May 15, 2024 **Approved**

Twin Falls Public Library

The regular meeting of the Board of Trustees was held on Wednesday May 15, 2024. The meeting was held in the Twin Falls Public Library’s Board Room. Attending the meeting were Trustees Susie Kapeleris; Lindsay Earls; Shawnee Burt; Jennifer Hall; Dana DeHaan, Council Liaison, Spencer Cutler, Director Tara Bartley and Library Staff Karolee Sorenson, Reference Librarian, Jessica Tueller. Susie Kapeleris called the meeting to order at 4:30 p.m.

Recognition of Jessica Tueller, 15 years of service with library. April 27, 2009 – April 27, 2024. Jessica started in Youth Services. While working in Youth Services she decided to go for her MLS and received this degree in 2012. She moved to Reference in 2012 which she says is a much better fit for her. Jessica has participated in many capacities of the library, giving tours to organizations, participation in the Summer Reading for both youth and adult services. Thank you Jessica! Jessica also is very knowledgeable in Genealogy and has a Genealogy Workshop the 1st Tuesday of every month at 6:30 pm at the library. Along with the workshop she also does a Game Night at the library the third Wednesday of the month at 8:00 pm. She is a member of the Social Committee and for the last three sessions has been a Strategic Planning Committee Member. Jessica is an extremely organized and efficient staff member. The Twin Falls Public Library is very fortunate to have Jessica as part of our team. Her favorite part of her job is helping patrons. Thank you, Jessica!

The Trustees MSC approval of the agenda for the May 15, 2024, meeting. Shawnee Burt motioned to approve the May 15, 2024 agenda. Jennifer Hall seconded the motion. Motion approved (5-0)

The Trustees MSC approval of the April 17,2024 regular meeting minutes. Dana DeHaan motioned to approve the minutes of the April 17, 2024 meeting. Lindsay Earls seconded the motion. Motion approved (5-0)

**Financial/statistical report**

The April 2024 financial statement is the 7th statement of the fiscal year. Karolee Sorenson reviewed the cash flow report for the month of April 2024. Capital expenditures included payment of $32,705.00 to ACCO for the remainder of FY22/23 capital budget and payment to Sunbelt Controls of $6,113.00 for the FY23/24 capital budget. Both payments were for HVAC. Lindsay Earls reviewed and approved the payables for the month of April 2024. Shawnee Burt motioned to approve the April 2024 financial and statistical reports. Lindsay Earls seconded the motion. Roll call vote taken. Roll call approved (5-0)

**Communications/Correspondence: (Tara)**

The library will be closed on June 1, 2024 for Western Days. Summer Reading will begin on June 3, until July 26, 2024. The theme this year is Adventure Begins at Your Library. Kick off with a western theme will be Friday, June 7, 2024 from 5:00 pm to 7:00 pm. Youth services has been busy with school tours. The last Ready Set Kindergarten was today. The kindergarten screening will be Wednesday, May 22 from 10:00 am to 12:00 pm. Adult services have been busy getting ready for Summer Reading.

**Public Comment:**

Anita Roberts

**City Council Liaison Report: (Spencer Cutler)**

There was nothing to report.

**Foundation Liaison Report: (Shawnee/Tara)**

The Foundation will be having their party tonight. I sent them a brief overview of the work session we had for HB710 and will let them know where we are before the July 1, 2024 deadline.

**Staff Report –**

No report.

**Library Director Report: (Tara)**

The library is continuing to transition to the city. Our last monthly payroll will be May 25, 2024. We will then move to a triweekly payroll. The last payroll through the library will end on June 15. We will then move payroll to biweekly paid by the city. First city paycheck is July 5, 2024. The city met with staff for onboarding. We have had training on Time Clock Plus and are practicing keying our time and request now along with our current time system. In July we will begin to work on transitioning the accounts payable to the city. We will need to update our approval procedures and our financial reporting.

Budget update – Tara attending the balancing meeting on May 14.

LYNX Update – The agreement has been approved. Meeting on May 19 to discuss job description and pay. We will begin to advertise for the position in July. The Director will travel to work with all libraries.

**Business Issues: (Tara)**

Review of the library’s Collection Development Policy and the requested updates. Request for updates with wording throughout the policy to align with HB 710 which goes into effect July 1, 2024. Jennifer Hall motioned to approve the updates in the Collection Development Policy as requested. Lindsay Earls second the motion. Motion approved (5-0).

Discussion on the Reconsideration Policy/Form. Discussion and review of the policy. Recommended to hold off on forming a committee until it is clearer as to how HB710 goes.

**Future Agenda Items:** Discussion on Reconsideration Policy and HB710

**Schedule meeting date**

Meeting date: Meeting, Tuesday, June 11, 2024

**Meeting adjourned:** 5:35pm

Shawnee Burt motioned to move to EXECUTIVE SESSION – 74-206(1)(b) To consider the evaluation, dismissal or disciplining of or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

Dana DeHaan second the motion. Roll Call vote taken. Roll call approved (5-0)

respectfully submitted,

Karolee Sorenson, Administrative Assistant

\*Reviewed by Dana DeHaan, Secretary