

**Middleton Public  
Library board Meeting Minutes  
December 8, 2020 @ Middleton Trolley Station**

**5:38 p.m.**-Called to order by Kassie Knapp

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

**Motion and Action:** To approve agenda

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

Motion passed unanimously

**Motion and Action:** To approve previous minutes from November 17, 2020.

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

Motion passed unanimously

**Motion and Action:** To receive the Treasurer's Report.

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

Motion passed unanimously

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

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

Motion passed unanimously

**Motion and Action:** To table, again, the Library Vision statement and Direction action until the January board meeting to allow more time for gathering information.

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

Motion passed unanimously

**Motion and Action:** To adopt the Middleton Library Director Evaluation, as sent (see attachment) with minor changes, including changing the wording on the last item from "The board works effectively" to "Works effectively with the board". If any board member has any objections it will be brought back for a formal 2<sup>nd</sup> vote.

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

Motion passed unanimously

The next meeting will be on January 12, at the Trolley Station with a Zoom option.

**6:50 p.m.**- Meeting adjourned

# Director's Report

December 8, 2020

## Middleton Public Library Stats

	<u>September</u>	<u>October</u>	<u>November</u>
<b>Physical Checkouts</b>			
*s see past years comparison at end of report	5085	4609	4557
<b>Overdrive</b>	513	429	472
<b>Axis 360</b>	18	59	36
<b>New Items Added</b>	193	207	130
<b>Computer Sessions</b>	82	49	78
<b>Boots Thru Door</b>	2926	3054	3205
<b>Average per day</b>	139	145	178
<b>Non-Resident Cards</b>	18	14	10
<b>Revenue From</b>	\$540	\$460	\$290

## November Programs & Outreach

### Story times Staff time Adults Children Total cost Total actually spent

6 4.25 18 70 \$75.75 \$0

Books checked out post Story time from display=24

\*Story times are cancelled since moving into Stage 2. We are exploring virtual story time for December.

## Other November Programs and Outreach

### Kit-Tivities November-(Monthly themed make and take kits)

295 handed out

-200 Pumpkin Launchers (Sponsored by the Friends of the Library)

-75 Marble Mazes (for Family Read Week, boxes donated by Garbonzo's Pizza)

-20 Make Your Own Puppet Kits (leftover from previous activity)

**Outreach @ Riddleys**-Every other Thursday, to promote the library and hand out free books for children.

Visited with 101 adults and 21 children. Handed out 87 books purchased/donated in previous fiscal years.

**Family Read Week**-Activities included handing out free books, an Amnesty Day, Marble Mazes and a special story time.

**Library Orientation @ Forge International School**-Presented an overview of library services to approx. 300 children and handed out library related scavenger hunts to encourage them to come into the library.

**Indoor Herb Gardening**-Virtual program with the University of Idaho Extension Office- 5 adults attended

**Bookmark Decorating Contest**- 106 entries

## Grants

### Grants Awarded in November

E-Rate-Secondary Grant - \$1518.19

-Reimburses Internet access fees. We will be using overage to increase the library's bandwidth and speed.

ICFL-Best Practices Grant- \$500 <https://libraries.idaho.gov/best-practices/>

[-\\$250 used to purchase access to AtoZ America and World](#)

[-\\$250 to fix and add exterior lights](#)

### Current Grants Considering or In Application

Mobile Beacon 10<sup>th</sup> Anniversary Community Grant-\$10,000, 10 Hotspots and service.

[https://www.mobilebeacon.org/mobile-beacon-](https://www.mobilebeacon.org/mobile-beacon-moments/?utm_source=pardot&utm_medium=email&utm_campaign=mobile_beacon_moments&utm_term=email_1&utm_content=contest_details)

[moments/?utm\\_source=pardot&utm\\_medium=email&utm\\_campaign=mobile\\_beacon\\_moments&utm\\_term=email\\_1&utm\\_content=contest\\_details](https://www.mobilebeacon.org/mobile-beacon-moments/?utm_source=pardot&utm_medium=email&utm_campaign=mobile_beacon_moments&utm_term=email_1&utm_content=contest_details)

~~Not Approved-Mobile Beacon Wi-Fly Lending Launch Kit, which includes 25 mobile hotspots with service and 25 laptops~~

Postponed to January's Cycle-Libraries Transforming Communities

<http://www.ala.org/tools/librariestransform/libraries-transforming-communities/focusgrants/guidelines->

\*

### Library Total Physical 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										

Middleton Library Director Evaluation Form for Trustees

Library Director's Annual Evaluation

Date:

*Form Instructions:*

- 1) *each board member should individually respond to this form.*
- 2) *In responding to the form, board members could send out and employee, city, peer survey for feedback*
- 3) *Submit the survey's to the Board President for inclusion in the trustee's to reference during the face-to-face appointment with the director.*

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

*Area of Organizational Health*

*Rating*

**Customer Service & Community Relations**

• Level of patron satisfaction	E	S	N	U
• Customer service compliments received by patrons	E	S	N	U
• Consistent application of policies that affect the public	E	S	N	U
• Services are communicated to the public effectively	E	S	N	U
• Working relationships and cooperative arrangements with government officials, community groups and organizations	E	S	N	U
• Awareness of community needs, needed services	E	S	N	U
• Mechanisms are in place to hear from patrons and the community-at-large	E	S	N	U
• Library is being marketed to the community	E	S	N	U

Comments:

CS & CR totals: E \_\_\_ S \_\_\_ N \_\_\_ U \_\_\_

**Organizational Growth**

• The library is making progress on short and long term (SLT) objectives, projects and new initiatives	E	S	N	U
• Services to meet the SLT objectives and projects are carried out with staff and trustee involvement	E	S	N	U
• Projects and objectives are evaluated regularly	E	S	N	U
• Creativity and initiative are demonstrated in creating new services/programs	E	S	N	U
• Collection is responsive to community needs	E	S	N	U
• The library is responsive to changes in the community	E	S	N	U
• Staff are aware of library's SLT policies and activities	E	S	N	U

- There is a working knowledge of significant developments and trends in the field E S N U
- Building and grounds are kept up and needed repairs and maintenance are done on a timely basis E S N U

Comments:

OG totals: E \_\_\_ S \_\_\_ N \_\_\_ U \_\_\_

### Administration & Human Resource Management

- Work is effectively assigned, appropriate levels of freedom and authority are delegated E S N U
- Job descriptions are developed; regular performance evaluations are held and documented E S N U
- Personnel policies and state and federal regulations on workplaces and employment are effectively implemented E S N U
- Policies and procedures are in place to maximize volunteer involvement E S N U
- Staff development and education is encouraged; E S N U
- Staff understand how their role at the library relates to the mission E S N U
- Library climate attracts, keeps, and motivates a diverse staff of top quality people E S N U

Comments:

A&HRM totals: E \_\_\_ S \_\_\_ N \_\_\_ U \_\_\_

### Financial Management / Legal Compliance / Fundraising

- Adequate control and accounting of all funds takes place; library uses sound financial practices E S N U
- Budget is prepared with input from staff and trustees; the library operates within budget guidelines E S N U
- Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.) E S N U
- Positive relationships with government, foundation and corporate funders are in place E S N U
- Positive relationships with individual donors is established E S N U

- Funds are disbursed in accordance with budget, contract/grant requirements and donor designations E S N U
- Comments:

FM/LC/F totals: E \_\_\_ S \_\_\_ N \_\_\_ U \_\_\_

**Board of Trustee relationship**

- Appropriate, adequate, and timely information is provided to the board E S N U
- Support is provided to board committees E S N U
- The board is informed on the condition of the organization and all important factors influencing it E S N U
- The board works effectively E S N U

Comments:

BTR totals: E \_\_\_ S \_\_\_ N \_\_\_ U \_\_\_

Additional Comments:

*[Return this form to the Board President for inclusion in the Summation Form that will be used during the face-to-face appointment with the director.]*