September 11, 2024 **Approved 10/18/2024**

Twin Falls Public Library

The regular meeting of the Board of Trustees was held on Wednesday, September 11, 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; Dana DeHaan, Lindsay Earls and, Director Tara Bartley, Library Staff Karolee Sorenson and Outreach Department Head Katie Johnson. Absent Council Liaison, Spencer Cutler. Susie Kapeleris called the meeting to order at 7:00 p.m.

The Trustees MSC approval of the agenda for the September 11, 2024 meeting. Shawnee Burt motioned to approve the September 11, 2024 agenda. Lindsay Earls seconded the motion. Motion approved (5-0)

The Trustees MSC approval of the August 14, 2024 regular meeting minutes. Shawnee Burt motioned to approve the minutes of the August 14, 2024 meeting. Jennifer Hall seconded the motion. Motion approved

(5-0)

**Financial/statistical report**

The August 2024 financial statement is the 11th statement of the fiscal year. Karolee Sorenson reviewed the financial report for the month of August 2024. Beginning October 2024 the City will begin to pay all payables after Board approval. Lindsay Earls reviewed and approved the payables for the month of August 2024. Dana DeHaan motioned to approve the August 2024 financial and statistical reports. Lindsay Earls seconded the motion. Roll call vote taken. Roll call approved (5-0)

**Communications/Correspondence: (Tara)**

Holiday dates – With the transition to the City the holiday dates have changed. Typically, the library closed for Columbus Day for a staff work/team building day. The City does not close for Columbus Day; instead they close the Friday after Thanksgiving. Christmas Eve is considered a holiday if Christmas does not fall on a Saturday, Sunday or a Monday. The library will follow the holiday schedule the city has implemented.

School year programing has begun. Programming will include our Story Times and Stem programs for elementary. Linda Pullicar, in our Children’s Department attended a workshop for Stem at the CSI received Stem materials. Linda will be offering Stem sessions on animation for elementary. We will be offering our Tech Classes with Logan Godfrey in our IT Department. Logan will be offering classes for both older and beginning computer users.

**Public Comment:**

None

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

None

**Foundation Liaison Report: (Shawnee)**

Golf tournament happened last weekend. Good turnout. Diane Van Engelen announced her upcoming retirement in October.

**Staff Report: (Katie Johnson, Outreach Department Head)**

Katie spoke about our library delivery services and book mobile. We received the Van in March 2020. Our library delivery policy was approved in July 2020. We started delivery in August 2020. The delivery of books was greatly appreciated when the library opened after being closed for COVID. We deliver to all kinds of people with different situations and are very flexible. They can just give us a call and we will do our best to fill their request. To reduce liability, we do not enter homes but leave outside their door. In 2020 we delivered 2012 items (some regularly to schools), In 2021 we delivered 4956 items (some to schools thru April), 2022 delivered 3886 items, 2023 delivered 3757 items and 2024 to present we have delivered 2290. 242 individuals have signed up for delivery service, 11 institutions have signed up for delivery service and we have 46 active regulars for delivery. Our Bookmobile mainly focuses on children while the van focuses on adults and assisted living facilities. Services offered are Readers’ advisory, place hold requests, library card registration and library returns. Our patrons are very appreciative of the delivery services we offer. Katie shared a Thank You Book from Acorn Learning Center and a note from a patron.

**Library Director Report: (Tara)**

The library is continuing to transition to the city. The accounts payable will be turned over to the city beginning with October 2024 payables. Tara and Karolee will meet with city staff to train for the accounts payable transition. The library will continue to pay September payables as they trickle in. Our bank account will be dissolved. Our operating budget will continue to be approved by our Board as well as our accounts payable. We will be switching our credit card from DL Evans to Wells Fargo. Staff has received their city badges. Training on various topics will begin for personnel.

New Trustee process – We have received 2 letters of interest. The advertisement for Trustee will close on September 30, 2024.

ILA Conference is October 10-11 in Boise. Several preconference are scheduled on Wednesday, October 9.

**Business Issues: (Tara)**

Review of Collection Development Policy of the Idaho and Pacific Northwest Room.

Review of the database expense for 2024/2025. Tara reviewed our databases we currently pay for and will either be deleting or adding to our collection.

**Future Agenda Items:**  The board changed the October meeting time to Friday, October 18, 2024 10:30 a.m. from Wednesday October 9, 2024 @ 4:30 p.m.

**Schedule meeting date**

Meeting date: Friday, October 18, 2024 @ 10:30 a.m.

**Meeting adjourned:** 8:28 pm

respectfully submitted,

Karolee Sorenson, Administrative Assistant

\*Reviewed by Dana DeHaan, Secretary