Library Board Minutes
Regular Library Board of Trustees Meeting
Tuesday, October 11th, 2022 at 5:30pm

Call to Order at 5:32pm by L. Mecham Adjourned 6:00 pm by L. Mecham

Roll Call
- **Members Present:** Levi Mecham, Chairman; Kathryn Zupsic, Vice Chair; Nicole Askew, Juanita Garza, Trustee; Nichole Koonce, Trustee
- **Members Absent:**
- **Staff Present:** JennTrail, Library Director;
- **Public Present:** Coleen Teevin

Approval of Agenda
from the Regular meeting 10/11/2022

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

Approval of Minutes
from the Regular Meeting 09/13/2022

*MOTION TO APPROVE made by K. Zupsic N. Koonce Seconded.
NONE Opposed, Motion Carries

Reports:

- **Financial Report**
  *Given by J. Trail*
  *Financial Report will be completed for the meeting 12/2022*

- **Comments**
  - City has changed the days that they are sending out reports, so the library will now be reporting a month back.
  - Library finished off fiscal year 2021-2022 under budget

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

3. Activities Report
*Given by J. Trail*

- **Attendance**
  Visitors: 354
Tech Usage: 97
Wifi Usage: 330

● **Total Circulation**
  Books: 390
  Audio/Ebooks: 194
  Movies: 45

● **Membership**
  New: 5
  Renewals: 10

● **Programs**
  Number of Programs: 15
  Total Participants: 73

● **Miscellaneous**
  Volunteer Hours: 29
  Grab and Go Bags/Kits: 9
  Days Closed:

  *MOTION TO APPROVE made by J. Garza, K. Zupsic Seconded.*

  **NONE Opposed, Motion Carries**

2. **Director's Report:**
*Given by J. Trail*

● **Around the Library**
  ○ Patron is willing to donate and pay for a year of Starlink Internet Service. More information is needed before decisions are made.
  ○ The For Sale room is being repurposed to a dedicated meeting/conference room. Policy for meeting space will need to be put into place.
  ○ Start on a written “Patron Code of Conduct Policy”
  ○ Autumn Board Work Day to be scheduled, requesting one hour per board member to help with various things
  ○ Asking for event calendars to be posted around town
  ○ Little Libraries are in need of refilling

● **Looking Ahead**
  ○ Last Hispanic Heritage Month 10/15. The Library is planning to have one activity each week. The first activity will be an Art Talk on Frieda Kahlo given by K. Zupsic.
  ○ 31st (Halloween) Library will be Participating in chamber’s trick or treat
  ○ 24-28th Halloween activities scheduled for after school
  ○ Participating in Glens Ferry’s Scarecrow Stroll
○ Garza. K. Zupsic will offer another two Art Talks to finish off Hispanic Heritage Month.
○ Applying for 2 grants
○ 11/8 5pm Board Training at the library with Clay Ritter

*MOTION TO APPROVE made by L. Mecham, J. Garza Seconded.*

NONE Opposed, Motion Carries

Public Comments

Board Comments
● N. Askew Requests to Review Library Goals more frequently

Open Business
● Discussion/ Approval of Laptop/Chromebook Lending Policy Revision
  ○ Final Revision due 12/22

● Discussion/ Approval of Security Camera Policy Revision
  ○ Final Revision due 12/22

New Business
● Review/ Discussion of Long Term Goals
  ○ Prioritized Goals:
    ■ Accessibility for Patrons
      ● Too long, steep, and sharp turns on the current ramp
      ● Priority Parking
    ■ Electrician to assess/inspect Library for efficiency

Agenda for Next Meeting
1. Adoption and Approval of Laptop/Chromebook Lending Policy Revision
2. Adoption and Approval of Security Camera Policy Revision

Adjournment
Meeting was adjourned at 6:00pm by L. Mecham.

*The next meeting will be at 5:30pm on 12/13/2022 at the Glenns Ferry Library.*
Minutes submitted by: Nicole Askew  Date: 12/13/2022
Approved by: Glenns Ferry Library Board of Trustees  Date: 12/13/2022

Approved by the City Council:  Date: _______________

_______________________________________________
William Galloska, Mayor

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Attest: Teresa Parsons, Clerk/Treasurer