

# Library Board Minutes

## Special Library Board of Trustees Meeting

Friday, March 17th, 2023 at 6:00pm

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**Call to Order:** at 6:00 pm by J. Garza

**Adjourned:** 7:30pm by H. Workman

**Roll Call:**

- **Members Present:** Juanita Garza, Vice President; Nicole Askew, Administrative Manager; Havilah Workman, Trustee; Jamie Merrell, Trustee
- **Members Absent:**
- **Staff Present:** Jenn Trail, Director; Erica Ross, Library Manager
- **Public Present:**

**Approval of Agenda:**

*from the Special Meeting 03/17/2023*

***MOTION TO APPROVE made by N. Askew, H. Workman Seconded.***

**All in Favor, None Opposed.**

**Motions Carries**

**Public comments:**

*none*

**Board comments:**

- N. Askew Requests to amend the Agenda, adding an action item for the election of an Interim Chairman until the Annual Meeting (April 11, 2023), due to the resignation of a board member after the previous meeting on 03/15/2023.
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***MOTION TO APPROVE Agenda Amendment made by H. Workman, J. Garza Seconded.***

**All in Favor, None Opposed.**

**Motions Carries**

- J. Garza is resigning from the board. This will be her last meeting as a Trustee.

**Special Business:**

1. Elect an Interim Chairman of the Board until Annual Meeting

- N. Askew Nominates H. Workman as Interim Chairman until the Annual Meeting Elections

**MOTION TO Approve H. Workman as Interim Chairman made by N. Askew, J. Garza Seconded.**

**Roll Call Vote:**

<b>J. Garza</b>	<b>N. Askew</b>	<b>H. Workman</b>	<b>J. Merrell</b>
<b>Aye</b>	<b>Aye</b>	<b>Aye</b>	<b>Aye</b>
<b>All in Favor, None Opposed.</b>		<b>Motions Carries</b>	

2. Recommendation to City Council for Open Board Member Positions

- N. Askew suggests to the board that they consider the previous candidate to fill the vacancy and recommend it to the City Council.

**MOTION TO Approve Candidate C for Glenns Ferry Public Library Board of Trustees Seat #1 expiring in 2027 made by Seconded.**

**Roll Call Vote:**

<b>J. Garza</b>	<b>N. Askew</b>	<b>H. Workman</b>	<b>J. Merrell</b>
<b>Aye</b>	<b>Aye</b>	<b>Aye</b>	<b>Aye</b>
<b>All in Favor, None Opposed.</b>		<b>Motions Carries</b>	

Executive Session has been requested by H. Workman Idaho Code 74-206 1a and b

**Roll Call Vote:**

<b>J. Garza</b>	<b>H. Workman</b>	<b>J. Merrell</b>
<b>Aye</b>	<b>Aye</b>	<b>Aye</b>

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3. Library Position of Employment

1. Advertising

**Motion to Advertise by Facebook, library website, posting on library door and city hall and list serve for libraries made by J. Garza, J. Merrell Seconded.**

**ALL in Favor, Non Opposed. Motion Carries**

2. Where will applicants provide resumes

**Motion to have Interim Chairperson receive applications and resumes for the open position made by J. Garza, J. Merrell Seconded.**

**ALL in Favor, Non Opposed. Motion Carries**

3. Position Description Revision
  - a. H. Workman will write up an abbreviated job description that can be posted in the newspaper and posted at the various locations that were mentioned above.
  
4. Fill by date  
**Motion to Set fill by date as April 5, 2023 or until filled made by J. Garza, J. Merrell Seconded.**  
**ALL in Favor, Non Opposed. Motion Carries**
  
5. Plan for Scheduling Temporary Assistance (as needed)
  - a. The library will continue to operate as normal as long as possible. There is a possibility that there will be a temporary pause of activities in the month of April after the 5th (except for the O.O.S Tween). The needs of staffing the library will be discussed at the next board meeting.

**Adjournment:**

Meeting was adjourned at 7:30pm by H. Workman

The next meeting will be at 5:30pm on 04/11/2023 at the Glenns Ferry Library.

<b>Minutes submitted by:</b>	Nicole Askew	<b>Date:</b> 04/11/2023
<b>Approved by:</b>	Glenns Ferry Library Board of Trustees	<b>Date:</b> 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**