Library Board Minutes
Regular Library Board of Trustees Meeting
Tuesday, March 14th 2023 at 5:30pm

Call to Order: at 5:32 pm by N. Koonce          Adjourned: 6:32 pm by N. Koonce

Roll Call:
- Members Present: Nichole Koonce, Chairman; Juanita Garza, Vice Chair; Nicole Askew, Administrative Manager;
- Members Absent:
- Staff Present: JennTrail, Library Director; Erica Ross, Staff
- Public Present: Kurtis Workman, Glenns Ferry Times; Havilah Workman

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

MOTION TO APPROVE made by N. Koonce, J. Garza Seconded Seconded.
NONE Opposed, Motion Carries

Approval of Minutes:
from the regular meeting 01,10,2023.

MOTION TO APPROVE made by N. Koonce, N. Askew Seconded.
NONE Opposed, Motion Carries
from the special meeting 02,23,2023.

MOTION TO APPROVE made by N. Koonce, N. Askew Seconded.
NONE Opposed, Motion Carries

Reports:

- Financial Report:
  Given by J. Trail
  - Total Fund Equity: $62,650.34
  - Revenues: $21,439
  - Funds Collected at the Library: $384.78
  - Expenditures: $4,066.74

  Added a category for “bus donations” in Funds Collected at Library

MOTION TO APPROVE made by N. Koonce, J. Garza Seconded.
NONE Opposed, Motion Carries
3. Activities Report:

Given by J. Trail

JANUARY 2023

- **Attendance**
  
  Visitors: 451  
  Tech Usage: 104  
  Wifi Usage: 310

- **Total Circulation**
  
  Books: 341  
  Audio/Ebooks: 169  
  Movies: 87

- **Membership**
  
  New: 7  
  Renewals: 5

- **Programs**
  
  Total Participants: 157  
  List of Programs: 15  
  Storytime, Drop in STEAM, Out of School Tween, Drop in Crochet, Drop in Family History Help and Book Club

- **Miscellaneous**
  
  Volunteer Hours: 23  
  Grab and Go Bags/ Kits: 0  
  Days Closed: 2

FEBRUARY 2023

- **Attendance**
  
  Visitors: 365  
  Tech Usage: 89  
  Wifi Usage: 308

- **Total Circulation**
  
  Books: 290  
  Audio/Ebooks: 170  
  Movies: 85

- **Membership**
  
  New: 3  
  Renewals: 0

- **Programs**
  
  Total Participants: 136  
  List of Programs: 17  
  Storytime, Drop in STEAM, Out of School Tween, Drop in Crochet, Drop in Family History Help and Book Club

- **Miscellaneous**
  
  Volunteer Hours: 40.5  
  Grab and Go Bags/ Kits: 0  
  Days Closed: 1

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

NONE Opposed, Motion Carries

2. Director's Report:

Given by J. Trail
- Programs and Events are all going well
  - Book Club, Story time, Out of School, Stem, Crochet, Drop in Family history
- Planning Summer Program
- Jennifer Trail has turned in a letter of resignation, last working date is 4/05/2023. She is willing to continue to work on all open grants and assist the new Library Director with any upcoming events and programming.

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

**NONE Opposed, Motion Carries**

**Public comments:**
- **Havilah Workman**
  - Asking if renewal online is an option. J. Trail answered with “no, not at this time.”
  - “What system is used for circulation
- **Kurtis Workman, Editor Glens Ferry Times**
  - Reminder of the column that has been offered once a month in the newspaper.

**Board comments:**
N. Koonce is resigning from the board due to a conflict of interest and time. This will be her last meeting as a board member.

**Open Business:**
1. Plan for Hiring an Electric Assessment/Inspection
   a. N. Askew will make arrangements to have someone come out and bid on the assessment

**MOTION TO Table Hiring of Electric Assessment/Inspection for a later date of 04/11/2023 made by N. Koonce, J. Garza Seconded.**

**NONE Opposed, Motion Carries**

**New Business:**
1. Library Position of Employment Availability
   a. Advertising
      i. Newspaper, Social Media,
   b. Position Description
      i. Reviewed, not revised
   c. Set Fill by Date
      i. Tentative date of April 5th 2023. Details TBD
   d. Scheduling Temporary Assistance
i. N. Askew is available to fill in where needed, there are 2 other board members that are not here for their scheduling if possible

N. Askew declares a conflict of interest and will not be included in the hiring process of a new library director.

1. Bylaw Read Through
   a. Each Board member has a copy and has been asked to read through it before the next scheduled meeting

**Agenda for Next Meeting:**

1. Bylaw Revision
2. Annual Election

**Adjournment:**

Meeting was adjourned at 6:32pm by N Koonce

_The next meeting will be at 5:30pm on 4/11/2023 at the Glens Ferry Library._

---

**Minutes submitted by:** Nicole Askew  
**Date:** 04/11/2023

**Approved by:** Glens Ferry Library Board of Trustees  
**Date:** 04/11/2023

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

________________________________________

William Galloska, Mayor

________________________________________

Attest: Teresa Parsons, Clerk/Treasurer