

**Library Board of Trustees
Mountain Home Public Library
Regular Meeting
September 3, 2009 - 6:00 p.m.**

Board Members Present: Cheryl McMurtrey, Chairperson, Trustees Kelly Everitt, George Haynes, Kathy LeFevre

Excused: Trustee Bonnie Sharp

Others Present: Geoff Schroeder, City Council Liaison, Luise House, Library Director

1. **Roll Call** – Chairperson McMurtrey called the meeting to order and a quorum was established.
2. **Public Input** - none
3. **Minutes** – May 7, 2009, 2009 – Trustee Everitt moved to approve minutes of the regular Board meeting held May 7, 2009 as corrected. Second by Trustee Haynes. Motion carried.
4. **Bills** – most vendor statements had not been received by the date of the meeting and the librarian requested Trustee Haynes be authorized to review and approve the payables for August, 2009 after they were prepared on September 9th. A motion authorizing Trustee Haynes to approve the payables list for August, 2009 was made by Trustee Everitt with a second by Trustee LeFevre. Motion carried.
5. **Old Business**

Open Public Meeting Law Overview - Everitt: Trustee Everitt provided an overview of the recent changes to the Idaho Open Public Meeting Law. Discussion followed and thanked Trustee Everitt for gathering and presenting information.

Collection Accounts Update: Kent Smallwood, the Customer Service Specialist from Unique Management Services reported that 26 accounts had been submitted by August 25, 2009. Based on a report from Robin Murphy, Circulation Specialist, 11 patrons had responded and the library had resolved \$181 in past due borrower's accounts by August 27th. Replacement costs and processing fees for items found by patrons are automatically eliminated and to date, \$581 of collection materials had been returned in circulating condition. Actual waiver of fines and fees amounted to \$3.25 on the first patron transaction handled. With just a little over 8 weeks of recovery, 35% of patrons have made a return contact. Normally, according to UMS, 20-25% is more common.

The 90 day trail with the company will end September 17th and Board action would be necessary to continue collection services through UMS. A motion was made by Trustee

LeFevre approving continuation of the contract for collection services with Unique Management Services. Second by Trustee Everitt, Motion carried.

FY 2010 Budget Update: Mrs. House reported there had been no surprises in the FY 2010 budget process. Those present expressed their gratitude to Councilman Schroeder, the Mayor, and other members of the Council for preserving library operations. Expense costs would certainly be watched closely over the next year but the staff was alert to the fact and project and event planning would be scaled back as necessary. The librarian felt, due to other library systems throughout Idaho who had not fared so well, fortunate staff wasn't lost, hours weren't reduced, and programming was not dropped in the coming year.

Collection Theft Persecution: Trustee Everitt provided an update on pending litigation regarding the theft and vandalism of library collection materials. The patron (*name withheld*) was scheduled to appear for sentencing and the City's Prosecuting Attorney had indicated the Board could send a restitution recommendation to the Court for review. The librarian was directed to prepare costs involved in the matter and present information prior to the hearing date. In accordance with library policy, Trustee Everitt, with a second by Trustee Haynes, moved to permanently revoke all library privileges and stipulated any sum in the patron's account not paid by restitution be turned over, in a timely manner, for collection. Motion carried. Mrs. House was directed to send information to the patron advising her of the same.

Coffee Shop Update: Janice Hancock sent information to the Board regarding her business operation and indicated she was happy with the customer base she was building. The shop, in the commons area of the library, opens t 7:30 a.m. at the present time to catch an early crowd and an average of 10 customers a day availed themselves of the morning hours. There have been n behavior problems with afterschool students to date. The library staff continues to help with crowd control in the commons area and a shift in student use is expected as the weather cools in the fall.

Since rent was waived for the first quarter of operation to allow the vendor to build a client base, the month of October had been established as the time to re-negotiate lease costs for the back-bar area used by the Common Grounds Coffee concession. The Chair directed the item be placed on the October Board agenda.

6. **New Business**

Policy Manual Revision: Mrs. House presented changes to the Library Board Policy Manual and indicated, due to revision necessary to incorporate information regarding collection accounts, several other sections of the manual would need to be amended prior to the annual review date set aside in March, 2010. A motion was made by Trustee Everitt to approve amendment of policy manual sections IX. Library Cards, Circulation Guidelines, Fees, and Patron Records; X. Patron Rights and Responsibilities; XI. Computer Lab and Internet Use Policy; and XIII. Collection Development Policy as presented. Second by Trustee LeFevre. Motion carried.

Juvenile Collection Reclassification Request by Christine Ostberg: Mrs. House presented a request made by Mrs. Ostberg to reclassify the juvenile material entitled WHAT JAMIE SAW by Carolyn Coman. The title was a Newbery Honor book with a 1995 copyright and was also on the Accelerated Reader lists at a level of 6.4. Libraries in the LYNX! Consortium had cataloged holdings as follows: Boise Public Library, Nampa Public Library, and Twin Falls Public Library – juvenile fiction. Meridian District Library had copies in both the juvenile and teen departments while Eagle Public Library held a large print copy in their teen section. Mrs. House recommended the material remain as classified and be located in the juvenile fiction collection. Trustee Everitt had also done some research and read the book. He proposed the Board, according to policy regarding reclassification requests, take no action in the matter.

Special Collections Room: Trustee Everitt discussed the continued need for a special collections room and the Board's initial plan, following move into the redesigned building, to house select Idaho and other non-circulating reference materials in a specialized area for patron access. It was also noted that requests were being made for reinstatement of an independent study area which had been converted into office space for the Circulation Specialist. With a motion by Trustee Everitt, and a second by Trustee Haynes, the board directed the librarian to designate an area for Special Collection and Independent Study services, not to be used by for pay mentors, tutors, or instructors or those associated with such business ventures, not later than November, 2009. Motion carried. The Board also directed the librarian to make inexpensive interim shelving purchases as necessary.

Volunteer Services: Mrs. House had been approached by an adult patron who had requested possible court-ordered community service hours be worked off at the library. At the outset, no community hours were designated, however, the patron wanted to volunteer time at the library on a regular basis. Discussion was held regarding the manner in which other libraries throughout the Consortium handled those type programs. Those present felt until a formal adult volunteer program was established which included a job description, application/background check process, and training, only the existing juvenile volunteer program started in 2008 by Library Assistant Patti Phillips be implemented in the coming year. Based on the type of personal information contained in library borrower accounts, volunteers could not be authorized to run the automated circulation system and it was difficult to find enough projects and staff time to oversee tasks. With thanks to the current adult volunteer, the Board felt it appropriate to table a adult/teen volunteer program until a later date.

Librarians Report: Mrs. House reported the Citizen's on Patrol had resumed their walk-through of the building occasionally after school and their presence had a most calming effect. The Board expressed their thanks to the organization.

A \$1000 donation had been made by the Zimmerman family in memorial of their father, Charles W. Clark. Books would be purchased for the juvenile department and contain

bookplates noting the wonderful contribution in honor of Mr. Clark. A letter of appreciation will be sent to the Zimmerman family along with collection purchase information. The librarian estimated a collection development review could be completed for juvenile nonfiction by the end of October and materials placed on order.

A brief description of the statewide Career Information System database, eCIS, had been provided by the Idaho Department of Labor and the Idaho Commission for Libraries. Staff would attend training and a link to the system for career, college, financial aid, and job information had been placed on the library website.

Adjournment: With no further business to come before the Board, the meeting stood adjourned at 7:20 p.m.

Chair, Library Board of Trustees
