

**Middleton Public  
Library board Meeting Minutes  
May 11, 2021, 5:30 pm @ Middleton City Hall-Council Chambers**

**I. 5:31 p.m.**-Called to order by Jim Taylor

Attendance: Kassie Knapp, Jim Taylor, Don Watt, Marie Knapp, Mark Christiansen, Jennifer Barr (Director), Carrie Huggins (City Council Liaison)

**II. Motion:** To approve agenda

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

Motion passed unanimously

**III. Motion:** To approve April 13, 2021 minutes to show that there is a disagreement over the statement that “the hours were cut when the budget was cut for FY2021”.

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

Motion passed unanimously

**III. Motion:** To receive the Treasurer’s Report as presented.

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

Motion passed unanimously

**IV. Motion:** To receive the Director’s Report (**see attached**)

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

Motion passed unanimously

**V. Motion:** To take the budget with the 3.2% increase to the preliminary meeting with the city treasurer.

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

Kassie Knapp-Yes, Jim Taylor-No, Don Watt-Yes, Marie Knapp-No, Mark Christiansen-No  
Motion failed.

**Motion:** To take the budget dated 4/27/21 with property tax collections income in the amount of \$251,245.94 to the preliminary meeting with the city treasurer.

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

Kassie Knapp-No, Jim Taylor-Yes, Don Watt-Yes, Marie Knapp-Yes, Mark Christiansen-Yes  
Motion passed.

**VI. Motion:** To Ratify of Summer Intern Job Description and place authority for hiring intern under the director.

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

Kassie Knapp-Yes, Jim Taylor-Yes, Don Watt-Yes, Marie Knapp-Yes, Mark Christiansen-Yes  
Motion passed

**VII. Motion:** that the board invites Kevin to give a presentation on library districting; time, date, and place to be determined.

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

Kassie Knapp-Yes, Jim Taylor-Yes, Don Watt-Yes, Marie Knapp-Yes, Mark Christiansen-Yes  
Motion passed

**VIII.** Review of State Statute and Middleton City Library Bylaws-No action taken

**IX. Motion:** To remove the social distancing protocols from the computer section.

**Motioned by** Jim Taylor, **Seconded by** Marie Knapp

Kassie Knapp-Yes, Jim Taylor-Yes, Don Watt-Yes, Marie Knapp-Yes, Mark Christiansen-Yes  
Motion passed.

**X. Action-Student Cards-no action taken**  
Discussion about summer reading cards.

**XI. Public Comments- Begin at 2:00 mark on the recording**

**Carrie Huggins**-In regards to carry forward, if it exists because the employees do a good job. Be more flexible in allowing them to continue programs.

There was a discussion among board and director about why there was carryover.

**Sarah Post**-Board please work on education and training yourselves.

**Tiffany Garcia**-It doesn't make sense to hold on to carryover but utilize it now. The board is supposed to be looking out for the library and at least ask for more budget. Day to day operations are the director's responsibility.

**Steve Cluff**-Wanted clarification on which budget was being taken to the city preliminary meeting. Although, they are in city limits the only city services they receive is the library which is why they take an interest in it.

**XII. 7:48 pm Motion:** To go into Executive Session-(Marie Knapp) [Idaho Code 74-206 (1) b].

(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

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

Kassie Knapp-Yes, Jim Taylor-Yes, Don Watt-Yes, Marie Knapp-Yes, Mark Christiansen-Yes  
Motion passed

**8:18 Left Executive Session**

**XIII. Action From Executive Session-No action taken**

**Motion:** To approve the minutes from the previous meeting with the stated notation that there is a disagreement over the statement that "the hours were cut when the budget was cut for FY2021"

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

All in Favor

**XIV. 8:21 p.m.-Motion and Action:** To adjourn the meeting.

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

All in favor.

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## Director's Report

### April 2021

#### Middleton Public Library Stats

April

	<u>February</u>	<u>March</u>	<u>April</u>
<b>Physical Checkouts</b>			
*see past years comparison at end of report	4160	4890	4784
<b>Overdrive</b>	518	621	607
<b>Axis 360</b>	22		
<b>New Items Added</b>	162	289	126

<b>Computer Sessions</b>	60	59	73
<b>Boots Thru Door</b>	2225.5*	1815.5*	1699*
<b>Individual Library Cards Used (does not include computer or online users)</b>			470
<b>Non-Resident Cards Issued</b>	16	19	13
<b>Revenue From Non-Resident Cards</b>	\$500	\$515	\$425
<b>New Resident Cards Issued</b>	17	31	22

\*based on digital door scan reading

## **April Programs & Outreach**

**Storytime-** Every Tuesday @10:30am and Wednesdays @ 2:00 pm, behind the library. Attended: Children-45, Adults-26

**Kit-Tivities** -(Monthly themed make and take kits) – 206 distributed

## **Partnership Programs**

**“Mosquito Management: An Integrated Approach”** with University of Idaho, April 13, 2021, Virtual, Attended: 5 adults

**“Pressure Canning Basics”** with University of Idaho, April 27, 2021, Virtual, Attended: no report received from U of I yet.

## **Library Palooza (technically in May)**

This was a very successful event with 172 patrons and 28 volunteers in attendance. There were many grateful and positive comments. We saw many people who were not previously library users. The following activities occurred:

- Read to a Therapy Dog
- Children’s Books Giveaway (provided by the ICFL Books for Underserved Children Program)
- Lunch-Donated by Grubbin’ BBQ, Papa Bear Landscaping, Uptight Fencing Co, and Paramount Metal Products
- Library Foundation Bake Sale-Donated by Sweet Chaos
- Partnership with Middleton Historical Society to promote the Museum
- 3 Storytimes
- Games showcasing our kit collection
- Button Makerspace
- Friends of the Library used book sale
- Promotion of library collections and services.

## **Upcoming Programs**

Storytime-Every Tuesday @10:30am and Wednesdays @ 2:00 pm

Bookmobile & STEM Kits @ Lunch in the Park -11:30am to 1:00pm on Tues and Thurs thru the Summer

Bookmobile & STEM Kits @ The Farmer’s Market- 4:00pm to 7:00pm, Thursdays thru the Summer

Corbin Maxey, Animal Expert.-June 10<sup>th</sup> @11:00 am @ The Community Center

Chess Club-To Be Announced

## **Partnership Programs w/ U of I (Virtual)**

Jerky Making 101-5/14/21

Fruit Selection Recommendations for Southwest Idaho-5/17/21

U and I Together: An activity series where all ages can learn! 6/1/21

Nutrition for Healthy Aging-6/10/21

## **Grants**

**Awarded**

*Libraries Transforming Communities, American Library Association-\$3000 (see attached proposal)*

**Grants Considering or in Application Process**

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

*ICFL Mobile Hotspot Grant-Reimbursement for Hotspots purchased between 7/1/2020 and 4/27/21-\$1032*

**Other Items**

Director, Jennifer Barr, was elected to be Treasurer of the Idaho Digital Consortium. This is the consortium where we share all of our digital collection.

**Library Total Physical Item Checkouts by Month-Multiple Year Comparison**

<i>18-Oct</i>	<i>18-Nov</i>	<i>18-Dec</i>	<i>19-Jan</i>	<i>19-Feb</i>	<i>19-Mar</i>	<i>19-Apr</i>	<i>19-May</i>	<i>19-Jun</i>	<i>19-Jul</i>	<i>19-Aug</i>	<i>19-Sep</i>
5384	4827	4545	5133	5062	5369	5543	5877	8954	8821	5573	4300
<i>19-Oct</i>	<i>19-Nov</i>	<i>19-Dec</i>	<i>20-Jan</i>	<i>20-Feb</i>	<i>20-Mar</i>	<i>20-Apr</i>	<i>20-May</i>	<i>20-Jun</i>	<i>20-Jul</i>	<i>20-Aug</i>	<i>20-Sep</i>
4122	3879	3976	4539	4689	2776	177	626	5136	6658	5402	5085
<i>20-Oct</i>	<i>20-Nov</i>	<i>20-Dec</i>	<i>21-Jan</i>	<i>21-Feb</i>	<i>21-Mar</i>	<i>21-Apr</i>	<i>21-May</i>	<i>21-Jun</i>	<i>21-Jul</i>	<i>21-Aug</i>	<i>21-Sep</i>
4609	4557	4117	3298	4160	4890	4784					