

Minutes

Middleton Public Library Board Meeting

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

December 13, 2022

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
 - Call to Order by Chairman Jeff Miller at 6:01pm
 - Roll call Jeff Miller, Logan Green, Marcy Shumway, Wade Wroten, Lori Clark (present) Marie Knapp (absent)
 - Pledge of Allegiance
 - Invocation led by Jeff Miller
2. Approval of Agenda (Action Item)
 - Motion to approve by Wade, seconded by Logan, approval unanimous
3. Propose Having Bekki Bolopue Take Minutes During Library Board Meetings (Action Item)
 - Motion to approve by Logan, seconded by Marcy, approval unanimous
4. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from the November 8, 2022 Board Meeting
 - Motion to approve by Wade, seconded by Marcy, approval unanimous
5. Treasurer's Report (Marie Knapp)
 - Marie was absent, board looked over Library Financials report from the Agenda packet
 - Motion to approve by Logan, seconded by Wade, approval unanimous
6. Director's Report (Lori Clark)
 - Lori presented her report. Circulation numbers and Library cards issued continue to increase, explained upcoming events at the library, including 4-H Art Classes for kids and Winter Reading Bingo for all ages.
 - Motion to approve by Marcy, seconded by Logan, approval unanimous
7. Records Retention Policy (Discussion) (Action Item)
 - Lori presented the brand new Records Retention Policy and Schedule that she and Marie worked on. Board discussed what records are kept by the city and could be removed from the policy.
 - Jeff brought up emails, Lori to find out if they have to be kept and for how long.
 - Tabled for further action
8. Director Recommendation to Waive Annual Fee for Non-Resident Cards for 2 Volunteers (Action Item)

Policy Manual Section 4.02A, 2. Non-Resident Card

An individual who does not meet the requirements for a Resident Card may obtain a Non-Resident Card upon the payment of the annual fee as determined by the board, and in-person presentation of official photo identification. Any person that is employed by the City of Middleton will not be required to pay the annual fee for a Non-Resident Card. For those persons that provide service to the library, the board may waive the annual fee upon recommendation by the Library Director for 1 year.

- Motion to approve, to waive the Annual Fee for a non-resident library card for Phillip Press and Rebecca Keetch for their hours of volunteer work for the library, by Wade, seconded by Logan, approval unanimous

9. Proton Mail (email of the board) Jeff (Discussion) (Action Item)

- Discussion about the Proton email address, Lori will find out if the records need to be kept before it can be deleted
- Tabled for further action

10. Public Comments

- No visitors were present

11. Board Member Comments

- Wade presented information on what local libraries are offering
- Jeff mentioned that there will be board elections at the January meeting

12. Adjournment

- Motion to adjourn by Wade, seconded by Logan, unanimous approval. Adjourned by Jeff at 6:45pm.

The next scheduled Library Board meeting is January 10, 2023 at 6:00pm.