

Library Board Minutes

Regular Library Board of Trustees Meeting

Tuesday, December 13th, 2022 at 5:30pm

Call to Order: at 5:31 pm by K. Zupsic

Adjourned: 6:41pm by K. Zupsic

Roll Call:

- **Members Present:**; Kathryn Zupsic, Vice Chair; Nicole Askew, Administrative Manager; Juanita Garza, Trustee; Nichole Koonce, Trustee;
- **Members Absent:**
- **Staff Present:** Jenn Trail, Director; Erica Ross, Library Manager
- **Public Present:**

Approval of Agenda:

from the regular meeting 12/13/2022

MOTION TO APPROVE made by N. Askew , K. Zupsic Seconded.

All in Favor, None Opposed.

Motions Carries

Approval of Minutes:

from the regular meeting 11/08//2022.

MOTION TO APPROVE made by K. Zupsic, N. Koonce Seconded.

All in Favor, None Opposed.

Motions Carries

Reports:

1. Financial Report: (October 2022)

Given by E. Ross

- | | |
|-----------------------------------|--------------|
| ○ Total Fund Equity: | \$ 46,118.94 |
| ○ Revenues: | \$ 992.92 |
| ○ Funds Collected at the Library: | \$ 648.10 |
| ○ Expenditures: | \$ 5,289.99 |

MOTION TO APPROVE made by N Askew, K. Zupsic Seconded.

All in Favor, None Opposed.

Motions Carries

2. Director's report:

- *Given by J. Trail*
- Several grants are being researched for the possibility of building a new library
- Approved for \$3k Afterschool programming. Will run Tuesday afternoons. The program will focus on Life Skills for young people
- In final stages of the end of the year report for ICfL
- Approved for \$2k for Summer Programming (ICfL)
 - Theme “We are all in it Together” centering on emotional development for youth

- Researching different internet programs that will cover up to 90% of the monthly costs

Upcoming/December:

- Thursday December 8th Library was closed due to illness
- 23rd of December Candy Cane Hunt at the City Park
- Closed 23rd, 26th, and 30th of December for Holidays

MOTION TO APPROVE made by N. Koonce, J. Garza Seconded.

All in Favor, None Opposed.

Motions Carries

3. Activity Report:

Given by E. Ross

- Attendance: 301 Tech Usage: 66 Wifi Usage:330
- Total Circulation: 492 items Ebooks:150 Movies:34
- Memberships: New: 6 Renewal: 3
- Programs: 13 Total Participants: 354
- Grab and Go Bags/ Kits:11 Volunteer Hours: 37
- Days Closed:
- Bus: # of Stops: Attendance:

MOTION TO APPROVE ALL REPORTS made by N. Koonce, K. Zupsic Seconded.

All in Favor, None Opposed.

Motions Carries

Public comments: *(none)*

Board comments:

- N. Koonce will distribute community calendars for the month of January
- K. Zupsic gives report of a Collection Development Seminar
- N. Askew is planning out a Policy/Bylaw calendar for the upcoming year (2023) to stay on top of our growing Policy Manual
- N. Askew received notice from the Newspaper that a column will be made available each month 400words. To use as desired
- K. Zupsic's last meeting as a trustee for the GLenns Ferry Library

Old Business:

1. Review and Revise Electronic Device Policy

MOTION TO Adopt the Electronic Device Policy (grammar, formatting changes only) made by N.Askew, K. Zupsic Seconded.

All in Favor, None Opposed.

Motions Carries

2. Security Camera

Tabled for future discussion

3. Plan for Patron Accessibility
Tabled for future discussion
4. Plan for Electrician
Tabled for future discussion

New Business:

1. Interim Elections
 - a. J. Garza nominates N. Koonce for Position of Interim President. Askew seconds.
All in Favor, None Opposed. Motion Carries
 - b. N. Askew nominates J. Garza for position of Interim Vice President. N. Koonce seconds.
All in Favor, None Opposed. Motion Carries
2. Action Plan to Fill Vacancies
 - a. Advertise newspaper, social media, and word of mouth
Deadline for submissions is Jan 31st

N Koonce makes a motion to place ads with a deadline of January 31st, 2023. N. Askew seconded.

ALL in favor, Non opposed, Motion Carries

Agenda for Next Meeting:

1. Approval Security Camera Policy Revision
2. Plan for Patron Accessibility
3. Plan for Electrician Inspection and Assessment
4. Code of Conduct Policy Proposal
5. Photography Policy Proposal
6. Social Media Policy Proposal
7. Upcoming Annual Meeting Discussion

Adjournment:

Meeting was adjourned at 6:41pm by K. Zupsic

The next meeting will be at 5:30pm on 01/10/2023 at the Glens Ferry Library.

Minutes submitted by: Nicole Askew

Date: 01/10/2023

Approved by: Glens Ferry Library Board of Trustees

Date: 01/10/2023

Approved by the City Council:

Date: _____

William Galloska, Mayor

Attest: Teresa Parsons, Clerk/Treasurer