

# Library Board Minutes

## Regular Library Board of Trustees Meeting

Tuesday, January 10th, 2023 at 5:30pm

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

**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 Reinstate 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.**

**Motions 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:** \_\_\_\_\_

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**William Galloska, Mayor**

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