May 14, 2025 **Approved**

Twin Falls Public Library

The Twin Falls Public Library and the Twin Falls Public Library Foundation held a joint meeting on Wednesday, May 14, 2025 in the Library Parenting Room. Attending the meeting were Trustees Jennifer Hall; Lindsay Earls; Shawnee Burt; Joey Loya; Director Tara Bartley and Library Staff Karolee Sorenson.

Foundation Board Members, Executive Director Bekki Rosholt Madron, Board Members, Gary Heideman, Mary Barron, Carol Boyd, Mickey Comb, Matt Nelson, Gary Palmer and Bill Sweet. Library Chair Jennifer Hall called the joint meeting to order at 5:00 pm

Welcome and Introductions.

The Trustees MSC approval of the agenda for the May 14, 2025 meeting. Shawnee Burt motioned to approve the May 14, 2025 agenda. Lindsay Earls seconded the motion. Motion approved (4-0)

**Library Updates –Tara Bartley**

Tara updated the Foundation on Capital Improvements for the library.

● Elevator project – Bid update on modernizing the elevators. The elevator was installed in 1991. The modernization of the elevator is scheduled for late August 2025. This is not installing a new elevator just replacing parts (the guts) of the old. This does not include the freight elevator just the public elevator. The project is estimated to take 4-6 weeks. We will have marketing plans to share with the public.

● Carpeting – we will be replacing carpet in the library in three phases. The first phase will be the stairs going down to the children’s department and upstairs to the mezzanine. No time frame as to when the carpeting will be competed. Phase 2 will be carpet in Youth Services to be completed next fiscal year.

**Foundation Updates – Gary Heideman**

 ● 1st Saturday after Labor Day will be the golf scramble. Working on how to raise awareness on the

 Library. The Foundation now has a Facebook page. We would like to bring an author into the library in

January or February. The Foundation is looking into partnering with Preservation Twin Falls to bring in a regional author.

●Campaigns – We have a few campaigns to promote the Foundation. The Foundation had a 39th birthday celebration. Invited the community to come in and see us and have a cookie and if you felt like donating $39.00 it is greatly appreciated. Donation total of $178.00. High Five Campaign – Come in and meet the Foundation and give us a “High Five” donation of $5.00. Raised $744.10.

**Memorandum of Understanding**

The Library presented a MOU between the Library and the Foundation to have a better connection with the each other. The MOU will bring more formality with funding request and formalize what we are trying to accomplish.

After a brief discussion on the MOU, the Foundation requested to have their attorney review the MOU and will have an answer by June 11, the next Library board meeting.

**Discussion on Library Projects**

Discussion on potential projects that the library is looking at for the coming year. No formal request is being made at this meeting.

●Suggestion by the Foundation to replace the wooden books out front with metal. The library is currently remaking the books out of wood but will keep this in mind for the next replacement.

●Chair Replacement – The Library would like to replace the chairs in the Program Room. We would

70 chairs at approximately $5,600.00.

●Book Scanner- The Library would like to purchase a professional book scanner for the Idaho Room.

Cost is $25,000.00 - $50,000.00.

●Twenty-four-hour library – A twenty-four-hour library can provide 24/7 access to library materials. Patrons can check out and return materials, place and pick up holds, browse the catalogs and much more. These libraries are ideal for expanding into other areas of the community. Another option is library lockers. This would be a place where patrons can pick up holds, browsing and returning materials.

Recess and adjourn from joint meeting at 5:42 pm.

Reconvene to Library Board Meeting – 5:44 pm

The meeting of the Board of Trustees was held on Wednesday, May 14, 2025. The meeting was held in the Twin Falls Public Library’s Parenting Room. Attending the meeting were Trustees Jennifer Hall; Lindsay Earls; Shawnee Burt; Joey Loya; Director Tara Bartley and Library Staff Karolee Sorenson. Trustee Dana DeHaan and Council Liaison Spencer Cutler were absent.

The Trustees MSC approval of the April 9, 2025 meeting minutes. Shawnee Burt motioned to approve the minutes of the April 9, 2025 meeting. Lindsay Earls seconded the motion. Motion approved (4-0)

**Financial/statistical report (Karolee)**

April 2025 is the 7th month of the fiscal year. Prior to the meeting, Shawnee Burt reviewed and approved the payables for the month of May 2025 to be paid the 2nd Thursday of the month. A report with all payables to be paid was given to all trustees at the board meeting to review and give a final approval. Shawnee Burt motioned to approve the May 2025 accounts payable, financial and statistical reports. Lindsay Earls seconded the motion. Roll call vote taken. Roll call approved (4-0)

**Communications/Correspondence: (Tara)**

May 31, 2025 – The library will close for Western Days

June 2-July 31 – Summer reading. The theme this year is Level Up @ the Library.

Library Events – Looking for volunteers for our Summer Reading kickoff and How to Fair on June 6.

**Public Comment:**

None

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

None

**Foundation Liaison Report: (Dana)**

None

**Staff Report:**

None

**Library Director Report: (Tara)**

DL Evans bank account – City will be signing a new application for the credit card machine to be switched to First Federal Savings. There were issues with the contract. Target date of July for closing account. The library will be keeping the petty cash account with DL Evans.

Grant Funding – The Institute of Museums and Library Services (IMLS) is an independent federal agency that provides grants to libraries and museums. Both Federal and State Funding has been cut.

Evaluation Schedule – The Board will begin Tara’s evaluation in June meeting and complete in the July meeting. Discussion on a contract between Tara and the Board of Directors. Consult legal for advice.

**Business Issues: (Tara)**

Motion to adopt the Funding Request Policy – Shawnee Burt motioned to adopt the Funding Request Policy. Joey Loya second the motion. Motion approved. Roll call (4-0)

Additional discussion and action on MOU – Table until we hear back from Foundation legal. Lindsay Earls motioned to table action on MOU until we hear back from Foundation legal counsel. Shawnee Burt second the motion. Motion passed (4-0).

Request to approve vendor for Phase 1 carpeting. Carpet Bids Beams Flooring America, Pioneer Carpet One, and Walker’s Flooring & Design Center, LLC. The Board is requesting Pioneer Carpet One to provide more detail on the bid with regards to the expense of hauling the old carpet away. Joey Loya motioned to approve Pioneer Flooring bid contingent that Pioneer provide a more formal detail of project. Shawnee Burt second the motion. Roll call (4-0)

**Future Agenda Items:**

Meeting Times

**Scheduled Meeting Date:** Wednesday **June 11, 2025 at 6:00 p.m.**

**Meeting adjourned:** 6:42 pm

 respectfully submitted,

Karolee Sorenson, Administrative Assistant

\*sent to Joey Loya, Secretary