



Minutes of the Board of Trustees

Wednesday, April 14th 2021

Approved on Monday, April 19th 2021

The regular meeting of the Board of Trustees was held on Wednesday, April 14, 2021. The meeting was held in the Twin Falls Public Library's Board Room. Attending the meeting were Trustees Elly Young, acting chairman for Monica De'Angelo, Jennifer Hall, Dana DeHaan and Susie Kapeleris; Chris Reid, City Council Liaison; Director Tara Bartley, Staff Karolee Sorenson and Staff James Starling. Absent Chairman, Monica De'Angelo.

Elly Young called the meeting to order at 4:32 with brief introductions. The Trustees MSC approval of the agenda for the April 14, 2021 meeting. Jennifer Hall motioned to approve the agenda for the April 14, 2021 meeting; Dana DeHaan 2nd the motion. Motion approved 4-0 The Trustees MSC approval of the March 10, 2021 minutes. Jennifer hall motioned to approve the minutes from the March 10, 2021 meeting; Dana DeHaan seconded the motion. Motion approved 4-0. Approval of expenditures and financial accounting: The Trustees MSC the approval of the March 2021 bills. Dana DeHaan reviewed and signed off on the March 2021 bills. Tara reviewed the financials and our statistical reports for the month of March. Adjustment of an increase to capital expenditures of \$11,187.00 from small equipment for RFID Circulation desk. Statistical reports have been updated and revised. Susie Kapeleris motioned to approve the March 2021 payables, financial and statistical reports. Dana DeHaan seconded the motion. Roll call vote taken approved 4-0

Communications & Correspondence

ILA Regional Conference is April 16 and will be virtual. We have six staff attending with one staff, Jennifer Hills presenting. Trustees are invited to attend the conference.

April 12, the library held the event "Drop Everything and Read", in honor of Author Beverly Cleary's 105 birthday. News coverage was aired for the event. At 10:30 am an announcement was made to encourage patrons and staff to stop what you are doing and take a moment to "Drop everything and Read."

City Council

In February Aaron Steel started working on a Sidewalk Master Plan. HUD programs have passed through the state and are received from the federal government. The city will receive funds and will disperse to be used for homeless prevention, affordable housing, child care, senior and mental health support. Also, for winterization of windows and doors. Streetlights and sidewalks. Federal large spending reports are showing airports are benefiting. Fire stations 2 and 3 and the training center will be included in payback from the city. City priorities for next year budget: Fire Station 5. Waiting on the property tax legislation.

Library Foundation

The Foundation reports that the used book store is doing well. The new display case is quite popular and their online book sales have recently brought in \$1,900.00.

Finance & Budgeting

No report

Building & Grounds

No report

Planning & Public Relations

No report

Operations & Personnel

No report

Business Issues

Update to Rules of Conduct to include "Taking photographs or videos of library users without their permission" Dana DeHaan motioned to approve updating the Rules of Conduct to include "Taking photographs or videos of library users without their permission" not permitted. Jennifer Hall 2nd the motion. Motion approved 4-0

Review and approval of recommended disbursement funds for 2021-2022 budget year. The preliminary budget will be sent to city. Final recommended budget will be approved in May meeting. Dana DeHaan motioned to approved the recommended disbursement of funds for 2021-2022 to be sent to city. Susie Kapeleris 2nd the motion. Motion approved 4-0.

COVID-19 updates. In January the Board approved extending the COVID-19 pay to the end of May 2021. Due to vaccine timeline changing, it is recommended that time be changed to the end of April 2021. February 8, 2021 the library opened with limited hours. We are seeing approximately 1900 patrons come in the door a week. In March 2021 we started outdoor programing with Master Gardeners. We had approximately 26 attendees. Summer reading will be outdoors this year. Re-evaluate at the end of summer to have in door programing. May 3, 2021 to move to opening full hours.

Discussion to have opened to the public Monday – Thursday 10:00 am to 9:00 pm and Friday and Saturday 10:00 am to 6:00 pm or go back to opening at 9:00 am to public. Recommended to open to public at 10:00 am and re-evaluate in 6 months. May 3, 2021 recommended for Bookmobile will resume with full schedule. Dana DeHaan motioned to approve the COVID-19 updates as recommended; COVID -19 pay to be moved to the end of April, opening time to be re-evaluated in 6 months and the Bookmobile to resume full schedule on May 3, 2021. Jennifer Hall 2nd the motion. Motion approved 4-0.

Library Staff

No report

Library Director

RFID update – Old gates have been removed. New gates will be installed. Electrician has put in outlets for new self-checkout machines.

May 19 – signatures for point of sale contract

May 23 – Current circulation desk will be removed and new desk installed.

June 1-4 – Envisionware will be on site for installation of self-checkout machines and training.

June 7 – Go RFID live!

Report on air handling unit – James Starling. Engineer for the roof air conditioning unit recommends to stick with the same size unit. Higher efficiency unit to supplement large capacity. Quotes for a standard unit is \$108,000.00 and for a premium unit \$117,000.00. The current unit was purchased in 2009. In 2015 we started having mechanical issues with multiple leaks. The purchase of the new unit will be included in the recommended FY21/22 budget for capital.

Tara will be serving a 1year term on ILA Finance committee.

Lynx Director quarterly meeting is April 16, 2021

May 19 – Director evaluation at 4:00 pm.

Public Comment

No report

Additional Comments

Executive session Library Director evaluation May 19, 2021 4:00 pm

Schedule meeting date Request to change May Board meeting to May 19, 2021 from May 12, 2021. Request approved

Regular Board meeting: May 19, 2021 @ 4:30 pm

Finance and budgeting meeting: to be announced

Meeting adjourned: 5:55 pm

respectfully submitted, Karolee Sorenson, Administration

*sent to and approved by Jennifer Hall, Secretary

