February 8, 2023  **Approved**

Minutes of the Board of Trustees

Twin Falls Public Library

The regular meeting of the Board of Trustees was held on Wednesday February 8, 2023. The meeting was held in the Twin Falls Public Library’s Board Room. Attending the meeting were Trustees Dana DeHaan, Susie Kapeleris; Jennifer Hall; Shawnee Burt; Lindsay Earls; Nikki Boyd, Council Liaison, Director Tara Bartley, Library Staff Karolee Sorenson, William Gable and CJ Rasmusson. Trustee Dana DeHaan called the meeting to order at 4:30.

The Trustees MSC approval of the agenda for the February 8, 2023, meeting. Jennifer Hall motioned to approve the February agenda. Lindsay Earls seconded the motion. Motion approved (5-0)

The Trustees MSC approval of the January 11, 2023 minutes. Shawnee Burt motioned to approve the minutes of January 11, 2023 meeting. Susie Kapeleris seconded the motion. Motion approved (5-0)

Opening of the Bids for Air Handling Unit – Recommendation to approve by February 15, 2023. Trustee Dana DeHaan opened the bids. This bid was an informal bid. Bid documents were sent to 5 companies; 2 responded. Terry’s Heating and Air Conditioning; bid of $197,266.00 and Acco Engineered Systems; bid of $163,312.00. Both bids were over our budgeted amount of $130,000.00. We have options on how to handle the bids since they were both over.

1. We can reject both bids.
2. Go to City Council and request additional funds.

The Board recommended to follow up on the timeline of the project and table the action until conversation with City Council on February 27, 2023 for additional funds. Shawnee Burt motioned to proceed with timeline upon final approval from the City Council for additional funding. Susie Kapeleris seconded the motion. Motion approved (5-0).

CJ Rasmusson, our Program Specialist is recognized for his 15 years of dedicated service. CJ started working at the Burley Public Library in high school. It was at the Burly Public Library where he found his love for libraries and what they have to offer. A position opened at the Twin Falls Public Library for a part time circulation clerk, he applied and started working here in 2008. CJ worked as a clerk for 5 years and then became the Circulation Supervisor for the next 7 years. He is credited for his program of Humans of the Magic Valley and he started the Food for Fines program here at the library. In September 2020 CJ moved to a new position here at the library of Programming Specialist. Tara Bartley presented CJ with an engraved key chain.

**Financial/statistical report**

The January Financial statement is the fourth statement of the fiscal year. Karolee Sorenson reviewed the cash flow report for the month of January 2023. Jennifer Hall reviewed and approved the payables for the month of January 2023. Jennifer Hall motioned to approve the January 2023 financial and statistical reports. Lindsay Earls seconded the motion. Roll call vote taken. Roll call approved (5-0)

**Public Comment:**

None

**Communications/Correspondence: (Tara)**

Monday, February 20, 2023 for Presidents’ Day.

Our calendar for the month of February is full. We have started our teen program, Adulting 101. The program is funded with a $2,000.00 grant from ICFL for Out of School Programing. The program offers a variety of classes for teens, learning lifetime skills. So far we have offered a sewing class we had four attend, and a cooking class with twenty attending.

**City Council Liaison Report: (Nikki)**

Request to drill at new well at Magic Valley Regional Airport. Testing of the water from the existing well has shown the existence of THM, which is currently being treated. The airport currently has only one well and a second one is needed.

**Foundation Liaison Report: (Lindsay)**

The annual retreat was January 21, 2023. Lots of talk about the golf scramble. Talk of serving breakfast this year at the golf scramble which is held in September. The Foundation Board is currently looking for a man to serve on the board.

**Library Director Report: (Tara)**

During the planning of the 2023-2028 Strategic Plan a staff survey was sent out. Lindsay Earls did a breakdown of what staff are asking. Part time employees requested more time off. The Business Office put another survey out to part time employees asking three options of what they would prefer. Currently they are given two weeks of unpaid time off with no holiday pay but can make up hours missed within the week. The hours are not rolled over into the next fiscal year. It is currently losing it or use it. The options given are:

1. Paid time off equivalent to two weeks of hours worked with no paid holidays and no making up hours for holidays. Still receiving your scheduled unpaid time off.
2. If your work schedule includes a holiday would you prefer to have paid holidays and no paid time off equivalent to two weeks of hours worked. You would still receive your unpaid time off.
3. No change in scheduled unpaid time off. No making up holiday hours. You would still receive your scheduled unpaid time off.

They are to return the surveys to the business office on Friday the 10th of February. We will review and pencil into the budget the majority of options 1, 2 or 3. Present to the board at a later date if change is possible.

Tara and Adam Day attended the Foundation retreat on the 21st of January. Using our 2018-2022 Strategic Plan and tying it into the latest Strategic Plan they were able to present to the Foundation some equipment the library would like to have.

Tablet Station – The library has a demo of a tablet station. The station holds six tablets. The patron scans their library card to use the tablet with in the library. They cannot be check out of the library. These tablets will allow patrons to read magazines and newspapers. Magazines and newspapers are turning digital and it is hard to receive paper copies. The cost is shy of $16,000.00. This would be a purchase by the Foundation.

STEM Programming proposal. Tara proposed to the board a new part time position of 26 hours for a STEM Programming Specialist/Youth Services Clerk. This would combine two positions currently on the salary schedule and move them to one position.

Our annual audit has begun. Review with the board once it is completed.

Outreach has received a grant for ICFL of books for Underserved Children. Katie Johnson our Outreach Librarian with be taking books to Seasonal Migrant Head start.

**Business Issues: (Tara)**

Approval of the Twin Falls Public Library 2023-2027 Strategic Plan. Presented and reviewed the 2023-2027 Strategic Plan with the board. Jennifer Hall asked about the order of the goals in the plan. Tara explained goals are checked off as they are completed. Not necessarily in order. Motion to approve the 2023-2027 Strategic Plan. Lindsay Earls motioned to approve the Twin Falls Public Library 2023-2027 Strategic Plan. Jennifer Hall seconded the motion. Motion approved (5-0).

**Future Agenda Items:** Complaint from patron regarding the Black History Month display in the Youth Services. Department. Discussion on displays.

**Schedule meeting date**

Meeting date: Meeting March 8, 2023

**Meeting adjourned:** 5:45 pm

respectfully submitted,

Karolee Sorenson, Administrative Assistant

\*sent to and reviewed by Shawnee Burt, Secretary