

# MINUTES

## Middleton Public Library Board Meeting

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

April 8, 2025

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
  - Call to order by Marcy Shumway at 6:07 pm
  - Roll Call
    - Trent Saxton (absent)
    - Jeff Miller (present)
    - Logan Green (present)
    - Marcy Shumway (present)
    - David Luiz (present)
    - Lori Clark (present)
  - Pledge of Allegiance
  - Invocation led by Logan Green
2. Approval of Agenda (Action Item)
  - Motion to approve Agenda made by Jeff Miller, seconded by David Luiz, approval unanimous.
3. Consent Agenda – items of routine administrative business (Action Item)
  - A. Approval of Minutes from March 11, 2025 5pm Special Board Meeting and 6pm Meeting
    - Consent Agenda amended to include minutes from March 11, 2025 at 5pm and 6pm
    - Motion to amend the 5pm minutes to reflect that Logan Green was present made by Jeff Miller, seconded by David Luiz, approval unanimous.
    - Motion to approve the amended 5pm minutes and the 6pm minutes made by Jeff Miller, seconded by David Luiz, approval unanimous.
4. Treasurer's Report (David Luiz)
  - David presented his report. Budget is looking good; expenses are at 46.6% of budget for fiscal year.
  - David asked Lori about the expense on the Library Program line. Lori responded that we had a coupon so we ordered Summer Reading prizes early to save money.
  - Motion to approve the Treasurer's Report made by Logan Green, seconded by Jeff Miller, approval unanimous.
5. Director's Report (Lori Clark)
  - Lori presented her report. Boots through the door numbers increased this month due to the school district being on Spring Break and the library having several programs. Summer Reading will kick off in June. Lindsey's last day was 3/29/25, she moved on to a full time position.
  - Motion to approve the Director's report made by David Luiz, seconded by Logan Green, approval unanimous.
6. Review/Update Policy Manual ((Action Item) Lori)
  - Board reviewed the updated Policy Manual
  - Motion to approve the amended manual with the adjustment of the date on page 22 made by Jeff Miller, seconded by Logan Green, approval unanimous.
7. Update on QR code for Library Donations (Lori)
  - Lori presented the QR code flyer to the Board.
  - Logan suggested changing the wording to "May be tax deductible, consult your tax preparer"

8. Surplus Items (Action Item) (Lori)

- Lori consulted the Board about surplus items. The Library will first ask the City if they want the surplus items, then ask other libraries, if items are not wanted they will be donated.

9. Public Comments

- None

10. Board Member Comments

- David thanked Lori for the Library hosting adult evening programs. He attended the Keeping Kids Safe Online program and learned a lot.

Adjourn:

- Motion to adjourn made by Logan Green, seconded by David Luiz, approval unanimous.
- Meeting adjourned at 6:30pm

DRAFT