

# MINUTES

## Middleton Public Library Board Meeting

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

**February 14, 2022**

**Time: 6:00pm**

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1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
  - Call to Order by Chairman Jeff Miller 6:01pm
  - Roll Call
    - Jeff Miller (present)
    - Logan Green (present)
    - Marcy Shumway (present)
    - Marie Knapp (present)
    - Lori Clark (present)
  - Pledge of Allegiance
  - Invocation by Jeff Miller
  
2. Approval of Agenda (Action Item)
  - Motion to approve by Marie Knapp, seconded by Marcy Shumway, approval unanimous.
  
3. Consent Agenda – items of routine administrative business (Action Item)
  - A. Approval of Minutes from the January 10, 2023 Board Meeting
    - Marie Knapp presented documentation from the Board Manual that possibly confirms that the board was not in violation at the January board meeting. Jeff Miller is going to follow up with Clay Ritter at IFCL and possibly the City Attorney if needed to clarify.
    - Motion to table by Logan Green, seconded by Marie Knapp approval unanimous.
  
4. Treasurer's Report (Marie Knapp)
  - Treasurer's report presented by Marie Knapp. Jeff Miller had a question about where it says Requests on the Amazon voucher. Lori clarified that those are the books that patrons request in person and on the library website. Jeff also asked what Librarica is. Lori explained that it is the software the library uses on the public computers to charge for printing and limit time spent on the computers.
  - Motion to approve by Logan Green, seconded by Marcy Shumway approval unanimous.
  
5. Director's Report (Lori Clark)
  - Lori Clark presented her report. The Gardening classes on Saturday have increased the number of patrons coming in on Saturdays. The first Literature in the Garden class on Tuesday, 2/ 7 was a great success. Classes will run every 1st Tuesday of the month (except 7/4). There was an increase in circulations and boots through the door from December 2022 to January 2023 and from January 2022 to January 2023. Lori explained how the Winter Reading Bingo program works.
  - Motion to approve by Marie Knapp, seconded by Logan Green approval unanimous.
  
6. Marcy Shumway's Library Board Term Expired Jan 2, 2023. City Council approved Mayor

Rule's re-appointment of Marcy on February 1, 2023 – Jeff Miller (Discussion) (Action Item)

- Mary Shumway has been re-appointed through 2028.

7. Consider having Clay Ritter give a workshop on Library Board Trustee Roles and Responsibilities – Jeff Miller (Action Item)

- Jeff Miller will contact Clay to set up the workshop

8. Consider giving Library Director Lori Clark a Performance Appraisal – Jeff Miller (Discussion) (Action Item)

- Jeff would like the board to give Lori a Performance Appraisal.
- Lori will check the policy manual to see if there is information about evaluations, if not the Board would like it added.

9. Possible Capital Project Grant from ICFL – up to \$500k to increase library infrastructure – Lori Clark (Discussion)

- Lori presented information on a possible grant for the library to increase infrastructure. Ideas are adding an addition on to the back of the library or purchasing a portable to increase our space for programs.
- Lori and Jeff are going to meet with the city to discuss future plans for the library and the land surrounding it.

10. Update on Library Team – Lori Clark

- Lori discussed the rolls of all the library staff. Jenny does story time, creates special displays and is our lead for Summer Reading and Winter Bingo. Bekki applies for grants, was just awarded \$1000 to purchase more Large Print books, she coordinates the volunteers and interns, catalogs all new books, creates the work schedule for the staff and has completed leadership training. Lindsey handles Inter-Library Loans, is our main front desk person and video game consultant, she recently received a compliment from a patron on how helpful she is when he is using the computers. Linda is in charge of marketing, website postings/maintenance and is working on a Newsletter for the library. Rya is our page, she helps process new books, works on special projects and helps with closing the library at night. We have the best team; everyone is always willing to cover for each other and help out when needed.

11. Public Comments

- David Luiz commented that Lori is doing an amazing job with programs, he recently attended the Local Author night and it was great.
- He would like the library to show caution when applying for grants and making affiliations because certain groups are trying to promote unsavory agendas.

12. Board Member Comments - none

13. Adjournment

- Motion to adjourn by Marie Knapp, seconded by Logan Green, approval unanimous.
- Meeting adjourned at 6:53pm

The next scheduled Library Board meeting is March 14, 2023 at 6:00pm.