

Library Board Minutes
Special /Regular Library Board of Trustees Meeting
Tuesday, April 11th, 2023 at 5:30pm

Call to Order: at 5:37 pm by H. Workman

Adjourned:

Roll Call:

- **Members Present:** Havilah Workman, Chairman; Nicole Askew, Administrative Manager; Jamie Merrell, Trustee
- **Members Absent:**
- **Staff Present:** Erica Ross, Library Manager;
- **Public Present:**

Approval of Agenda:

from the Regular meeting 04/11/2023.

MOTION TO APPROVE made by N. Askew, J. Merrell Seconded.

Approval of Minutes:

from the Regular Meeting 03/12/2023.

MOTION TO APPROVE made by N. Askew, J. Merrell Seconded.

from the Special Meeting 03/17/2023

MOTION TO APPROVE made by N. Askew, J. Merrell Seconded.

REPORTS:

1. Financial Report:

Given by E. Ross

FEBRUARY 2023

- | | |
|-----------------------------------|-------------|
| ○ Total Fund Equity: | \$60,164.38 |
| ○ Revenues: | \$1,185.73 |
| ○ Funds Collected at the Library: | \$445.52 |
| ○ Expenditures: | \$5,430.90 |
| ○ Bus Donation | \$100.00 |
| ○ | |

MOTION TO APPROVE made by N. Askew, J. Merrell Seconded.

2. Activity Report:

Given by E. Ross

- | | | | | | |
|----------------------|-----------|-------------|-----|---------|-----|
| ● Attendance: | 481 | Tech Usage: | 457 | | |
| ● Total Circulation: | 725 items | Ebooks: | 171 | Movies: | 108 |
| ● Memberships: | New: 4 | Renewals: | 6 | | |

- Volunteer Hours: 32
- Programs: 16
- Total Participants: 125
- Grab and Go bags: 0

MOTION TO APPROVE made by N. Askew, J. Merrell Seconded.

2. Director's Report:

Given by E. Ross

- Library has canceled all new programs or activities
- Remaining programs that have been running, but until a New Library Director is hired, nothing new will be added to the calendar
- Lights in computer room are not working
- Recall notice for the Bus has been received. It needs to have rivets checked on the roof. The bus will need an appointment with the dealership in Twin Falls
- Summer Programming materials are ready for new director to complete

MOTION TO APPROVE made by N. Askew, J. Merrell Seconded.

Public comments: none

Board comments:

N. Askew explains the procedure to follow for all Library Director Action item since there are only 2 voting members, and a third (quorum) is needed to make any decisions.

Open Business:

1. Annual Elections

***MOTION to Table Annual Elections until further notice made by N. Askew,
Seconded my H. Workman***

No Action Taken

2. Read Through Bylaw (1)

- a. Revision Discussion

- Remove Secretary Position from the Bylaws

***Motion to Approve all revision made to the Bylaws made by J. Merrell,
Seconded by H. Workman***

All In Favor, None Opposed, Motion Carries

3. Library Director Position (Update)

- a. 4 Applications have been received
- b. Board discussed Candidates

4. Library Operations/Staffing During Transition
 - a. E. Ross is at 19 hours and is formally requesting to change current working days to Monday, Tuesday, Wednesday, and Thursday.
 - b. Requesting April 26th and April 27th and for someone to open on May 9th
 - c. N. Askew will fill in on Fridays until the position is filled
 - d. J. Merrell and H. Workman will come on April 14th for a training session

MOTION to approve the Staffing Requests made by N. Askew, Seconded my H. Workman

5. Hiring Electrical Assessment for the Library

MOTION to Table Action Item made by N. Askew, Seconded my H. Workman

New Business:

Agenda for Next Meeting:

ADJOURNMENT:

Meeting was adjourned at 6:45 by H. Workman. The next meeting will be at 5:30pm on May 9th 2023, at the library.

Minutes submitted by: Nicole Askew **Date:** 05/16/2023
Approved by: Glens Ferry Library Board of Trustees **Date:** 05/16/2023

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

William Galloska, Mayor

Attest: Teresa Parsons, Clerk/Treasurer

