



January 11, 2023

Minutes of the Board of Trustees

Twin Falls Public Library

Approved

The regular meeting of the Board of Trustees was held on Wednesday January 11, 2023. The meeting was held in the Twin Falls Public Library's Board Room. Attending the meeting were Trustees Susie Kapeleris; Jennifer Hall; Shawnee Burt; Lindsay Earls; Nikki Boyd, Council Liaison, Director Tara Bartley and Library Staff Karolee Sorenson. Absent, Trustee Dana DeHaan.

Trustee Susie Kapeleris called the meeting to order at 4:30.

Oath of Office: Shawnee Burt, 5-year term was sworn into office by Karolee Sorenson, Notary.
Annual Meeting and Reorganization of the Board of Trustees: Officers and Committees.

A. Bylaws of the Board of Trustees

Tara reviewed the Bylaws of the Board of Trustees. Highlighted section 1 & 2 page 4, section 4 page 5 and section 9 page 11. Jennifer Hall motioned to approve the Bylaws as presented; Shawnee Burt second the motion. Motion approved (4-0)

B. Approval of Trustee Officers

C. Regular Meeting Dates

D. Committee Assignments and Meeting requirements

The Trustees MSC approval of the agenda for the January 11, 2023, meeting. Lindsay Earls motioned to approve the January agenda. Jennifer Hall seconded the motion. Motion approved (4-0)

The Trustees MSC approval of the December 14, 2022 minutes. Jennifer Hall requested to amend page 2; Business Issues, be changed to read Jennifer Hall from Jennifer Hills. Lindsay Earls motioned to approve the amended minutes of December 14, 2022 to read Jennifer Hall from Jennifer Hills. Shawnee Burt seconded the motion. Motion approved (4-0)

Financial/statistical report

The December Financial statement is the third statement of the fiscal year. Karolee Sorenson reviewed the cash flow report for the month of December 2022. Highlighted sections on income for fines and fees being a little lower, and personnel expense being lower due to a shorter hourly payroll. Nikki Boyd requested clarification of the Book and Materials purchases being higher this month. Tara explained we paid 3 annual database expenses in the month of December. Susie Kapeleris reviewed and approved the payables for the month of December 2022. Jennifer Hall motioned to approve the December 2022 financial and statistical reports. Lindsay Earls seconded the motion. Roll call vote taken. Roll call approved 4-0

Public Comment:

None

Communications/Correspondence: (Tara)

Monday, January 16, 2023 for Martin Luther King/National Human Rights Day.

Ready Set Kindergarten started January 4. This program will continue through April 2023 and is for students who will be starting kindergarten in August 2023. Kasi Allen, youth services librarian has designed this program to prepare students for kindergarten. This program is Wednesday mornings at 10:30 am.

City Council Liaison Report: (Nikki)

Progress is moving along on the Twin Falls Fire Department Training Center located out by the Twin Falls Animal Shelter. This facility will give training to many fire departments in the magic valley area.

Foundation Liaison Report: (Tara)

Annual retreat is January 21, 2023. Tara asked the trustees for suggestions on what to request and present at this year's retreat. It was suggested to share our Strategic Plan and our programming.

Library Director Report: (Tara)

Annual report is completed and submitted. You can google the report at IMLS Library for information where our statistics are in comparison to other libraries. In the report we are required to share the names, telephone numbers and addresses of the trustees for the Twin Falls Public Library.

Air handling unit timeline. Send the RFP's and bid documents in the mail this week. This bid is under \$200,000 so it is not a formal bid. The bids need to be in by February 7, 2023. Per Idaho Code as long as all requirements are met we are required to take the lowest bid. The bid will be rewarded on February 15, 2023 with a completion date of September 30, 2023.

LYNX Consortium Meeting is Friday January 20, 2023. This is the quarterly meeting. Committee work is still working on the updates to the agreement.

Policy Reviews: We will be reviewing and updating the following policies:

Emergency Response last board approved was in 2009

Disaster Recovery Plan for Collections last board approved was in 2010

Problem Behavior last board approved was in 2014

Food and Drink Policy last board approved was in 2008

Personnel Policy last board approved was in 2020

Business Issues: (Tara)

Signing of the new signature cards for the bank. Review/update Computer/Internet Policy. Update to clarity in the words. State requirement to update every 3 years. Jennifer Hall motioned to accept the recommendations and move forward with the Computer/Internet Policy review and update. Lindsay Earls second the motion.

Motion passed (4-0)

Future Agenda Items: Discussion on legislative bills that may impact libraries.

Schedule meeting date

Meeting date: Meeting February 8, 2023

Meeting adjourned: 5:40 pm

respectfully submitted,
Karolee Sorenson, Administrative Assistant
*sent to and reviewed by Shawnee Burt, Secretary