

MINUTES

Middleton Public Library Board of Trustees Meeting

Location: Middleton City Council Chambers-City Hall

1103 West Main Street, Middleton, ID

January 10, 2023

Time: 6:00 pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation

- Call to Order by Chairman Jeff Miller at 6:09 p.m..
- Roll call
 - Jeff Miller (present)
 - Logan Green (present)
 - Marcy Shumway (present)
 - Wade Wroten (absent)
 - Lori Clark (present)
 - Marie Knapp (present)
- Pledge of Allegiance
- Invocation by Logan Green

2. Approval of Agenda (Action Item)

- Motion to approve by Logan Green, seconded by Marie Knapp, approval unanimous.

3. Approval of Consent Agenda - items of routine administrative business (Action Item)

- Minutes of December 13, 2022 board meeting presented. Motion to approve by Marie Knapp, seconded by Marcy Shumway, approval unanimous.

4. Elections for Board Positions (Action Item)

- Chairman - Jeff Miller
 - Nominated by Marie Knapp.
- Vice Chairman - Logan Green
 - Nominated by Marie Knapp.
- Treasurer - Marie Knapp
 - Nominated by Logan Green.
- A motion was made by Logan Green to accept the officers as nominated and it was seconded by Marie Knapp, approval unanimous.

5. Treasurer's Report (Marie Knapp)

- Treasurer's report presented by Marie Knapp. Explanation of over-budget items explained. Motion to approve by Logan Green, seconded by Marcy Shumway, approved unanimously.

6. Director's Report (Lori Clark)

- Lori Clark presented her report. She said checkouts were done in December and they have done a lot of weeding. Some upcoming events planned are:
 - 3 classes of "Planning Your Garden Class" in February.
 - 4-H Art Class
 - Local Author night on January 31st
 - Winter Reading Bingo 1/17 to 3/17
- Motion to approve by Marie Knapp, seconded by Logan Green, approved unanimously.

7. Records Retention Policy (Discussion)(Action Item)

- Marie Knapp has the records retention policy for the city from the city attorney. It has everything covered regarding records retention. She explained that emails are to be kept for 2 years. Lori will reformat the written policy so NO ACTION to be taken today.
- Lori Clark received an email from Clay (Ritter) regarding the format for retained documents wherein he explained that format can be either digital or hard copy.

8. Proton Mail (email of the board) Jeff Miller (Discussion)(Action Item)

- Decision on deleting the Proton email account and its contents is tabled until the records retention policy is finalized.

9. Public Comments

- None

10. Board Member Comments

- Lori Clark read, for the Board, the email she received from Wade wherein he resigned his position on the Board.

11. Adjournment

Motion to adjourn by Marie Knapp, seconded by Logan Green, unanimous approval.
Adjourned by Jeff at 6:31 p.m..

The next scheduled Library Board meeting is February 14, 2023 at 6:00 p.m.