

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

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**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:** Jenn Trail, Library Director; Erica Ross, Staff
- **Public Present:** Kurtis Workman, Glens 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 Glenss Ferry Library.*

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

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

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

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**William Galloska, Mayor**

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