

**Library Board Minutes**  
**Special /Regular Library Board of Trustees Meeting**  
**Tuesday, October 12, 2021**

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**Call to Order:** at 5:30 pm by E. Ross

**Adjourned:** 6:35pm by N. Askew

**Roll Call:**

- **Members Present:** Erica Ross, Chairman; Kathryn Zupsic, Vice Chair ; Nicole Askew, Administrative Manager; Kris Vowell (over zoom), alternate; **Members Absent:** Katie Olsen, Financial Supervisor;
- **Staff Present:** Jenn Trail, Library Director;
- **Public Present:** none

**Approval of Agenda:**

*from the regular meeting October 12th, 2021.*

***MOTION TO APPROVE made by K. Zupsic, E. Ross Seconded.***

**Approval of Minutes:**

*from the regular meeting September 14th, 2021*

***MOTION TO APPROVE made by Erica Ross, K. Zupsic Seconded.***

**Reports:**

**1. Covid Update:**

- Case numbers are going down,
- Library will continue to clean

**2. Financial Report:**

*Given by J. Trail and E. Ross*

- Fund Total: \$177,741.79
- Expenditures YTD: \$55,825.19
- Revenue YTD: \$38,917.35 (without funding for bus)
- Fund Gap: \$16,907.84
- Report: Library is on track,
  - \*all number are not official until City Clerk closes accounts\*

***MOTION TO APPROVE FINANCIAL REPORT made by K/ Zupsic, N. Askew Seconded.***

**3. Director's report:**

*Given by J. Trail*

- Mr. Fries is doing a STEAM activity, \$150 donated for cardboard game making, will be on display during Trick-or-Treat
- Harry Potter Camp for afterschool during the week of Halloween 4-5pm
- Family Reading week Nov15-19, 4-5 pm Activities TBD

- Electrician for bus is scheduled
- Book sale was good, books were donated to Prairie Library, the remaining books will be donated to various other locations.
- ARPA Grant: all WiFi hotspots are up and running
- Reading Challenge is hosted by ICfL (8 book in categories, register online, \$300 gift certificates in the drawing) for teens and up
- GFLibrary will host a challenge for younger kids with raffle prizes

***MOTION TO APPROVE DIRECTOR'S REPORT made by N. Askew, E. Ross Seconded.***

#### **4. Activity Report:**

*Given by J. Trail*

- Total Attendance: 309      Tech Usage:270      WiFi: 58
- Total Circulation: 673 items    Ebooks:73      Movies: 106    HotSpot: 5
- Membership:
  - New: 5      Renewal: 7
- Total Revenue      \$308.95
- Volunteer Hours:    14.5
- Programs:12 (Author Showcase, Storytime, Tween STEAM & Book Club)
- Total Participants:    102      Grab and Go bags: 0

***MOTION TO APPROVE REPORTS made by N. Askew, E. Ross Seconded.***

**Public comments:** none

#### **Board comments:**

- K. Vowell: Highschool Survey has been revised and will be distributed

#### **Open Business:**

1. Collection Development Strategy
  - a. Setting Long Term Goals for Collection (see below)
    - NO Action Necessary

#### **New Business:**

- Long Term Goals Discussion:
  - a. Discussion needed for analyzing: WHO is coming to the library, WHO are the patrons?
  - b. What are the needs of the community that the library can fill?
  - c. Draft 1,5,10 year goals for further discussion (Jen)
- Library Hours Extension:
  - Homework help for students, 9-5 workers, clubs
  - b. *Option 1:* Open till 7 Monday and Friday, Wednesday Extends an hour (5pm)
  - c. *Option 2:* Open 12-7 M-F

- d. *Option 3:* Open Monday & Thursday 12-7pm
- e. *Option 4:* Wednesday 12-5pm

\*Further discussion needed

- Fundraising Decision
  - a. Annual Event brainstorming
    - Who? Family friendly vs adult
    - When? (this depends on the type of event)
    - What? feed/meal, silent auction, raffle,
    - Where? Library, Opera House, City Hall, Park

**Agenda for Next Meeting:**

1. Collection Development Strategy Update
2. Long Term Goal Discussion
- 3.

**Adjournment:**

1. The next meeting will be at 5:30 pm on November 9, 2021 at the Glenns Ferry Library.

*Meeting was adjourned at 7:05 pm by E. Ross, Seconded by K. Zupsic*

**Minutes submitted by:** Nicole Askew

**Date:** 11/9/2021

**Approved by:** Glenns Ferry Library Board of Trustee

**Date:** 11/9/2021

**Approved by the City Council:**

**Date:** \_\_\_\_\_

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**Monty R. White, Mayor**

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**Attest:** Teresa Parsons, Clerk/Treasurer

