October 18, 2024 **Approved**

Twin Falls Public Library

The regular meeting of the Board of Trustees was held on Wednesday, October 18, 2024. The meeting was held in the Twin Falls Public Library’s Meeting Room. Attending the meeting were Trustees Susie Kapeleris; Shawnee Burt; Jennifer Hall; Lindsay Earls; Director Tara Bartley and Library Staff Karolee Sorenson. Absent Council Liaison, Spencer Cutler and Trustee Dana DeHaan. Susie Kapeleris called the meeting to order at 10:35 am

The Trustees MSC approval of the agenda for the October 18, 2024meeting. Lindsay Earls motioned to approve the October 18, 2024 agenda. Jennifer Hall seconded the motion. Motion approved (4-0)

Jennifer Hall requested the minutes to be amended to include the conversation regarding how the library and foundation can work more closely together in the future. The Trustees MSC approval of the September 11, 2024 regular meeting minutes. Jennifer Hall motioned to approve the amended minutes of the September 11, 2024 meeting to include the conversation of the library and foundation working closely together in the future. Lindsay Earls seconded the motion. Motion approved (5-0)

**Financial/statistical report**

The September 2024 financial statement is the 12th and final statement of the fiscal year. Karolee Sorenson reviewed the financial report for the month of September 2024. Capital expenditure to Dough Hemingway Construction in the amount of $33,325.00 for resurfacing front steps. All payables that arrive in October for September expenses will be paid by library in October. Adjustment will be made in audit numbers to reflect final September audited financials. Beginning October 2024 the financial statements will be generated through the Spring Brook, the cities accounting software. Lindsay Earls reviewed and approved the payables for the month of September 2024. Lindsay Earls motioned to approve the September 2024 financial and statistical reports. Shawnee Burt seconded the motion. Roll call vote taken. Roll call approved (4-0)

**Communications/Correspondence: (Tara)**

November 11, 2024 closed for Veterans Day. The library has been quiet this month. Our big event for the month of October is Read & Treat at City Park, October 26, 2024 from 11:00 am to 1:00 pm.

**Public Comment:**

None

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

None

**Foundation Liaison Report: (Shawnee)**

Diane Van Engelen has retired as Executive Director for the Foundation. Diane has been with the Foundation for 25 years. She will be missed. The Foundation Board will begin looking for a replacement for Diane’s position. The Foundation made $28,000 with the 32nd Annual "Scramble fore Books" on Saturday, September 7th 2024 at the Twin Falls Golf Club.

**Staff Report:**

None

**Library Director Report: (Tara)**

The library is continuing to transition to the city. We have started the coding and approval process for accounts payable. Adam Day our IT Department Head will be moving to the City of Twin Falls in December. The library will be hiring a replacement for the position.

ILA Conference is October 10-11 in Boise. Tara attended preconference on Wednesday; presentation on the 1st Amendment Nationwide Legislation and all day on Thursday. Erin Kennedy; Boise Public Librarian and Chair of Idaho Library Association’s Intellectual Freedom Committee will be hosting a statewide training. Twin Falls Public Library offered to host for the Magic Valley area. Kasi Allen, Children’s Librarian attended the preconference on Early Literacy.

Trustee interviews are scheduled for the November 13, 2024 meeting. City Manager, Travis Rothweiler

will attend.

Capital projects for FY24/25. Currently working on an RFP for our elevator updates. The RFP should be completed in November. Also, carpeting for the stair cases in four months.

**Business Issues: (Tara)**

Update to the ILL policy. Request to update ILL Policy to coincide with courier service. Shawnee Burt motioned to update the ILL Policy to coincide with courier service. Jennifer Hall 2nd the motion. Motion approved (4-0).

Request to close the library December 10, 2024 for the Twin Falls City Retreat. Shawnee Burt motioned to close the library December 10, 2024 for the Twin Falls City Retreat. Lindsay Earls 2nd the motion. Motion approved (4-0)

Karolee reviewed the Procedures for Payable Approval by the Library Board of Trustees. The Library Treasurer will continue to review the monthly payables before they are submitted to the city to be paid. A report will be generated for the library board meeting for the trustees to review and approve. Once all approvals are done the invoices will then be paid by the city.

**Future Agenda Items:**  The board changed the November meeting time to Wednesday, November 13, 2024 3:40 pm. from Wednesday November 13, 2024 at 4:30 p.m. for Trustee interviews.

**Schedule meeting date**

Meeting date: Friday, November 13, 2024 at 3:30 p.m.

**Meeting adjourned:** 11:40 a.m.

respectfully submitted,

Karolee Sorenson, Administrative Assistant

\*Reviewed by Dana DeHaan, Secretary