

MINUTES

Middleton Public Library Board Meeting

Location: Middleton City Council Chambers-City Hall
1103 West Main Street, Middleton, ID

February 11, 2025

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
 - Call to order by Trent Saxton at 6:02 pm
 - Roll Call
 - Trent Saxton (present)
 - Jeff Miller (present)
 - Logan Green (absent)
 - Marcy Shumway (present)
 - David Luiz (present)
 - Lori Clark (present)
 - Pledge of Allegiance
 - Invocation led by David Luiz
2. Approval of Agenda (Action Item)
 - Motion to approve Agenda made by Jeff Miller, seconded by Marcy Shumway, approval unanimous.
3. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from January 14, 2025 Board Meeting
 - Motion to approve minutes made by Jeff Miller, seconded by David Luiz, approval unanimous.
4. Treasurer's Report (David Luiz)
 - David presented his report—we are using the worksheets directly from the city so the format looks different. We are through 25% of the fiscal year and are only at 18% for total expenditures.
 - Trent had questions about a couple of line items that were high and Lori explained it is because we pay them in advance. She also explained that we can go over on individual lines but we cannot go over the total expenditure line.
 - Motion to approve the Treasurer's Report made by Jeff Miller, seconded by Marcy Shumway, approval unanimous.
5. Director's Report (Lori Clark)
 - Lori presented her report. Physical checkouts were up in January. We are currently running a Winter Reading Bingo program for all ages. We are doing our yearly weeding of the collection so the number of weeded items is higher than normal. We had 41 new residents cards issued in January, our highest number ever. Our new Adult Book Club meeting had 10 people attend.
 - Motion to approve the Director's Report made by David Luiz, seconded by Marcy Shumway, approval unanimous.
6. Review/Update Trustee Bylaws (Action Item) (Jeff Miller)
 - Jeff proposed updating the Bylaws Article 4, Section 1 to state: Except by unanimous vote of the Board, no officer can serve more than two consecutive terms.

7. Discuss Review of Policy Manual (Lori Clark)

- Board will have a special meeting at 5pm to go over the manual before the next Library Board meeting on 3/11/25.

8. Public Comments

- Mark Christiansen asked about financial donations to the Library. Lori responded that we have received \$450 so far this year and next month we will be getting \$2000 from Mayor Hutchison to purchase new chairs for the Library. Discussion on how to get more donations—Marcy suggested creating a QR code that we can have in the library and on the website. Marcy and Lori will work on this. Mark then asked about the Policy Manual and if it is a useful tool, Lori responded it absolutely is.

9. Board Member Comments

- David asked about the Bylaws, Article 5, Section 6 (gifts & trusts), how do we handle large donations? Right now if we received a large donation, the funds would go into the general fund (savings account). We need to speak with the lawyer about setting up a vehicle for large donations.
- Jeff spoke with Mayor Hutchison and presented our realignment of board appointments. She will talk to the attorney about it.
- Trent informed the Board that when his term is up in September 2025 he will be stepping down from the Library Board.

Adjourn:

- Motion to adjourn made by David Luiz, seconded by Jeff Miller, approval unanimous. Meeting adjourned at 6:59pm.