

# MINUTES

## Middleton Public Library Board Meeting

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

April 11, 2023

Time: 6:00pm

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1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
  - Call to order by Jeff Miller at 6:02pm
  - Roll Call
    - Jeff Miller (present)
    - Logan Green (present)
    - Marcy Shumway (present)
    - Marie Knapp (present)
    - Lori Clark (present)
  - Pledge of Allegiance
  - Invocation led by Jeff Miller
2. Approval of Agenda (Action Item)
  - Motion to approve by Logan Green, seconded by Marie Knapp, approval unanimous
3. Consent Agenda – items of routine administrative business (Action Item)
  - A. Approval of Minutes from March 14, 2023 Board Meeting
    - Motion to correct the title of the minutes from “Agenda” to “Minutes” by Marcy Shumway, seconded by Marie Knapp, approval unanimous
    - Motion to approve the minutes by Logan Green, seconded by Marcy Shumway, approval unanimous
4. Treasurer’s Report (Marie Knapp)
  - Marie presented the Treasure’s Report-budget is in great shape
  - Motion to approve by Logan Green, seconded by Marcy Shumway, approval unanimous
5. Director’s Report (Lori Clark)
  - Lori presented her report, she pointed out that the circulation numbers increased from February to March, the number of interlibrary loans have increased leading to an increase in money spent on postage, the Saturday gardening classes have increased the number or patrons through the door on Saturdays, our Non-Resident cards had a big increase in March and a third story time has been added on Thursdays because of the large numbers attending on Tuesdays and Wednesdays.
  - Motion to approve by Logan Green, seconded by Marie Knapp, approval unanimous
6. Consider Approving Policy Manual Update to Include Annual Performance Appraisal for Library Employees and Director (Action Item)
  - Marie asked if the City has a form that Lori could use for library employee performance appraisals and Lori said that the city conducts informal appraisals and do not have a form for her to use. Lori explained how she did appraisals in September 2022, giving each employee questions for them to answer and then meeting with them to discuss the answers. Logan suggested that the employees are given a heads up about the appraisal and what the evaluation criteria will be. Marie added that having a mid-year less formal check-in is helpful.
  - Motion to approve by Jeff Miller, seconded by Logan Green, approval unanimous

7. Consider Approving Policy Manual Update to Include Waiving Non-Resident Fee for Teachers in the Middleton School District –Lori (Action Item)
  - Jeff pointed out that teachers of private schools that are in the city limits are also eligible for a free library card
  - Motion to approve by Marie Knapp, seconded by Marcy Shumway, approval unanimous
8. Update on Capital Project Grant from ICFL – (Lori Clark)
  - Lori informed the board that the ICFL did receive the funds and we have officially been invited to move forward with the grant application.
9. Consider Waiving Non-Resident Fee for Volunteer – (Lori Clark) (Action Item)
  - Lori asked the board to approve waiving the fee for Emma Garcia who volunteers every Saturday and has just moved outside of city limits
  - Motion to approve Marie Knapp, seconded by Logan Green, approval unanimous
10. Discuss Library Vandalism & Camera Installation – (Lori Clark) (Action Item)
  - Lori informed the Board about the recent vandalism, kids have thrown rocks through the fence, which now has holes, the bookdrop was also tipped over and the water bag that holds a flag in place was drained. Lori contacted the city and Billy came out to discuss installing cameras, he is working on a quote for the library.
  - Jeff suggested including a camera inside the library that views the front desk as a safety precaution. He also suggested getting a panic button.
11. Public Comments- none
12. Board Member Comments
  - Jeff mentioned that the Library Bill 314 did not pass and there was discussion on what the Board and the Library can do to make sure that funds are being spent on appropriate materials and that we are maintaining community standards. Jeff suggested this be an Agenda item for next month's meeting.
13. Adjournment
  - Motion to adjourn by Marie Knapp, seconded by Marcy Shumway, approval unanimous
  - Meeting adjourned at 6:41pm

The next scheduled Library Board meeting is May 9, 2023 at 6:00pm