

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

Also available via Zoom

Meeting ID: 838 3718 2189

Passcode: 532985

April 13, 2021

Time: 5:30pm

I. Call to Order
Roll Call

II. Approval of Agenda

III. Consent Agenda (Action Item)
A. Approval of Minutes from the Previous Meeting

IV. Treasurer's Report

V. Director's Report

VI. Open Meeting Law Board Training

VII. Partnership w/ Dept. of Labor-Action and Discussion

VIII. Library District-Discussion and Action
-Public Comments

IX. Director Evaluation Criteria-Discussion and Action

X. Overdue Book Policy- Discussion and Action

XI. Hours of Operation- Discussion and Action

XII. Lifting Access Restrictions-Discussion and Action

XIII. Signage- Discussion and Action

XIV. Access of Information to Individual Board Members- Discussion and Action

XV. Prior Approval of Board Before Any Program-Discussion and Action

XVI. Book Boxes-Discussion and Action

XVII. Public Comments

XVIII. Adjournment

**Middleton Public
Library board Meeting Minutes
March 9, 2021, 5:30 pm @ Middleton Trolley Station**

5:30 p.m.-Called to order by Kassie Knapp

Attendance: Kassie Knapp, Jim Taylor, Don Watt, Marie Knapp, Mark Christiansen, Jennifer Barr (Director), Carrie Huggins (City Council Liaison)

Motion and Action: To approve agenda

Motioned by Jim Taylor, **Seconded by** Marie Knapp

Motion passed unanimously

Motion and Action: To approve minutes from February 9, 2021 meeting.

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

Motion passed unanimously

Motion and Action: To receive the Treasurer's Report.

Motioned by Jim Taylor, **Seconded by** Marie Knapp

Motion passed unanimously

Motion and Action: To receive the Director's Report (**see attached**)

Motioned by Jim Taylor, **Seconded by** Marie Knapp

Motion passed unanimously

Facilities Discussion

Jennifer Barr presented information the library facilities including FY 2019 library statistics from the ICFL (see appendix A.) For full discussion see meeting recording beginning at 11:52 available at <https://www.youtube.com/watch?v=SBMYrDeCDGk> or on the MPL website.

Public Comments For full comments see meeting recording beginning at 33:30 available at

<https://www.youtube.com/watch?v=SBMYrDeCDGk> or on the MPL website.

6:45 p.m.-Motion and Action: Enter into **Executive Session** pursuant to Idaho Code 74-206 (1)

(b)

Motioned by Jim Taylor, **Seconded by** Marie Knapp

Vote: Motion carried by unanimous roll call vote (summary: Yes=5)

Yes: Jim Taylor, Kassie Knapp, Marie Knapp, Don Watt, Mark Christiansen

7:34 p.m.- Adjourn Executive Session. Motioned by Jim Taylor, **Seconded by** Marie Knapp

Motion and Action: Don Watts moved to authorize Jim Taylor to write a letter to Mayor Rule regarding the personnel incident under review and authorize Kassie Knapp and Jim Taylor to deliver the letter to the mayor's office for further review.

Seconded by: Marie Knapp

Motion passed unanimously

Election of Officers

Motion and Action: Don Watt moved to accept the slate of officers as listed. **Seconded by:** Jim Taylor

Officers

Chair-Jim Taylor

Vice Chair-Kassie Knapp

Public Relations/Secretary-Mark Christiansen

Treasure-Marie Knapp

Asst. Treasurer-Don Watt

7:50 p.m.-Motion and Action: To adjourn the meeting.

Motioned by Jim Taylor, **Seconded by** Marie Knapp

Director's Report

March 9, 2021

Middleton Public Library Stats

February

	<u>December</u>	<u>January</u>	<u>February</u>
Physical Checkouts			
*see past years comparison at end of report	4117	3298	4160
Overdrive	470	556	518
Axis 360	25	39	22
New Items Added	172	136	162
Computer Sessions	50	59	60
Boots Thru Door	2980*	2715*	2225.2*
Average per day	142	143	111
Non-Resident Cards	4	11	16
Revenue From	\$125	\$340	\$500
New Resident Cards Issued	13	15	17

_*based on digital door scan reading

February Programs & Outreach

Storytime-Cancelled due to Covid-19 restrictions- Story Time will resume March 16th, in the park.

Kit-Tivities February-(Monthly themed make and take kits) – 226 distributed

Challenge a Librarian, Kit Contest- 0 entries

Partnership Programs

"Gardening 101" with University of Idaho (virtual) 6 adults attended

-75 Seed packets were distributed via the library

Outreach @ Riddleys-Every other Thursday, to promote the library and hand out free books.

Visited with 64 adults and 24 children. Handed books that were purchased or donated in previous fiscal years, and gave information on Libby and other library activities.

Grants

Awarded

Summer STEM from your Library, ICFL and STEM Action Center- 2021-**\$500**

Summer Intern Grant, ICFL-**\$1000**

Grants Considering or in Application Process

Project Neighborly-Idaho, Idaho Community Foundation-up to **\$5000**

"Grants will be awarded to fuel inspiring, actionable, relevant projects that develop a sense of community."

Libraries Transforming Communities, American Library Association-**\$3000**

"*Libraries Transforming Communities (LTC): Focus on Small and Rural Libraries* is an initiative of the American Library Association (ALA) that seeks to provide community engagement resources and opportunities specific to the needs of library workers serving small and rural communities."

Forever Idaho, Idaho Community Foundation- up to **\$25,000**-Hoping to use for capitol improvements

Library Total Physical Item Checkouts by Month-Last to Current Year Comparison

18-Oct	18-Nov	18-Dec	19-Jan	19-Feb	19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep
5384	4827	4545	5133	5062	5369	5543	5877	8954	8821	5573	4300
19-Oct	19-Nov	19-Dec	20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug	20-Sep
4122	3879	3976	4539	4689	2776	177	626	5136	6658	5402	5085
20-Oct	20-Nov	20-Dec	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep
4609	4557	4117	3298	4160							

Appendix A

**2019 Idaho Library Statistics-Idaho Commission
for Libraries-Condensed and Sorted**

Library Name	City	Total Population Served	Total Square Footage at All Locations	Total Registered Users	Print Materials in Collection	Total Library Visits
Clarkia District	CLARKIA	87	900	59	8,401	870
Prairie District	PRAIRIE	120	160	0	2,930	75
Elk River District	ELK RIVER	145	1,300	160	8,000	5,000
Ola District	OLA	198	1,050	124	9,400	1,159
Stanley District	STANLEY	247	2,050	496	5,794	5,357
Salmon River Public	RIGGINS	419	1,800	512	11,665	8,842
Lewisville Public	LEWISVILLE	516	473	132	7,353	1,775
Rockland School/Community	ROCKLAND	594	1,500	412	17,234	10,652
Pierce District	PIERCE	598	1,600	395	11,423	4,855
Roberts Public	ROBERTS	626	3,277	882	11,357	1,664
Notus Public	NOTUS	631	768	626	9,480	2,425
Ririe Public	RIRIE	674	900	631	10,490	3,570
Mullan Public	MULLAN	687	1,735	434	12,627	2,912
Bruneau Valley District	BRUNEAU	693	1,800	552	9,250	616
Midvale District	MIDVALE	736	1,800	359	12,822	4,390
Wallace Public	WALLACE	776	2,052	612	13,861	7,638
Clark County District	DUBOIS	852	1,088	114	6,553	513
Hagerman Public	HAGERMAN	884	2,100	683	8,086	5,370
Cambridge District	CAMBRIDGE	960	4,000	650	15,068	6,708
Priest Lake District	PRIEST LAKE	978	2,543	1,045	8,864	16,432
Cascade Public	CASCADE	1,000	2,226	535	11,359	6,927
Richfield District	RICHFIELD	1,037	2,160	248	14,470	2,383
Challis Public	CHALLIS	1,088	2,040	624	16,811	6,379
Camas County District	FAIRFIELD	1,127	3,800	818	13,219	3,445
Mackay District	MACKAY	1,200	3,744	676	10,638	2,860

Glenns Ferry Public	GLENNS FERRY	1,295	2,688	264	10,399	4,942
Little Wood River District	CAREY	1,361	2,016	346	9,610	1,000
Meadows Valley District	NEW MEADOWS	1,503	3,000	1,174	12,186	14,116
Armoral Tuttle Public	NEW PLYMOUTH	1,519	700	399	7,016	5,953
Osburn Public	OSBURN	1,549	1,500	810	5,983	6,136
Plummer Public	PLUMMER	1,756	5,420	1,513	18,035	8,294
Horseshoe Bend District	HORSESHOE BEND	1,831	2,160	957	12,340	8,382
Oakley District	OAKLEY	1,855	1,310	800	15,060	3,012
Eastern Owyhee County District	GRAND VIEW	1,913	3,400	1,094	21,030	10,865
Garden Valley District	GARDEN VALLEY	1,948	6,998	1,614	18,798	24,855
Grace District	GRACE	1,987	2,208	802	23,198	8,367
Shoshone Public	SHOSHONE	2,005	2,480	1,111	19,483	5,743
Council Valley District	COUNCIL	2,038	2,810	1,805	-1	10,309
Patricia Romanko Public	PARMA	2,132	2,470	1,070	22,723	8,277
Kellogg Public	KELLOGG	2,157	3,422	1,635	14,359	9,000
Donnelly Public Library District	DONNELLY	2,186	1,024	1,137	13,083	8,397
Bellevue Public	BELLEVUE	2,428	1,962	2,523	18,068	4,089
Hansen District	HANSEN	2,477	2,876	2,038	13,672	6,612
Lost Rivers District	ARCO	2,611	3,850	2,335	50,380	18,276
Homedale Public	HOMEDALE	2,675	1,160	2,205	11,806	8,614
Sherburn Smith Memorial	WENDELL	2,715	1,341	1,144	22,804	10,091
Filer Public	FILER	2,851	3,400	582	16,800	7,135
Soda Springs Public	SODA SPRINGS	3,032	3,500	2,788	28,263	29,000
Grangeville Centennial	GRANGEVILLE	3,200	2,848	1,659	14,590	21,706
St. Maries Public	ST MARIES	3,463	2,530	1,817	17,359	24,000
McCall Public	MCCALL	3,470	4,880	5,771	34,183	29,613
Gooding Public	GOODING	3,473	3,700	3,142	30,987	27,985
Boise Basin District	IDAHO CITY	3,628	6,512	1,916	25,588	11,563
Kimberly Public	KIMBERLY	3,962	2,699	2,579	16,744	9,811
Aberdeen District	ABERDEEN	4,016	3,180	1,920	18,673	19,069
Wilder District	WILDER	4,081	5,000	2,924	18,142	5,860
Rigby Public	RIGBY	4,193	1,000	3,670	31,076	26,329
Buhl Public	BUHL	4,407	4,950	1,675	29,608	23,382
Oneida County District	MALAD	4,488	5,055	3,014	30,301	53,300
Weiser Public	WEISER	5,381	4,000	4,617	36,650	23,000
Benewah District	COEUR D'ALENE	5,754	3,320	1,305	14,534	8,372
DeMary Memorial	RUPERT	5,769	4,307	2,394	19,728	34,418
Sugar Salem School/Community	SUGAR CITY	5,983	14,497	5,074	28,502	63,895
Bear Lake County District	MONTPELIER	6,050	9,544	4,914	54,213	20,766
Lizard Butte District	MARSING	6,107	2,600	2,472	16,929	10,441
Jefferson County District	MENAN	6,373	4,722	2,311	49,233	16,683

Emmett Public	EMMETT	6,903	10,144	6,316	60,169	60,743
American Falls District	AMERICAN FALLS	7,178	12,250	3,860	48,159	70,562
South Bannock District	DOWNEY	7,437	6,512	4,232	61,797	23,895
Payette Public	PAYETTE	7,527	16,142	3,168	42,889	48,882
Lemhi County District	SALMON	7,961	13,950	6,276	36,554	62,289
Middleton Public	MIDDLETON	8,009	3,618	4,336	20,137	45,654
Clearwater District	WEIPPE	8,153	9,200	3,022	42,576	67,420
Snake River School/Community	BLACKFOOT	8,261	5,650	7,874	24,614	99,943
Hailey Public	HAILEY	8,501	8,000	5,492	30,445	91,697
West Bonner District	PRIEST RIVER	8,560	5,398	3,244	21,625	35,563
Burley Public	BURLEY	10,525	6,856	7,695	34,572	105,896
Valley of the Tetons District	VICTOR	11,640	9,404	8,726	35,349	42,000
Jerome Public	JEROME	11,807	11,288	6,517	37,548	75,000
Garden City Public	GARDEN CITY	11,911	12,328	7,791	32,655	174,148
Boundary County District	BONNERS FERRY	11,948	8,000	6,352	37,222	69,096
North Bingham County District	SHELLEY	13,055	7,600	7,320	67,080	75,000
Fremont County District	ASHTON	13,168	11,565	5,807	41,372	40,181
Larsen-Sant Public	PRESTON	13,726	8,750	6,626	46,594	89,700
Mountain Home Public	MOUNTAIN HOME	14,451	16,000	11,374	31,698	92,503
Blackfoot Public	BLACKFOOT	14,999	10,005	11,559	45,146	189,267
Prairie-River District	LAPWAI	17,650	18,036	4,103	55,398	64,703
Portneuf District	CHUBBUCK	24,031	12,000	17,337	38,128	102,768
Eagle Public	EAGLE	28,363	16,681	13,480	71,659	236,314
Kuna District	KUNA	32,733	12,500	7,471	55,579	190,000
Lewiston Public	LEWISTON	32,817	35,000	21,082	42,664	89,747
East Bonner County District	SANDPOINT	37,431	42,645	15,640	141,364	271,347
Madison District	REXBURG	39,134	25,997	35,940	97,525	158,413
Latah County District	MOSCOW	40,134	20,768	15,969	101,167	134,380
Twin Falls Public	TWIN FALLS	49,764	40,997	31,904	197,867	226,784
Coeur d'Alene Public	COEUR D'ALENE	51,303	43,300	39,985	84,857	248,583
Marshall Public	POCATELLO	56,266	32,680	59,674	148,080	344,952
Caldwell Public	CALDWELL	56,541	16,600	27,348	67,638	244,268
Ada County District	BOISE	58,006	40,793	31,467	121,585	337,945
Idaho Falls Public	IDAHO FALLS	74,162	61,499	35,876	304,155	451,725
Nampa Public	NAMPA	105,158	62,000	58,108	118,594	307,446
Meridian District	MERIDIAN	118,240	37,305	59,901	134,619	471,760
Community Library Network	POST FALLS	119,851	60,227	69,461	202,602	552,990
Boise Public	BOISE	228,790	131,374	123,087	297,232	1,533,118

**Middleton Public
Library board Special Meeting Minutes
April 1, 2021, 5:15 pm @ Middleton Public Library**

5:15 p.m.-Called to order by Jim Taylor

Attendance: Kassie Knapp, Jim Taylor, Don Watt, Marie Knapp, Mark Christiansen, Jennifer Barr (Director)

Motion and Action: To approve agenda

Motioned by Marie Knapp, **Seconded by** Don Watt

Motion passed unanimously

Motion and Action: To approve minutes from March 29, 2021 special meeting.

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

Motion passed unanimously

Action Item-Director Evaluation

Marie Knapp motioned to extend the director's probationary period until September 30th, 2021 and the board to do an evaluation of the director on or before that date. **Seconded by Mark Christiansen**

Vote: Roll Call

Kassie Knapp-No, Don Watt-yes, Jim Taylor-yes, Marie Knapp-yes, Mark Christiansen-yes

5:20 p.m.-Motion and Action: To adjourn the meeting.

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



Middleton Public Library

IDAHO
DEPT. OF LABOR

This Idaho Department of Labor mobile location is available for appointments only, beginning in April 2021.

Meet with Department of Labor staff for job seeker services.

Call or email for an appointment at
(208) 364-7781 ext 3044 or Emmett@labor.idaho.gov

Local offices and mobile locations do not process or resolve unemployment insurance claims. File for unemployment insurance online at labor.idaho.gov/ClaimantPortal or get help with your application by calling (208) 332-8942.

Job Seeker Services

- Talk to a career planner
- Search our job listings using IdahoWorks
- Learn about in-demand careers in your area
- Get application, resume and interview assistance
- File for unemployment insurance benefits
- File a wage claim

Employment & Training Services

- Adult / youth education and training programs*
- Trade Act Assistance*
- Veterans services
- Farmworker services

**Income and eligibility requirements apply.*

To protect you and our staff:

- Face masks are required. We can provide one if needed.
- We ask employees and customers maintain at least six-foot physical distancing.

Idaho Department of Labor

labor.idaho.gov



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The Idaho Department of Labor is an equal opportunity employer and service provider. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service.

031621-D2

**Memorandum of Understanding
Middleton Public Library**

Middleton Public Library ("Community Outreach Affiliate" or "COA") has agreed to allow the Idaho Department of Labor ("IDOL"), an agency of the State of Idaho, to use office space as defined below, without monetary or other consideration, to assist IDOL with its outreach programs to the community.

1. COA, by providing such Space, will assist IDOL in providing an access point to job services and other IDOL programs to supplement and enhance access by job seekers and employers to those services and programs.
2. IDOL's use of such Space will be at the pleasure of COA, with the understanding that if COA desires to no longer allow IDOL to use such Space, it will use its best efforts to give reasonable advance notice to IDOL.
3. Examples of services that IDOL may provide through use of COA's Space include: assistance with resume writing and job applications, assistance with unemployment insurance benefits applications, conducting mock interviews, creating and maintaining connections to community resources, and providing other Workforce Innovation and Opportunity Act ("WIOA") program services. In addition, IDOL will continue to serve community businesses with listing job postings, collecting applications, making connections to resources, and assisting with recruitment.
4. The Space that Community Outreach Affiliate hereby allows IDOL to use for these purposes is defined as follows:

Name or entity:
Middleton Public Library
Physical address of Space:
307 Cornell Street, Middleton, ID 83644
Description of room or other areas that IDOL may use:
The northern section on the carpeted area near the patio door.
5. The parties expect that the general periods of use of the Space by IDOL will be:

The first and fourth Thursday of each month from 9:30am until 4:30pm.
6. IDOL may bring with it, to set up and use in the Space during these periods, necessary equipment and furnishings, including without limitation: laptop computers with built in broadband cards for internet connection, cellular telephones, mobile printers, paper shredders, and promotional and legal advisory materials (that will not be affixed to any walls without COA's prior approval).

7. COA agrees to provide IDOL, and/or allow the use of, bathroom facilities within COA's building generally available to its employees, and the following equipment and furnishings:

Chairs and tables in the northern section on the carpeted area near the patio door.

8. COA agrees that IDOL, in its promotional materials and other announcements to publicize the availability of services at the Space for the uses described herein, may use COA's name, address, and physical address and other descriptions of the location of the Space. In addition, IDOL may use the logo of the COA; provided, however, that IDOL must affix any trademark or service mark symbol to such logo as requested by COA.

9. COA understands that IDOL, in its use of the Space, must comply with:

a. Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;

b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

10. COA agrees that it will not deny access to its building or the Space to any individuals described in Sections 9 above and will comply with all applicable laws protecting such individuals from discrimination.

11. Nothing in COA's offering of the use of the Space to IDOL to assist with community outreach, or the use of such Space, or any provision herein, shall be construed as creating a joint venture, partnership, other business entity, or agency relationship between COA and IDOL, or as creating any endorsement by either party of the activities or business of the other party.

12. Neither party to this understanding assumes any responsibility for the other party for the consequences of any act or omission of such other party or any third party, including without limitation acts or omissions resulting in injury to persons or damage to property caused by the negligence on the part of the other party, its employees, its agents, or its officers. IDOL

has no responsibility and/or liability for any actions of COA's employees, agents, and/or assignees.

Middleton Public Library

Dated: _____

By: _____

Title: _____

Kellye Sharp _____
Idaho Department of Labor

Dated: _____

IDOL Area Manager