Library Board Minutes
Regular Library Board of Trustees Meeting
Tuesday, January 10th, 2023 at 5:30pm

Call to Order: at 5:31 pm by N. Koonce  Adjourned: 6:40pm by N. Koonce

Roll Call:
- **Members Present**: Nichole Koonce, President; Juanita Garza, Vice President; Nicole Askew, Administrative Manager;
- **Members Absent:**
- **Staff Present**: Jenn Trail, Director;
- **Public Present**: Coleen Tevin, KH Resident; Kurtis Workman, Editor for Glenns Ferry Times

Approval of Agenda:
from the regular meeting 01/10/2023

* MOTION TO APPROVE made by N. Koonce, N. Askew Seconded.
  All in Favor, None Opposed.  Motions Carries

Approval of Minutes:
from the regular meeting 12/13/2022.

* MOTION TO APPROVE made by N. Koonce, N. Askew Seconded.
  All in Favor, None Opposed.  Motions Carries

Reports:

1. Financial Report: (November 2022)
   * Given by J. Trail
   - Total Fund Equity: $43,768.78
   - Revenues: $1,917.53
   - Funds Collected at the Library: $170.01 December 2022
   - Expenditures: $4,267.69

* MOTION TO APPROVE made by N. Koonce, J. Garza Seconded.
  All in Favor, None Opposed.  Motions Carries

2. Director’s report:
   * Given by J. Trail
     - Candy Cane hunt Approx 50 participants
       - Prizes of books and other items given out
     - 3D Printing Camp
     - Drop-in Crochet
MOTION TO APPROVE made by N. Koonce, N. Askew Seconded.
All in Favor, None Opposed. Motions Carries

3. Activity Report:
   Given by J. Trail
   - Attendance: 244  
   - Tech Usage: 52  
   - Wifi Usage: 341  
   - Total Circulation: 516 items  
   - Ebooks: 173  
   - Movies: 65  
   - Memberships: New: 4  
   - Renewal: 1  
   - Programs: 13  
   - Total Participants: 85  
   - Grab and Go Bags/ Kits: 1  
   - Volunteer Hours: 46  
   - Days Closed: 4 (3 Holiday, one Illness)  
   - Bus: # of Stops:  
     Attendance:

MOTION TO APPROVE ALL REPORTS made by N. Koonce, J. Garza Seconded.
All in Favor, None Opposed. Motions Carries

Public comments:
C. Teevin
   Niece attended and had a great experience attending a previous Board meeting and is showing interest in the Library
K. Workman
   Library Calendar was not included in the most recent issue, but will resume on the next paper

Board comments:
   - N. Askew received notice from the Newspaper that a column will be made available each month 400 words. To use as desired. To be published on the second issue of each month.
   - Assignments of Agenda and Minutes to be delegated to a Library Employee. Topic to be added to future agenda.

Old Business:
1. Approval and Adoption of Security Camera Policy Revision
   MOTION TO made by N. Koonce, J. Garza Seconded.
   All in Favor, None Opposed. Motions Carries

2. Plan for Patron Accessibility
   a. Check with the city to see who is able to come look at the possible changes
   b. Grants of possible funding
   c. What is needed for the building
      i. Ramp
1. Redesign to meet slope and turning needs
   ii. Leveling surfaces outside
   iii. Front door needs to be replaced to be up to code
      1. Rehang to swing the opposite direction

3. Plan for Electrician Inspection and Assessment
   a. J. Trail has spoken to a community member to come out and look at no cost
   b. Deadline for someone to come out to look at the possible changes BY March Board Meeting

4. Reappointment of Glenns Ferry Board of Trustees Seat 2 (Juanita Garza)
   MOTION TO Recommend Reinstall Juanita Garza to Seat 2 Expiring 2028 of Glenns Ferry Library Board of Trustees to City Council made by N. Koonce, N. Askew Seconded.
   All in Favor, None Opposed. Motion Carries

5. Action Plan to Fill Vacancies (2)
   a. (Board needs to decide who is holding interviews for prospective new trustees, and discuss the manner of which things will happen. The President can delegate tasks to any board member.)
   b. N. Askew requests to schedule a Special Meeting in February to vote on prospective board members so they can be sworn in and attend the Annual Meeting in March
      i. Meeting ON 7th at 4pm,
      ii. interviews to be completed by special meeting on the 13th at 530pm
   c. Extend Deadline to Feb 7th 4pm

   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

New Business:
   1. Code of Conduct Policy Proposal
   2. Photography Policy Proposal
   3. Social Media Policy Proposal
   4. Upcoming Annual Meeting
      a. Scheduled for March 14th, 2023
Agenda for Next Regular Meeting:

1. Annual Meeting
   a. Elections
   b. Calendar Development
2. Code of Conduct Discussion

Adjournment:
Meeting was adjourned at 6:40pm by N. Koonce

The next meeting will be at 4pm on 02/07/2023 at the Glenns Ferry Library.

Minutes submitted by: Nicole Askew  Date: 03/14/2023
Approved by: Glenns Ferry Library Board of Trustees  Date: 03/14/2023

Approved by the City Council:  Date:_____________  
_______________________________________________
William Galloska, Mayor

_______________________________________________
Attest: Teresa Parsons, Clerk/Treasurer