

AGENDA
Middleton Public Library Board Meeting
Location: Middleton City Council Chambers-City Hall
1103 West Main Street, Middleton, ID

November 9, 2021

Time: 6:00pm

1. Call to Order
Roll Call
2. Approval of Agenda
3. Consent Agenda (Action Item)
 - A. Approval of Minutes from the October 5, 2021 and October 29, 2021 board meetings.
4. Treasurer's Report (Marie Knapp)
5. Director's Report (Lori Clark)
6. Annual Discussion and Vote on the Internet Policy (Action Item)
7. Discussion and Action (May be a Vote or the creation of a Committee) on the Policy Manual (Action Item)
8. Public Comments
9. Executive Session personnel (Idaho Law 74-206-a: To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.)
10. Action on the Search for New Director (Action Item)
11. Other Items from Executive Session (Action Item)
12. Board Member Comments
13. Adjournment

MIDDLETON PUBLIC LIBRARY BOARD MEETING MINUTES

Special Meeting - October 5, 2021 6:00 pm @ Middleton City Hall Council Chambers

1. 6:02 pm called to order by Don Watt

Attendance: Don Watt, Mark Christiansen, Marie Knapp, Jeff Miller, Wade Wroten, Lori Clark (Director)

2. Motion - Approve agenda

Motioned by Mark Christiansen to approve agenda

Seconded by Jeff Miller

Motion passed unanimously

3. Introduction of new board member Wade Wroten was given by Don Watt

4. (Action Item) - Motion - Consent agenda

Motioned by Marie Knapp to approve minutes from September 10th, 2021, September 23, 2021 meeting minutes

Seconded by Wade Wroten

Motion passed unanimously

5. Motion - To receive Treasurers report as presented

Motion by Mark Christiansen to approve treasurers report as given by Marie Knapp

Seconded by Jeff Miller

Motion passed unanimously

6. Motion - To receive Directors report as presented

Motioned by Mark Christiansen to approve directors report as given by Lori Clark

Seconded by Marie Knapp

Motion passed unanimously

7. Public Comments

Sarah Post

8. Board Comments given by Don Watt

9. Motion - 7:05 pm - To go into Executive Session (Idaho Law 74-206a); To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.

Motioned by Jeff Miller to go into Executive Session

Seconded by Marie Knapp

Roll call vote; Don Watt-yes, Mark Christiansen-yes, Jeff Miller-yes, Wade Wroten-yes, Marie Knapp-yes

Motion passed unanimously

Motion - 7:43 pm to exit Executive Session

Motioned by Don Watt to exit Executive Session

Seconded by Mark Christiansen

Motion passed unanimously

10. Board Comments from Executive Session given by Don Watt

Moving forward with interview process. Don Watt has been given board approval to contact interviewees to set up interview times

11. (Action Item) - Motion to cancel regularly scheduled meeting on October 12, 2021

Motioned by Don Watt to cancel October 12, 2021 regularly scheduled meeting

Seconded by Mark Christiansen

Motion passed unanimously

12. (Action Item) - Motion to Set Special Meeting dates

Motioned by Don Watt to add October 18, 2021 as a special meeting, time to be determined

Seconded by Marie Knapp

Motion passed unanimously

Motioned by Don Watt to add October 29, 2021 @ 9:00 am Special Meeting that included a Executive Session, personnel interview of candidates, review of the law and best practices

Seconded by Marie Knapp

Motion passed unanimously

13. Motion to adjourn

Motioned by Wade Wroten to adjourn meeting

Seconded by Mark Christiansen

Motion passed unanimously

Adjourned @ 7:52 pm

MIDDLETON PUBLIC LIBRARY SPECIAL MEETING MINUTES
Special Meeting - October 29, 2021 9:00 am @ Middleton City Hall Council Chambers

1. **Call to order** by Don Watt at 9:03 am

2. **Roll call**

Attendance: Don Watt, Mark Christiansen, Marie Knapp, Jeff Miller, Lori Clark (Director)

3. **Introduction** of guests made by Don Watt

4. **Motion:** 9:06 am To go into Executive Session - (Idaho Law 74-206-a; To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.)

Motioned by Jeff Miller to enter into Executive Session,

Seconded by Mark Christiansen

Roll call vote; Don Watt-yes, Marie Knapp-yes, Mark Christiansen-yes, Jeff Miller-yes

Board member Wade Wroten arrived at 9:24 am

Motion: 11:39 am - To exit Executive Session

Motioned by Mark Christiansen, **Seconded by** Marie Knapp

Motion passed

5. **Recommendations** from Executive Session given by Don Watt

Interview took place, continuing the process at the November 9, 2021 meeting

6. **Discussion** of Policy Manual

Mark Christiansen gave presentation on establishing policy, strategic plan, financials

Discussion and action item on policy manual and internet policy to be added to November 9, 2021 agenda

7. **Adjournment; Motioned by** Marie Knapp, **Seconded by** Wade Wroten

Motion passed, adjourned at 1:07 pm

Director's Report

October 2021

| | <u>Aug</u> | <u>Sept</u> | <u>Oct</u> |
|---|------------|-------------|------------|
| Physical Checkouts *see past years comparison at end of report | 5835 | 4523 | 4194 |
| Overdrive | 469 | 578 | 468 |
| Axis 360 | 9 | 2 | 2 |
| New Physical Items Added | 66 | 155 | 178 |
| Physical Items Weeded | | 198 | 283 |
| ILL Fulfilled | 33 | 28 | 27 |
| Computer Sessions | 95 | 80 | 88 |
| Boots Thru Door | 2212 | 1745 | 1804 |
| | | | |
| Non-Resident Cards Issued | 10 | 2 | 8 |
| Square Revenue – Non-Resident Family Cards New & Renew | | 300 | 330 |
| Square Revenue – Non-Resident Senior Cards New & Renew | | 60 | 75 |
| New Resident Cards Issued | 27 | 21 | 12 |

*based on digital door scan reading

September Programs & Outreach

- **Storytime-** Every Tuesday @10:30am and Wednesdays @ 2:00 pm, back of the library.

Attended: Children- 105 , Adults- 70

- **Local Author Night – 5 adults attended**

Upcoming Programs

- **Storytime-** Every Tuesday @10:30am and Wednesdays @ 2:00 pm, back of the library.

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

| | | | | | | | | | | | |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 18-Nov | 18-Dec | 19-Jan | 19-Feb | 19-Mar | 19-Apr | 19-May | 19-Jun | 19-Jul | 19-Aug | 19-Sep | 19-Oct |
| 4827 | 4545 | 5133 | 5062 | 5369 | 5543 | 5877 | 8954 | 8821 | 5573 | 4300 | 4122 |
| 19-Nov | 19-Dec | 20-Jan | 20-Feb | 20-Mar | 20-Apr | 20-May | 20-Jun | 20-Jul | 20-Aug | 20-Sep | 20-Oct |
| 3879 | 3976 | 4539 | 4689 | 2776 | 177 | 626 | 5136 | 6658 | 5402 | 5085 | 4609 |
| 20-Nov | 20-Dec | 21-Jan | 21-Feb | 21-Mar | 21-Apr | 21-May | 21-Jun | 21-Jul | 21-Aug | 21-Sep | 21-Oct |
| 4557 | 4117 | 3298 | 4160 | 4890 | 4784 | 4265 | 7882 | 7107 | 5835 | 4523 | 4194 |