

AGENDA

Middleton Public Library Board Meeting

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

March 14, 2023

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
 - Call to Order by Logan Green at 6:02pm
 - Roll Call
 - Jeff Miller (absent)
 - Logan Green (present)
 - Marcy Shumway (present)
 - Marie Knapp (present)
 - Lori Clark (present)
 - Pledge of Allegiance
 - Invocation led by Marcy Shumway
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 Corrected Minutes from January 10, 2023 Board Meeting
 - B. Approval of Minutes from the February 14, 2023 Board Meeting
 - C. Approval of Minutes from the February 24, 2023 Special Board Meeting
 - Motion to approve by Marie Knapp, seconded by Marcy Shumway, approval unanimous
4. Treasurer's Report (Marie Knapp)
 - Marie reported that the financials are good, we have received a portion of this year's tax money
 - Motion to approve by Marcy Shumway, seconded by Logan Green, approval unanimous
5. Director's Report (Lori Clark)
 - Lori presented her report, she pointed out that the number of patrons through the door on Saturdays is around 50 but when we have a program on Saturday it increases to 100 or more. Storytime numbers have also increased and we are considering adding an additional storytime. Lori also pointed out that we issued 29 new resident cards in February.
 - Motion to approve by Marcy Shumway, seconded by Marie Knapp, approval unanimous
6. Consider Approving Records Retention Policy – formatted for Policy Manual (Action Item)
 - Lori presented the formatted Records Retention Policy for the Board to review
 - Motion to approve by Marie Knapp, seconded by Marcy Shumway, approval unanimous
7. Consider Waiving Non-Resident Fee for Teachers in the Middleton School District –Lori (Discussion) (Action Item)
 - Lori informed the Board that in the past the library did issue free library cards

for Middleton School District teachers but we haven't done it the past few years. She presented research that she conducted about other libraries' policies, some do not give free cards to teachers and others have scholarships, provided by the Friends of the Library, for teachers to get a library card.

- The Board discussed waiving the fee or providing scholarships. Lori informed them that we can keep statistics to check if the policy is viable or not.
- Marie Knapp made a motion to approve waiving the non-resident fee for teachers in the Middleton School District, Marcy Shumway seconded, approval unanimous

8. Consider Waiving Non-Resident Fee for Volunteer – Lori (Action Item)

- Lori asked the board to waive the non-resident fee for Cathy Harris, who is volunteering her time teaching the Literature in the Garden classes
- Motion to approve waving the non-resident fee for Cathy Harris by Marcy Shumway, seconded by Marie Knapp, approval unanimous

9. Public Comments

- None

10. Board Member Comments

- Logan asked if the Letter of Intent for Facilities & Capital Improvement Grant was submitted. Lori confirmed that it has been submitted.

11. Adjournment

- Motion to adjourn by Marie Knapp, seconded by Marcy Shumway, approval unanimous
- Meeting adjourned at 6:24pm

The next scheduled Library Board meeting is April 11, 2023 at 6:00pm.