

MINUTES

Middleton Public Library Board Meeting

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

June 10, 2025

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
 - Call to order by Trent Saxton at 6:03 pm
 - Roll Call
 - Trent Saxton (present)
 - Jeff Miller (present)
 - Logan Green (present)
 - Marcy Shumway (present)
 - David Luiz (present)
 - Lori Clark (present)
 - Pledge of Allegiance
 - Invocation led by David Luiz
2. Approval of Agenda (Action Item)
 - Motion to approve Agenda made by Marcy Shumway, seconded by David Luiz, approval unanimous.
3. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from May 13, 2025 Board Meeting
 - Motion to approve the Minutes from the May 13, 2025 meeting made by David Luiz, seconded by Marcy Shumway, approval unanimous (Jeff Miller abstained).
4. Treasurer's Report (David Luiz) (Action Item)
 - David presented his report. Budget is looking good. David asked Lori about line 336 (Computer Software), Lori explained that it is for software programs e.g. Dropbox and Canva. Trent asked about line 535 (Collections) if the total is normal for this time of year. Lori responded yes it is and towards the end of the fiscal year, if there are funds left she looks at replacing copies of popular titles that are worn out due to use.
 - Motion to approve the Treasurer's Report made by Jeff Miller, seconded by Logan Green, approval unanimous.
5. Director's Report (Lori Clark) (Action Item)
 - Lori presented her report. Circulation numbers increased in May, Summer Reading has officially started and the library has been very busy. Lori recommended two new people to fill the forthcoming vacant spots on the Library Board and both are scheduled for upcoming City Council meetings. David asked how the Adult Book Club is going and Lori responded it is going very well. Marcy suggested checking into JD Vance's wife's Summer Reading Program. Jeff asked if we could add a line to the Director's report to include the total number of current library cards, both resident and non-resident.
 - Motion to approve the Director's report made by David Luiz, seconded by Jeff Miller, approval unanimous.
6. Library Salary Schedule (Lori Clark) (Discussion, Possible Action Item)
 - Lori presented the Salary Schedule and responded to questions. There are currently six library employees that have been at the current pay level since 2021 but have received cost of living increases approved by the city each year. Employees are evaluated annually. We do not have skills tests that employees take for advancement but we are beginning to cross train for the next level of advancement.

There has been a little discontent from employees about the current salaries. Lori is researching if we are competitive with libraries of similar size and population. Clay Ritter from ICFL informed Lori that some libraries spend 83% of their budget on salaries—Middleton is currently at 63%. If adopted salary changes would be implemented in either September or October. If the Salary Schedule is increased current employees' salaries will increase by \$1.00 to prevent new hires earning a higher wage to start. Trent would like Lori to present the total cost of an increase at the next meeting. Jeff asked if there would be any additional costs—retirement, etc. Lori responded yes. Logan suggested that we should make the increase even higher to compete not just with libraries of similar size but also with other local businesses. Jeff asked Lori to present two or three options of a low-end increase to a high-end increase at the next meeting.

7. Public Comments—none

8. Board Member Comments

- Trent thanked Logan for serving on the Board and wished him luck with his upcoming move.
- David did a little quick math and stated it would be around \$1500 a year per employee increase to the budget, if the Salary Schedule were increased by \$1.00.
- Trent stated that he will be at the July meeting but will then be stepping down; he is moving out of state.

Adjourn:

- Motion to adjourn made by David Luiz, seconded by Jeff Miller, approval unanimous.
- Meeting adjourned at 6:40pm