April 17, 2024 **Approved 05/15/2024**

Twin Falls Public Library

The regular meeting of the Board of Trustees was held on Wednesday April 17, 2024. The meeting was held in the Twin Falls Public Library’s Program Room. Attending the meeting were Trustees Susie Kapeleris; Lindsay Earls; Shawnee Burt; Jennifer Hall (by telephone); Dana DeHaan, Spencer Cutler, Council Liaison, Director Tara Bartley and Library Staff Karolee Sorenson, Mallory Otto, Adult Services Page. Susie Kapeleris called the meeting to order at 4:30 p.m.

The Trustees MSC approval of the agenda for the April 17, 2024, meeting. Shawnee Burt motioned to approve the April 17, 2024 agenda. Lindsay Earls seconded the motion. Motion approved (5-0)

The Trustees MSC approval of the March 13,2024 regular meeting minutes. Dana DeHaan motioned to approve the minutes of the March 13, 2024 meeting. Lindsay Earls seconded the motion. Motion approved (5-0)

**Financial/statistical report**

The March 2024 financial statement is the 6th statement of the fiscal year. Karolee Sorenson reviewed the cash flow report for the month of March 2024. Property Tax included the balance of $32,000 to account for the remainder of FY22/23 capital expenditure which will be paid in April. Personnel expense was low with it being a short pay period. Lindsay Earls reviewed and approved the payables for the month of March 2024. Lindsay Earls motioned to approve the March 2024 financial and statistical reports. Shawnee Burt seconded the motion. Roll call vote taken. Roll call approved (5-0)

**Communications/Correspondence: (Tara)**

The library requests to close the library on June 1, 2024 for Western Days. Dana DeHaan motioned to close the library on June 1, 2024 for Western Days. Lindsay Earls second the motion. Motion approved (5-0)

**Public Comment:**

None

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

There was nothing to report.

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

Shawnee reviewed HB 710 and will continue to update as new procedures are put in place.

**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 will begin onboarding library staff in April. We will begin training on Time Clock Plus. After the payroll move we will begin to work on accounts payable. We will need to update our approval procedures and our financial reporting.

Tara gave an update on the city transition and how it affects the Foundation. The library will eventually be connected to the city’s network. This would mean the foundation will no longer be on the libraries network or phone system. The library will no longer be taking donations or credit card sales for store purchases or supplying postage services. The cutoff date will be June 28, 2024.

HB 710- Governor Little signed the bill and it will become law July 1, 2024. Tara and Susie will be meeting with the city attorney to address steps in making our policies compliant with law.

Tara will be traveling Friday, April 19 to the Lynx Directors meeting. They will be finalizing the job description and pay for the Lynx Director.

Library Director evaluation. Discussion to move to an Executive Session after the meeting on May 15, 2024.

**Business Issues: (Tara)**

Request to move staff anniversary pay of 1.5% merit to May pay period for those that will have anniversaries after May 25, 2024. Request to update library sick leave policy to align to City’s Medical Leave policy. Dana DeHaan motioned to approve to move staff anniversary pay to the May pay period and to update library sick leave policy to align with the City’s Medial Leave Policy. Shawnee Burt second the motion. Motion approved (4-0)

Library budget discussion. Review of the new budget numbers for FY24/25 to align with City’s budget codes.

**Future Agenda Items:** Discussion

**Schedule meeting date**

 Meeting date: Meeting, Wednesday May 15, 2024

 Executive Session to follow

**Meeting adjourned:** 5:55pm

respectfully submitted,

Karolee Sorenson, Administrative Assistant

\*Reviewed by Dana DeHaan, Secretary