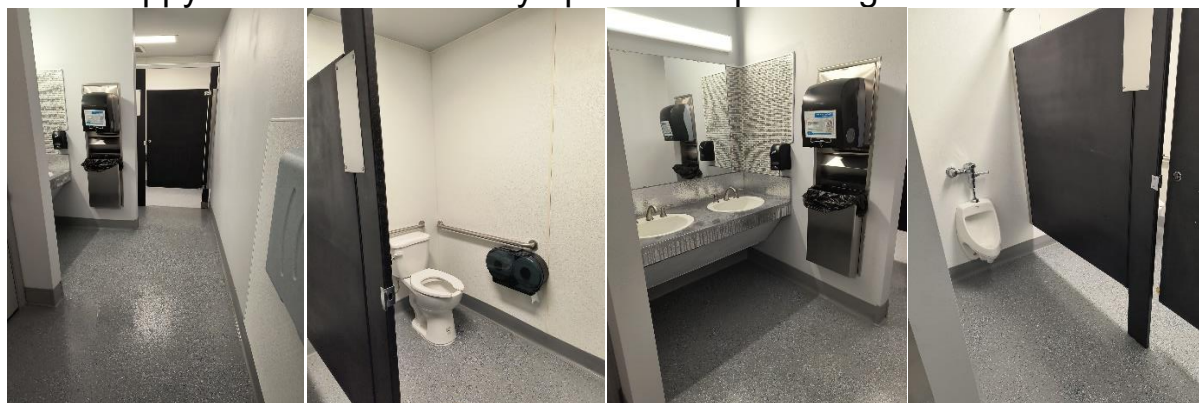
renewals. As of today's meeting we've had 2 more added to that total. Some patrons have come from Boise and Nampa just because we were able to get them in sooner than other facilities. We initially didn't have sufficient lighting for the photos but after purchasing a photography lighting set, we've had better results. There were some problems with the reservation system double booking appointments, but we think we solved the issue.
<https://mhlibrary.org/passport-services/>

Privacy Pod – We've had a couple of members from St. Luke's Foundation Board come receive a tour of the pod and they suggested some kind of visual tour to better explain to patrons what kind of service is being provided so we'll be working with St. Luke's marketing to come up with a video tutorial on how to use the pod specifically for telehealth. We've also put together step by step instructions on how to reserve a session in the pod and have it translated into Spanish. St. Luke's also mentioned one of their resident doctors who is also bilingual and wanting to come visit every telehealth pod in the hopes of encourage patrons with bilingual needs that this service is also available in Spanish.

5 Year Strategic Plan – Public Presentation posted publicly on January 1st, 2025. All members of the city council have already received a digital copy of the plan.

Nonresident Card Rate Increase Public Hearing Date – January 14, 2025 @ 5pm, City Council Chambers, 160 South 3rd East Mountain Home, Idaho

Restroom Remodel Updates – It's open! Thank you again to Councilman Liaison Harjo for helping with the final steps to install the pebble board as well as paint and install the partition door. It looks so much better than before and we're happy to have that amenity open to the public again.



New Business

December Stats –

of Teen/Adult Circ.: 286/1,456

of Youth Circ.: 1,641

of items cataloged: 63

of computer sessions: 720

of RA: 5,086
#of items checked IN: 2,556
of items checked OUT: 3,383
of eBooks checked out: 440
of eAudios checked out: 803
of patron visits (door count): 5,949
of notarizations: 18
of proctored tests: 9
of new/ renewed cards: 130
Staff training: ML: 1, 0, MB: 0, MF:
3, JM: 0, BG: 1, AR: 2, SH: 1, MM: 0
Total # of items owned: 43,129

Total # People Booked/Attended a
Librarian: 0
YS Self-Checkout
Renewals/Checkouts: 10/146
Circ Self-Checkout
Renewals/Checkouts: 20/1,146
Courier Circulation: 1,018
Privacy Pod Reservations/Unique
Users: 7/3
Passport Applications Processed: 9
**Number of items found on the shelf
not checked in =0**

Grants –

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

- **Welcoming Libraries Grant**
 - Unfortunately, this grant was not awarded to our library.
- **Connecting Communities Grant**
 - Additional questions were asked to clarify our objectives for this grant, but we have yet to hear back on their verdict.
- **Tech Refresh Digital Access Program Grant**
 - Currently in the processing stage to determine who receives this award.

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

Thank you to the Friends for this past month's event. We had 325 people attend. Mudslinger's ran out of cocoa but they still had cookies and we still had plenty of cutie oranges, candy canes and books to give to each child who came.

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!!!

The Friends have been accumulating more donations and will be holding another book sale at the end of January.

Adjourn –

With no further business to come before the Board, the meeting was adjourned at 5:38p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado
Library Board Vice Chair