

**Middleton Public
Library board Meeting Minutes
April 13, 2021, 5:30 pm @ Middleton City Hall-Council Chambers**

I. 5:32 p.m.-Called to order by Jim Taylor

Attendance: Kassie Knapp, Jim Taylor, Don Watt, Marie Knapp, Mark Christiansen, Jennifer Barr (Director)

II. Motion and Action: To approve agenda as amended (Item VI Open Meeting Law Board Training removed and Districting item and public comments moved to the end of the meeting.)

Motioned by Marie Knapp, **Seconded by** Kassie Knapp

Motion passed unanimously

III. Motion and Action: To approve minutes from Marc 9, 2021 and April 1, 2021 meetings.

Motioned by Don Watt, **Seconded by** Kassie Knapp

Motion passed unanimously

IV. Motion and Action: To receive the Treasurer's Report as presented.

Motioned by Don Watt, **Seconded by** Mark Christiansen

Motion passed unanimously

V. Motion and Action: To receive the Director's Report (**see attached**)

Motioned by Marie Knapp, **Seconded by** Mark Christiansen

Motion passed unanimously

VI. Removed

VII. Partnership w/ Dept. of Labor Don Watt moved to adopt the MOU between the Dept of Labor and Library. **Seconded by** Mark Christiansen. Motion passed unanimously

IX. Director Evaluation: Mark Christiansen is tasked with finding more information on available ways to create and distribute surveys.

X. Overdue Book Policy-There was a discussion of the current fine free policy previously adopted by the board. The board requested a report of outstanding fines before the next board meeting.

XI. Hours of Operation

There was discussion of increasing the library hours to meet the needs of the community. The hours were cut when the library's budget was cut for FY2021. Jennifer (Director) expressed concern over increasing hours because the library staff is already working at capacity.

Don Watt moved that the Board chair appoint 2 board members to meet with the Director concerning hours of operation and bring report to the next meeting. **Seconded by** Mark Christiansen. Motion passed unanimously

XII. Lifting Access Restrictions- There was a discussion on current restrictions in the library due to Covid-19. Jim Taylor moved to remove the restrictions on capacity at the library. **Seconded by** Marie Knapp. Motion passed unanimously

XIII. Signage-Discussion on the use signs that say "Christian Fiction". It was explained that this is used to refer to a genre and is not intended to exclude any religions. No action taken.

XIV. Access of Information to Individual Board Members-Discussion on board members access to information. It was requested that an "Upcoming Programs" section be added to the Director's report and that the board be given a report of past programs with cost and labor hours. That will be provided by the director before the next board meeting.

XV. Prior Approval of Board Before Any Program-Jim Taylor requested that every program require prior approval by the board. There was discussion on how this could inhibit the director's ability to implement programs that come up in between board meeting and that programs fall under the day to day operations of the library.. No action taken.

XVI. Book Boxes- Discussion of the Little Libraries, that they were previously approved by the board, that they are only stocked with donated books and that they require minimal staff time to maintain. No action taken.

VIII. Discussion on Districting

XVII. Public Comments

Elaine Mathiason-You have a hired a competent and well trained Director to run the library. She is obviously doing a good job. In reference to approving programs, there has to be a separation of what she does and what the board does. The board does policy, procedures and financial decisions. The running of the library has to be done by the director or they can't get much done. There is information on libraries.idaho.gov that talks about all the phases of library districting. There has been talk about becoming a library district for years but it hasn't been the right time and maybe it isn't now but eventually the city is going to be big enough that we will want to pull in more tax revenue to have a library large enough to support new move ins. She encouraged the board to look into it and have Kevin Tomlinson come and answer questions.

Sarah Post-Personally believes the board should investigate districting as growth and funding challenges increase and the city is faced with having a library that is potentially too small. She is aware of the long term vision for the city complex but that is very long term and our growth needs are immediate. She thinks it should be a community decision. She is highly involved in the library as a volunteer and board member of the Friends of the Library. You have a great library staff. She expressed concern over the board micromanaging and lack of trust in the staff by the board and requested they work on that.

Jenny Cahoon-Staff member and resident. The staff would love to be open more hours but is concerned about increasing hours and stretching staff too thin. Current staff is multitasking and at capacity. Expressed concern over having to have every program approved by the board. Saddened by the lack of trust the board has. Expressed appreciation for the boards work on behalf of the library.

Heather Ellis- Staff member and resident. Concern over possible requirement of board approving all programs. As a grant writer, she sometimes designs programs based upon grants. This may be difficult if waiting for approval because of timing.

Jody Taylor-Asked Kassie Knapp to read email concerning districting. Please see attached at the end.

Lilly Cahoon-Concern over funding allocated to the library. Changes need to be made to how the city and library is ran and information is provided.

Patty Cluff-Owns 2 properties in city limits. Concerned with agenda items and second guessing of library directors decisions. Appreciates what the library is trying to do. Saddened that children have to meet outside for storytime because of decision to not allow the library to use the Trolley Station. Offered to help with cleaning if that is an issue. Feels there is a lot of micromanaging. She is an avid user of the library. She appreciates the library staff and those board members who go into the library.

Christin Green-Asked if the board had received any written response from the mayor in response to the questions presented at city council. *Kassie Knapp* said yes she received an email but she didn't realize what is in response too. *Marie Knapp*: that is a question for the mayor and she did not receive anything. *Sarah Post* interjected that she thought she saw the response posted on the city council website. Asked if the board

followed up on why the library couldn't use the Trolley Station. *Jim Taylor*: the mayor said it wasn't allowed and didn't ask more questions. *Marie Knapp*: personally for me, it's his building and he can run it any way he wants. Continued discussion on directing the questions to city council and respecting the Mayor's decision.

Jennifer Cluff-First board meeting she has attended. The library is efficiently ran and very clean. Surprised at the micromanaging and there is a lot of tension at the meeting. Is in favor of districting. Wants more community places for kids to gather based upon personal experiences. Expressed appreciation to board and staff for their service.

Jim Taylor-Expressed thanks to director and other's for answering his questions.

Don Watt-Resigned effective April 30th but accepted request by Mayor to continue his term for an additional 8 months.

7:33 p.m.-Motion and Action: To adjourn the meeting.
Motioned by Marie Knapp, Seconded by Mark Christiansen
 All in favor.

Director's Report

March 2021

Middleton Public Library Stats

	<u>January</u>	<u>February</u>	<u>February</u> <u>March</u>
Physical Checkouts			
*see past years comparison at end of report	3298	4160	4890
Overdrive	556	518	621
Axis 360	39	22	
New Items Added	136	162	289
Computer Sessions	59	60	59
Boots Thru Door	2715*	2225.5*	1815.5*
Average per day	143	111	
Non-Resident Cards	11	16	19
Revenue From Non-Resident Cards	\$340	\$500	\$515
New Resident Cards Issued	15	17	31

*based on digital door scan reading

March Programs & Outreach

Storytime- March 16th, 23rd and 30th in the park and behind the library. Attended: Children-45, Adults-26

Kit-Tivities March-(Monthly themed make and take kits) – 276 distributed

Partnership Programs

"Jump Start Your Family Garden" with The Papa Bear Handyman & Landscaping Attended: Children-44, Adults-26

Outreach @ Ridleys-Every other Thursday, to promote the library.

Visited with 84 adults and children. No books were given away as we were promoting that the library is more than just books.

Grants

Awarded

Friends of the Library- Purchase of books for Adults-\$500

Grants Considering or in Application Process

Libraries Transforming Communities, American Library Association-\$3000

Forever Idaho, Idaho Community Foundation- up to \$25,000-Hoping to use for capital improvements

Library Total Physical Item Checkouts by Month-Last to Current Year Comparison

18-Oct	18-Nov	18-Dec	19-Jan	19-Feb	19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep
5384	4827	4545	5133	5062	5369	5543	5877	8954	8821	5573	4300
19-Oct	19-Nov	19-Dec	20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug	20-Sep
4122	3879	3976	4539	4689	2776	177	626	5136	6658	5402	5085
20-Oct	20-Nov	20-Dec	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep
4609	4557	4117	3298	4160	4890						

Statement from Middleton Friends of the Library

Middleton Friends of the Library

Library Board meeting April 13, 2021

Any community that is fortunate enough to have a public library to offer its citizens is lucky. In Middleton, we are indeed lucky in that regard.

Our public library is one that has almost “risen from the ashes” from the detrimental effects of the most recent budget cut, and continues to offer the community not only *books* as expected, but also movies on DVDs, large-print books, hotspots on loan for households without internet service, learning kits to check out and work, Kindles to loan out for use with eBooks--also available from the library--audio books on CD, and computers on site for community use for vital purposes, and also family and adult programs such as learning how to start and care for a garden, as well as multiple programs like story time with moms, STEM kits for kids to assemble and learn from, and partnering with the U of I to have programs on multiple issues such as finances, taxes, etc. All this in addition to having handed out many, many, many free books to the children of the community.

It’s also important to keep kids occupied so they don’t engage in lawlessness, to give seniors a place to go so they don’t feel lonely, enable people to find jobs, start a small business and so much more. It isn’t just a place to check out books.

These are all services our community is in danger of losing. So now what? The Library is considering forming its own Library District, which would cover a larger area than just in the city limits, would allow greater potential for fundraising, and would possibly expand the types of services it can offer. A Library District can, in the long run, even save the taxpayers money as they can provide larger potential discounts for the purchase of library materials. In addition, it would clarify the roles and “chain of command” as it were, as to who answers to whom in the management of the library and making personnel decisions, which lie with the Library Board, and not with the City. This can prevent the possible conflicts that can have a detrimental effect on library services.

The Middleton Friends of the Library speaks in favor of the proposal of the Middleton Library to explore and possibly carry through with the formation of a Library District.

DRAFT