January 8, 2025 **Approved**

Twin Falls Public Library

The annual meeting of the Board of Trustees was held on Wednesday, January 8, 2025. The meeting was held in the Twin Falls Public Library’s Meeting Room. Attending the meeting were Trustees Jennifer Hall; Shawnee Burt; Lindsay Earls; Dana DeHaan; Council Liaison Spencer Cutler; Director Tara Bartley and Library Staff Karolee Sorenson. Virtual Attendance Joey Loya. Jennifer Hall called the meeting to order at 4:30 pm.

The Trustees MSC approval of the agenda for the January 8, 2025 meeting. Dana DeHaan motioned to approve the January 8, 2025 agenda. Lindsay Earls seconded the motion. Motion approved (4-0)

The Trustees MSC approval of the December 11, 2024 meeting minutes. Shawnee Burt motioned to approve the minutes of the December 11, 2024 meeting. Lindsay Earls seconded the motion. Motion approved (4-0)

**Annual Meeting and Reorganization of the Board of Trustees: Officers and Committees**

Welcome to Joey Loya our new library trustee. Joey will be sworn into office at our February meeting.

We are still working with the bank on signature cards so signing of the cards will be at a later date.

1. Review of the By-laws – No recommendation for change.
2. Election of Trustees Officers – Dana DeHaan motioned to elect Trustee Officers as proposed.

Lindsay Earls seconded the motion. Motion approved (4-0)

Chairman – Jennifer Hall

Vice Chairman – Lindsay Earls

Secretary – Joey Loya

Treasurer – Shawnee Burt

Foundation Liaison – Dana DeHaan

1. Regular Meeting Dates – It was determined to keep the meeting date on the 2nd Wednesday of each month but change the time to 7:00 p.m. Shawnee Burt motioned to keep the meeting date to the 2nd Wednesday of the month and change the meeting time to 7:00 p.m. Lindsay Earls seconded the motion. Motion approved (4-0)
2. Committee Assignments and Meeting requirements. It was determined to assign committee assignments as needed.

**Financial/statistical report (Karolee)**

December 2024 is the 3rd month of the fiscal year. Reviewed the financial statements generated through Spring Brook. Prior to the meeting, Lindsay Earls reviewed and approved the payables for the month of December 2024. There are two batches for approval. The first batch will be for payables approved (by Tara and Lindsay) on the Wednesday prior to the board meeting and will be paid the Thursday following the board meeting. Invoices that are submitted and approved by Tara between Thursday and the Wednesday of the board meeting will be paid the third Thursday of the month. A report with all payables to be paid will be given to all trustees at the board meeting to review and give a final approval. Once approved the city is directed to pay the payables. Dana DeHaan motioned to approve the December 2024 financial and statistical reports. Lindsay Earls seconded the motion. Roll call vote taken. Roll call approved (4-0)

**Communications/Correspondence: (Tara)**

The Library is closed on Monday January 20, 2025 for Martin Luther King Jr./Idaho Human Rights Day.

Library Events – January 6, 2025 Story Walk Ribbon Cutting at Thompsen Park. The community was very responsive to the addition of the Story Walk at Thompsen Park. 134 community members came to the event.

January 8 – First Ready Set Kindergarten.

**Public Comment:**

None

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

I attended the Early Literacy event. Was a great experience to attend and be a part of the event. It was great to see the library employees at the City Retreat. Would be a resource in the library elevators project if needed. Tara spoke regarding the transition to the City network. Parking lot will be blocked off in areas as they install the fiber. They should be done installing the fiber the end of this week or next week.

**Foundation Liaison Report: (Dana)**

Tara and the Library Trustees will be attending the Foundation meeting on Wednesday, January 15.

**Staff Report:**

None

**Library Director Report: (Tara)**

The Annual Report is complete and submitted. Tara gave a review of the report. Self-guided programs increased by 83%. Regarding the accuracy of reference question count. Request for staff if they would consider an average monthly count versus a daily count. Tara will speak with supervisors and report back in February meeting.

Staff evaluation meeting with City on January 10. City personnel will be here to review the evaluation procedures with library staff.

Long Term Planning will begin the week of the 20th. Tara will attend this year. Upcoming years will be other staff members. The City Parallel Safety Team will work to build a safety plan for the City. Tara will be a part of this team.

LYNX meeting on January 17. Brad Smith the new director is hitting it hard with reports. 39% increase for courier at 1.3 million items. This total does include 3 additional libraries.

**Business Issues: (Tara)**

Recommendation to move on informal bid process for the modernization of the elevator. This will be a capital project. Parts for the current elevator are becoming obsolete and there are basically no new parts available. The modernization of the elevator will be replacement of the guts of the elevator. We will reach out to three companies. Time frame is 6 weeks plus 3-4 months lead time. The library will build a plan for patrons to access materials upstairs and downstairs.

Policy review schedule. The library will begin reviewing public policies.

**Future Agenda Items:** Daughters of the American Revolution 12 panel traveling display could possibly be at the library for one week in April.

**Scheduled Meeting Date:** Wednesday **February 11, 2025 at 7:00 p.m.**

**Meeting adjourned:** 5:58pm

respectfully submitted,

Karolee Sorenson, Administrative Assistant

\*Approved Joey Loya, Secretary