

Secretary/Treasurer Mattern AYE

Trustee Waters AYE

Motion carried.

Policy Review –

A. Discussion/Possible Action Item: Review/Update Policy Section 4.02a, pages 1-3 & Section 4.02b

Chair Mercado asked if we'd ever had a registered corporate card. Director Hochstrasser said there have been a couple of daycares in the past who have registered for cards.

Vice Chair McCarthy asked whether teachers who work in Mountain Home would have access to our collection. Director Hochstrasser mentioned that if they currently have a card within the Lynx Library Consortium, their card will give them access to our collection.

No motion taken. Director Hochstrasser said she will update the reviewed date to today.

Old Business –

A. Discussion/Action Item: Outdoor Bookdrop Vinyl Estimate

Director Hochstrasser said that the same company who did the vinyl covering for the Wakelee Room presented an estimate to wrap the outdoor book drop.

Chair Mercado asked which budget line would be assigned the cost. Director Hochstrasser replied Line #40, Buildings/Ground Repair. Chair Mercado noted that we need to request sales tax exemption. Director Hochstrasser said she will request that update.

Trustee Waters made the motion to approve the estimate for the vinyl wrap with the sale tax exemption update.

Secretary/Treasurer Mattern seconded.

The following vote was recorded.

Chair Mercado AYE

Vice Chair McCarthy AYE

Secretary/Treasurer Mattern AYE

Trustee Waters AYE

Motion carried.

B. Discussion/Action Item: CIP 2026-2035

Vice Chair McCarthy asked if the locations of the Holds Lockers could be changed to other areas in town. Chair Mercado suggested outside Parks & Recreation facility and Trustee Waters mentioned how utilized Legacy Park can be. Director Hochstrasser said she would edit the locations to the suggested spots.

Vice Chair McCarthy also asked in regard to the parking lot quote. While Director Hochstrasser had not received any official quote, she was told it could be done under \$10,000 which she updated in the CIP.

Director Hochstrasser said she was looking to provide some type of covering for the library commons windows to help block the glare from the sun during sunset and got an estimate for the windows to be tinted and added that item to next year's CIP.

Trustee McCarthy made the motion to approve the updated CIP with the recommended edits.

Secretary/Treasurer Mattern seconded.

The following vote was recorded.

Chair Mercado AYE

Vice Chair McCarthy AYE

Secretary/Treasurer Mattern AYE

Trustee Waters AYE

Motion carried.

New Business –

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

B. **Discussion/Action Item:** Budget Planning for Fiscal Year 2025/2026

Chair Mercado reminded the library board that the budgeting process needs to be completed by April 15th which means the Library Board meeting on April 10th at 5pm might take some time. Director Hochstrasser said she will progressively send out the spreadsheets to the board as she starts to work on budget numbers so that when it comes time for the board meeting, it won't feel as overwhelming to review and edit for final approval.

Secretary/Treasurer Mattern reminded the board that the part time employee that was part of the CIP amount will need to be budgeted for this next year. Director Hochstrasser said she will make sure that adjustment is made.

Chair Mercado asked if the estimate revenue number for the passport budget is doable for next year. Director Hochstrasser agreed that it would be.

Director Report –

Old Business

Passport Service – Currently, we've reviewed and mailed 43 passport applications and have 3 more appointments scheduled on the last day of February. We've also seen an uptick in walk-in requests for passport photos and have been able to accommodate those who are able to come when staff are free to complete the request. We have appreciated those on the library board as well as members of the community who have signed up to use this service and have also heard that word is getting around from those of the air force base to UPS that the library is an additional passport facility if they are unable to complete the requests. <https://mhlibrary.org/passport-services/>

Privacy Pod – Our St. Luke's Regional Outreach Coordinator, Vicki Jekich will be scheduling a demo of the TytoCare equipment inside the Wakelee Room for the Elmore County Health Coalition mental health subcommittee that will be meeting virtually on March 11th. I believe this will aid in word-of-mouth marketing to help the community better see what's available.

New Business

February Stats –

of Teen/Adult Circ.: 308/1,976
of Youth Circ.: 2,436
of items cataloged: 169
of computer sessions: 799
of RA: 6,108
of items checked IN: 3,432
of items checked OUT: 4,720
of eBooks checked out: 512
of eAudios checked out: 1,029
of patron visits (door count):
6,822
of notarizations: 29
of Passport applications
processed and mailed: 38

of proctored tests: 10
of new/ renewed cards: 205
Staff training: ML: 1, 0, MB: 1, MF:
1, JM: 1, BG: 0, AR: 2, SH: 0, MM:
1, MC: 0
Total # of items owned: 43,371
Total # People Booked/Attended a
Librarian: 0
YS Self-Checkout
Renewals/Checkouts: 17/302
Circ Self-Checkout
Renewals/Checkouts: 46/1,727
Courier Circulation: 1,216
Privacy Pod Reservations/Unique
Users: 22/4
**Number of items found on the
shelf not checked in =0**

Digital Navigator Monthly Stats –

- **February:**
 - **2/4 – 2/8**
 - 12 patrons, 6.5 hrs tech help
 - 17 attendees, 3.5 hrs classes
 - **2/11 – 2/14**
 - 10 patrons, 6 hrs tech help
 - 10 attendees, 2 hrs classes
 - **2/18 – 2/21**
 - Attended 2 committee meetings, 38 contacts, 2.5 hrs
 - 9 tech help sessions, 10 patrons, 4.75 hrs
 - 2 classes, 29 attendees, 2.25 hrs
 - 77 total people (39 outside of meetings), 9.5 hrs

Grants –

- **AARP Community Challenge**
 - I am currently collaborating with the University of Idaho to complete the library's application which will be due on March 5th at the end of the day. **Submitted application on March 5th. Waiting for results.
- **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**
 - I just received an updated response saying our library has been recommended for an award but is currently under final review and approval by the National Telecommunications and Information Administration. In the next few months, I'll be monitoring any documentation requests from either the ICfL or NTIA and expect to hear their final determination following their requests.

Update on applied grant:

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

Collaboration has started to involve our Teens Teach Tech Grant by utilizing the curriculum provided by this pilot incentive as well as having our Digital Navigator, Alyssa on hand to co-teach the following classes.

 - **Online Shopping Basics**
 - March 4th @ 5pm
 - **Family History Group (Databases Guides)**
 - March 5th @ 4:30pm – 6pm
 - **Smartphone Basics & Ida App**
 - March 7th @ 10am
 - **Facebook & Social Media Basics**
 - March 11th @ 5pm
 - **Ride Sharing Apps**
 - March 18th @ 5pm
 - **Computer Basics & Libby**
 - March 22nd @ 10am
 - **Using AI Chatbots**
 - March 25th @ 5pm
 - **Internet Safety & mhlibrary.org**
 - March 27th @ 10am

Friends of the Mountain Home Public Library

Paint & Sip Class

Total Contribution: \$200 for 40 people

Murder Mystery Dinner Party

Total Contribution: \$350 for 60 people

We truly appreciate the many hours the Friends dedicate to helping the library provide various programs and additional services.

Adjourn –

With no further business coming before the Board, the meeting was adjourned at 5:40p.m.

Shasta Hochstrasser,
Library Director & Clerk of the Board

Daniel Mercado
Library Board Vice Chair