



# Minutes of the Board of Trustees

Thursday, September 9th 2021

Approved on Tuesday, September 21st 2021

Minutes of the Board of Trustees Twin Falls Public Library The regular meeting of the Board of Trustees was held on Wednesday, September 9, 2021. The meeting was held in the Twin Falls Public Library's Board Room. Attending the meeting were Trustees Elly Young, Dana DeHaan, Monica D'Angelo, Jennifer Hall, and Susie Kapeleris; City Council Library Liaison, Chris Reid; Director Tara Bartley; Library Staff Erica Littlefield

Chairman Monica D'Angelo called the meeting to order at 4:30. The Trustees MSC approval of the agenda for the September 9, 2021 meeting. Elly motioned to approve the agenda. Jennifer seconded the motion. Motion approved.

The Trustees MSC approval of the August 11, 2021 minutes. Dana motioned to approve the minutes from August 11, 2021. Elly seconded. Motion approved.

Financial/statistical report Tara presented the August financial statement. We are almost at the end of the fiscal year and Tara gave her thoughts on where we will end up at the end of the year. One number that will change for the next budget year is the amount of money we will pay for the LYNX Consortium. We will be paying more money to go into a contingency fund, and we will also be paying our share of a new app for patrons to use. The Trustees MSC the approval of the August 2021 financial and statistical reports. Dana motioned to approve the August 2021 financial and statistical reports. Jennifer seconded the motion. Roll call vote taken. Approved 5-0

## Communications & Correspondence

We will be closed for Columbus Day on October 11. We had hoped to do a staff development day on that day, but will not be doing that this year.

September is National Library Card Sign Up month. We are having a contest to design new library cards. Anyone can submit their designs. We will choose finalists in three age groups, then the public will vote and we will have one winner in each age group.

September 26 - October 2 is Banned Books Week. We have a banned books display on the main floor and on the stairs.

Since South Central Public Health moved Twin Falls County to the critical risk level, all of our library events are being held outside on the library lawn.

## City Council

The City has approved the 21-22 fiscal year budget, including the overall budget for the library. They are doing improvements on the digesters at the wastewater treatment plant.

There is a piece of land that the city purchased at Auger Falls.

The city has used CARES funds for various public safety projects, such as new radios for first responders and cameras. The airport has also been using CARES funds.

The city is also getting ready for City Council elections.

## Library Foundation

The Golf Scramble is this weekend, and it is almost sold out.

## Finance & Budgeting

No report

## Building & Grounds

No report

## Planning & Public Relations

No report

## Operations & Personnel

No report

## Business Issues

Juneteenth was added as a Federal holiday this year. Tara's recommendation is to add that to the holiday schedule. It would be a paid holiday for full-time employees. She is also recommending that we give full-time staff a floating holiday for Juneteenth 2021. The Trustees MSC approval of adding Juneteenth to the holiday schedule and giving staff floating holiday for Juneteenth 2021. Dana motioned to approve, Elly seconded. Motion approved.

Tara presented an updated Meeting Room Policy, and the new Study Room Policy. Elly asked how often the rooms were reserved. Tara explained that they were often used pre-COVID. We just opened the meeting rooms for groups this summer, and we've had a few groups use them. The Trustees MSC approval of the updated Meeting Room Policy and the new Study Room policy. Susie motioned to approve, Jennifer seconded. Motion approved.

## Library Staff

Staff member Erica Littlefield reported about what has been happening in the Youth Services Department. They have been doing all of their programs outside on the library lawn. Storytimes and elementary after school programs have been popular. Baby storytime and teen activities haven't taken off yet. One goal Erica has for the coming year is to work with

the schools to get more teens involved with the library. Erica talked about how staff has had to be very creative with their programs during COVID. They will continue to evaluate their programs to make sure they are offering things the community wants, while still keeping staff and patrons safe.

## Library Director

The City has approved their budget, including the recommended budget the library submitted. Now that we have our numbers, we will submit a final in house budget to the trustees at the next meeting. Our health insurance did change this year, which we need to account for.

The LYNX consortium has put out RFPs to consultants to evaluate the consortium. They did receive 2 proposals, and the directors made a recommendation. The final approval will need to go through Boise City Council. The consultant will look at how the consortium wants to grow, membership types and fees, and the digital collections. They will want to interview staff and trustees. Tara is looking forward to hearing the recommendations of the consultant and seeing what happens with the process. The process will start in October, and the final recommendations should be done by April. Tara will keep everyone updated.

COVID policies and procedures: We are doing programs outside, and all staff are required to wear masks. We did reduce the number of computers that are available to help with social distancing. We will continue to evaluate the situation and make changes as needed. We have been in conversation with St. Lukes about having someone here to hand out information.

Trustee position: We have had one person submit a letter, and several other people inquire about the position. We will keep it open for a few more weeks to see if we get more letters, then set up interviews.

ARPA Grant: We have ordered the tables for the library lawn, and ordered the walls for the study room. We will be adding WiFi extenders at the bookmobile garage so people who are using the tables outside can have a better connection to the WiFi.

## Public Comment

No report

## Additional Comments

Schedule meeting date The next meeting is the regular Board Meeting on Wednesday, October 13 at 4:30pm

Meeting adjourned: 5:45

respectfully submitted, Erica Littlefield, Youth Services Department Head

\*sent to and reviewed by Jennifer Hall, Secretary

