



Minutes of the Board of Trustees

Wednesday, February 10th 2021

Approved on Thursday, February 18th 2021

February 10, 2021

Minutes of the Board of Trustees

Twin Falls Public Library

The regular meeting of the Board of Trustees was held on Wednesday, February 10, 2021. The meeting was held in the Twin Falls Public Library's Board Room. Attending the meeting were Trustees Monica De'Angelo, Elly Young, and Jennifer Hall; Director Tara Bartley, Staff Karolee Sorenson and Staff Jessica Tueller. Trustees Susie Kapeleris and Dana DeHaan attended virtually on Google Meet. Chairman Monica De'Angelo called the meeting to order at 4:30 with brief introductions.

The Trustees MSC approval of the agenda for the February 10, 2021 meeting. Elly Young motioned to approve the agenda for the February 10, 2021 meeting; Jennifer Hall 2nd the motion. Motion approved 5-0

The Trustees MSC approval of the January 13, 2021 minutes. Elly Young motioned to approve the minutes from the January 13, 2021 meeting; Jennifer Hall seconded the motion. Motion approved 5-0.

Approval of expenditures and financial accounting: The Trustees MSC the approval of the January 2021 bills. Elly Young reviewed and signed off on the January 2021 bills. Tara put together an overview of our financials and our statistical reports for the month of January with the budget. Tara requested to change the financial statement to move \$460.00 from the salary line to longevity to adjust for a miscalculation in the budget line for longevity; move \$3000.00 from DVD to ematerials. Have not had the request for DVD's as we have for ematerials. Review of lynx fees and brief discussion regarding the consortium and how it all ties in with the TFPL. This month the library took its budget of \$153,000 to cover future expenditures. Fines and photo copy money have been down. Non-resident fees are right on the budget. Jennifer Hall motioned to approve the January 2021 payables, financial and statistical reports. Elly Young seconded the motion. Roll call vote taken approved 5-0

Communications & Correspondence

February 15 – Library closed in observance of Presidents Day

RSK Thursdays at 10:30 a.m. Great turnout with a lot of repeat patrons.

March 6 at 1:00 pm the library will have Daddy daughter hair day via Zoom with a local stylist who is volunteering her time.

City Council

No report

Library Foundation

The bookstore is opened and since opening Monday has been replenished twice.

Finance & Budgeting

No report

Building & Grounds

No report

Planning & Public Relations

No report

Operations & Personnel

No report

Business Issues

During quarantine the library has been thinking of fun new things to try. Jessica Tueller has done research on memory labs. These are labs patrons can use to digitize memories. The patrons will be trained on using the equipment to digitize but staff will be available for assistance. The patron will be responsible for bringing their own storage and will be required to sign a Release Form before using the equipment. The form will be kept on file for six months eliminating repeat patrons from having to sign release forms each time up to six months. Equipment consist of VCR, cassette player for video and audio. Scanner is available to scan the document or photo for slides. We will also have an adapter for floppy disk and computer for CD's. Computer will reset after each use. Recorded in real time. Jessica has been digitizing oral history from cassettes. Appointment in 2 hour timeslots are required, Tuesday through Thursday. Must be 18 or older or have adult with them to sign the release form. Patrons are responsible for the equipment. Staff will be trained to assist patrons. The library is requesting the approval of the Preservation Station Use Policy and Release Form. Elly Young motioned to approve the Preservation Station Use Policy and Release Form. Jennifer Hall 2nd the motion. Motion passed 5-0

Modified Service Plan: Opening of the library February 8, 2021 with reduced hours, reduced seating, no in house programming or reserving of meeting rooms until the board meeting on April 14, 2021 at which time will be reviewed. If vaccines become available for library workers the library may open their doors in May with regular hours and use of meeting rooms and in house programming. ILA is advocating for libraries to be considered essential and for libraries to get the vaccine. Jennifer Hall motioned to accept the Modified Service Plan as presented; Elly Young 2nd the motion.

Motion approved 5-0.

Library Staff

No report

Library Director

RFID update - We have finished circulating items. Currently in the process of tagging magazines. The Idaho Room is the only collection left to tag. Waiting on 3 self-checkout machines from EnvisionWare, should arrive May 8th – 9th. One machine from mk Solutions for Youth services. Will need to do a software hardware change out. Should receive mid-March. New furniture for circulations check out and circulation desk has been ordered. The goal is to put the check out in the hands of the patrons. We should have new security gates by end of summer early fall.

Library survey. The library will be putting a survey out in March to the community for future library services to share with patrons. We will put together a committee to build the survey. We are looking at new book distributors. We currently use for our majority of ordering Baker & Taylor and Ingram. Baker & Taylor have a price increase and their distribution process has not been in a timely manner. We will explore recommending using Ingram as our Primary distributor with Brodart being our 2nd.

Exploring mobile apps for ILS(LYNX), looked at one option with vendor Triple III. We will continue to look at other apps this summer.

Public Comment

No report

Additional Comments

Schedule meeting date

Regular Board meeting: March 10, 2021 @ 4:30 pm

Finance and budgeting meeting: to be announced

Meeting adjourned: 5:45 pm

respectfully submitted, Karolee Sorenson, Administration *sent to and approved by Jennifer Hall, Secretary