

**Library Board Minutes**  
**Regular Library Board of Trustees Meeting**  
**Tuesday, September 13th, 2022 at 5:30pm**

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**Call to Order:** at 5:30 pm by L. Mecham

**Adjourned:** 6:55 pm by K. Zupsic

**Roll Call:**

- **Members Present:** Levi Mecham, Chairman; Kathryn Zupsic, Vice Chair; Juanita Garza, Trustee; Nichole Koonce, Trustee
- **Members Absent:** Nicole Askew, Administrative Manager (excused)
- **Staff Present:** Jenn Trail, Library Director; Erica Ross, Staff
- **Public Present:** Kurtis Workman

**Approval of Agenda:**

*from the Regular meeting 09/13/2022*

***MOTION TO APPROVE made by L. Mecham, K. Zupsic Seconded.***  
***NONE Opposed, Motion Carries***

**Approval of Minutes:**

*from the Regular Meeting 08/09/2022*

***MOTION TO APPROVE made by L. Mecham, K. Zupsic***  
***Seconded.***

***NONE Opposed, Motion Carries***

*from the Special Meeting 08/16/2022*

***MOTION TO APPROVE made by L. Mecham, K. Zupsic Seconded.***  
***NONE Opposed, Motion Carries***

**Reports:**

● **Financial Report:**

*Given by E. Ross*

○ Funds Collected @ Library:	\$340.80		
○ Total Fund Equity:	\$59,638.10		
○ Total Liabilities and Equity:	\$61,397.31		
○ Total Revenues:	\$605.57	YTD:	\$42,850.94
○ Total Expenditures:	\$7,931.25	YTD:	\$159,107.93 (89%)
○ Net Revenue Over Expenditures	\$7,325.68		

- Comments: (none)

***MOTION TO APPROVE made by K. Zupsic, L. Mecham Seconded.***  
***NONE Opposed, Motion Carries***

### 3. Activities Report:

*Given by J. Trail*

- **Attendance**
  - Visitors: 337
  - Tech Usage: 110
  - Wifi Usage: 341
- **Total Circulation**
  - Books: 390
  - Audio/Ebooks: 169
  - Movies: 37
- **Membership**
  - New: 5
  - Renewals: 4
- **Programs**
  - Number of Programs: 5
  - Total Participants: 23
  - List of Programs: PBS Storytime  
Ready! for Kindergarten  
Book Club
- **Miscellaneous**
  - Volunteer Hours: 38
  - Grab and Go Bags/ Kits: 0
  - Days Closed: 1 (holiday)

***MOTION TO APPROVE made by L. Mecham, N. Koonce Seconded.***

***NONE Opposed, Motion Carries***

### 2. Director's Report:

*Given by J. Trail*

- Programs and Events for August
  - Finished spending the Ready! for Kindergarten grant. Used the money to update the children's area and buy a changing table. This will help make the library more functional for when we host the parent workshops.
  - Ready! for Kindergarten parent workshops for families with children 4-5 was held in August. The workshops for families with children 3-4 are currently being held and will run until the end of September.
- Looking Ahead:
  - Hispanic Heritage Month runs 9/15 to 10/15. The Library is planning to have one activity each week. The first activity will be an Art Talk on Frieda Kahole given by K. Zupsic. Then there will be two cooking classes

taught by J. Garza. K. Zupsic will offer another two Art Talks to finish off Hispanic Heritage Month.

***MOTION TO APPROVE made by L. Mecham, J. Garza Seconded.  
NONE Opposed, Motion Carries***

**Public comments:**

- Kurtis Workman
  - K. Workman stated that he is on the Chamber of Commerce Board and mentioned that Chamber Meetings are the first Tuesday of the month at noon. He also stated that the Chamber is wanting to reach out to organizations in the area for possible future collaborations.

**Board comments:** (none)

**Open Business:**

1. Discussion/ Approval of Laptop/Chromebook Lending Policy Revision
  - a. Discussed and reworked Laptop/Chromebook Lending Policy. More changes are needed before the policy is ready to be approved. Will revisit policy during the next board meeting.
2. Discussion/ Approval of Security Camera Policy Revision
  - a. Made some minor changes to the policy. Over the next month the document will be updated to reflect changes. The policy should be approved at the next meeting.

**New Business:**

1. Approval of 2022/2023 (fiscal year) Board Meeting Dates
  - a. List of Board Meeting Dates for the upcoming fiscal year were given to the Board to look over. There was a conflict with the February date since it was on Valentines' Day. The Board decided to not hold a regular meeting in the month of February.

***MOTION TO APPROVE 2022/2023 Board Meeting Dates with the February meeting being canceled made by L. Mecham, N. Koonce Seconded.  
NONE Opposed, Motion Carries***

2. Review/ Discussion of Long Term Goals
  - a. This agenda item was tabled due to lack of time.

**Agenda for Next Meeting:**

1. Continuing Revision of Security Camera Policy
2. Continuing Revision of Laptop/Chromebook Lending Policy

**Adjournment:**

Meeting was adjourned at 6:55pm by L. Mecham.

*The next meeting will be at 5:30pm on 10/11/2022 at the Glenns Ferry Library.*

**Minutes submitted by:** Nicole Askew **Date:** 10/11/2022

**Approved by:** Glenns Ferry Library Board of Trustees **Date:** 10/11/2022

**Approved by the City Council:** **Date:** \_\_\_\_\_

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**William Galloska, Mayor**

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