

AGENDA
Middleton Public Library Board Meeting
Location: Middleton City Council Chambers-City Hall
1103 West Main Street, Middleton, ID

April 12, 2022

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance
2. Approval of Agenda (Action Item)
3. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from the March 8, 2022 board meeting.
 - B. Approval of Minutes from the April 5, 2022 workshop
4. Treasurer’s Report (Marie Knapp)
5. Director’s Report (Lori Clark)
6. Budget – (Marie Knapp,) Action Item
7. Consider spending \$650 or less for the city attorney to evaluate options and processes to open a library endowment fund (Mark) Action Item
8. Review SenSource Door Counter Statistics (Lori)
9. Update on Policy Manual – (Lori)
10. Discuss Possible Saturday Closures (Lori) Action Item
11. Public Comments
12. Board Member Comments
13. Executive Session personnel (Idaho Law 74-206-a: To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.)
14. Statements regarding the Executive Session
15. Adjournment

The next scheduled Library Board meeting is May 10, 2022 at 6:00pm.

MINUTES
Middleton Public Library Board Meeting
Location: Middleton City Council Chambers-City Hall
1103 West Main Street, Middleton, ID
March 8, 2022 Time: 6:00pm

1. Called to order at 6:01pm by Chairman. Attendance: Mark Christiansen, Wade Wroten, Jeff Miller, Marie Knapp, Logan Green, and Lori Clark (Interim Director). All members present.
2. Approval of Agenda (Action Item). Motion to approve by Wade Wroten, second by Marie Knapp. Unanimous approval.
3. Consent Agenda – items of routine administrative business (Action Item) Motion to approve by Marie Knapp, second by Jeff Miller. Unanimous approval.
 - A. Approval of Corrected Minutes from the Jan 11, 2022 board meeting.
 - B. Approval of Minutes from the February 8, 2022 board meeting.
4. Approval of Treasurer’s Report from 2.8.22 (Action Item) Motion made by Logan Green, second by Jeff Miller to approve. Unanimous approval.
5. Treasurer’s Report (Marie Knapp) Motion to approve by Logan Green. Seconded by Wade Wroten. Unanimous approval.
6. Director’s Report (Lori Clark) Motion to approve by Marie Knapp. Seconded by Jeff Miller. Unanimous approval.
7. Continue Discussion Non-Resident Library Card Fees (Mark) (Action Item) Mark reported no progress. Tabled till next meeting. Motion made by Jeff Miller to increase non-resident library card fees to \$40 per year and Senior non-resident fees to \$20 per year and to forward that information to the city administrator for action. Seconded by Marie Knapp. Voice vote: three in favor, one not in favor.
8. Update on SenSource Door Counter (Lori) SenSource Door Counter installed has been installed and being utilized.
9. Update on Policy Manual – (Action Item) Mark Christiansen reported two workshops have been held on updated/new policy manual. Draft complete. Will present final draft to city attorney.
10. Public Comments.

Resident David Luiz commended interim director Lori Clark for the Library presentation by Molly Smith concerning Preparation.
11. Board Member Comments: Jeff Miller notified board that legislation has been introduced that can criminalize library staff-actions for minor’s materials check-outs. Mark Christensen notified the board that he spoke to Middleton city attorney (pro-bono) concerning a library trust or

endowment fund. Mark also spoke of Chatterbox Corporation as a possible free service available to the library.

12. Executive Session concerning personnel (Idaho Law 74-206-a: To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.) Maria Knapp made motion to go into executive session, seconded by Jeff Miller. Voice vote: Unanimous approval. Mark declared board to be in executive session at 6:44pm.

13. Statements regarding the Executive Session: Executive session ended at 7:19pm. Motion to leave executive session by Marie Knapp. Seconded by Logan Green. Unanimous approval.

14. Adjournment: Motion to adjourn by Wade Wroten at 7:25pm. Seconded by Marie Knapp. Unanimous approval.

The next scheduled Library Board meeting is April 12, 2022 at 6:00pm.

DRAFT

MINUTES of Working Session Meeting
Middleton Public Library Board Meeting
Location: Middleton City Council Chambers
April 5, 2022 3:00 pm

1. Call to Order by Chairman Mark Christiansen at 3:07pm: Motion made by Mark, seconded by Marie. Approval unanimous.

Roll call: Present: Marie Knapp, Jeff Miller, Logan Green, Wade Wroten, Mark Christianson

2. Approval of Agenda: Motion made by Wade, seconded by Marie. Approval unanimous.

3. Library Budget Discussion/ Action Item: Budget proposal presented by Treasurer Marie Knapp, supported by Interim Director Lori Clark. Discussed openly with all board members and direction given.

4. Adjournment: Motion made by Jeff Miller, seconded by Marie Knapp. Approval unanimous. Time: 4:18pm.

The Next Scheduled Library Board Meeting is Tuesday, April 12, 2022 6:00pm

				660-372	Postage		700.00		285.29		414.71		4.99		60.67		304.99		39.07		4.99
				660-381	Water Usage		600.00		374.10		225.90		27.20		43.35		66.71				88.64
				660-382	Waste Water		720.00		515.07		204.93		47.83		31.68		77.59		0.00		47.83
				660-383	Telephone Service		2,380.00		1,801.61		578.39		41.42		374.06		81.85		0.00		81.06
				660-384	Solid Water Disposal		600.00		600.00		0.00		0.00		0.00				0.00		0.00
				660-410	Grants Expense		5,000.00		5,000.00		0.00		0.00		0.00				0.00		0.00
				660-420	Professional Attorney Fees		2,000.00		-675.00		2,675.00		0.00		0.00		2,675.00		0.00		0.00
				660-422	Professional Audit Fees		1,667.00		327.00		1,340.00		0.00		1,340.00				0.00		0.00
				660-500	Tax		110.00		110.00		0.00		0.00		0.00				0.00		0.00
				660-535	Collections		30,006.00		16,862.66		13,143.34		2,361.99		6,492.30		2,092.52		1,284.25		912.28
				660-620	Natural Gas		400.00		266.95		133.05		0.00		89.85		29.68		0.00		13.52
				660-621	Electricity		4,400.00		3,261.47		1,138.53		0.00		356.53		353.27		236.63		192.10
				660-800	Miscellaneous		978.00		376.12		601.88		0.00		0.00				0.00		601.88
				TOTAL			288,062.00		199,156.44		88,905.56		18,504.54		20,961.31		19,878.39		11,583.70		17,977.62

Director's Report

March 2022

	Jan	Feb	March
Physical Checkouts -see past years comparison at end of report	4524	4523	5729
Overdrive	561	496	624
Axis 360	5	8	5
New Physical Items Added	344	806!	285
Physical Items Weeded	12	11	26
ILL Fulfilled	26	27	26
Computer Sessions	121	145	187
Boots Thru Door*	1789	1820	2260/2320
Non-Resident Cards Issued	5	9	5
Square Revenue – Non-Resident Family Cards New & Renew	240	360	360
Square Revenue – Non-Resident Senior Cards New & Renew	15	120	45
New Resident Cards Issued	25	26	19

*based on digital door scan reading/Sensource reading

January Programs & Outreach

- **Storytime**- Every Tuesday @10:30am and Wednesdays @ 2:00 pm, back of the library.

Attended: Children- 157 Adults - 99

Upcoming Programs

- **Storytime**- Every Tuesday @10:30am and Wednesdays @ 2:00 pm, back of the library.
- **Local Author** – April 26, 5:30pm – The Beans of Lavender Lane by Shelby Sayer

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

20-Jan	20-Feb	20-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec
4539	4689	2776	5543	5877	8954	8821	5573	4300	4122	3879	3976
21-Jan	21-Feb	21-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec
3298	4160	4890	177	626	5136	6658	5402	5085	4609	4557	4117
22-Jan	22-Feb	22-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
4524	4523	5729	4784	4265	7882	7107	5835	4523	4194	4685	4432

TOTAL											
TOTAL		288,062.00			TOTAL					296,587.00	

People Counter Comparison for March 2022

Day	Date	Old Counter	Sensource New
Tues	3/1/2022	120	124
Weds	3/2/2022	91.5	90
Thurs	3/3/2022	104.5	49
Fri	3/4/2022	69.5	69
Sat	3/5/2022	45	57
Mon	3/7/2022	123.5	118
Tues	3/8/2022	99	114
Weds	3/9/2022	101.5	94
Thurs	3/10/2022	60.5	49
Fri	3/11/2022	91.5	95
Sat	3/12/2022	57.5	60
Mon	3/14/2022	94	101
Tues	3/15/2022	118	111
Weds	3/16/2022	50	94
Thurs	3/17/2022	30	83
Fri	3/18/2022	104.5	102
Sat	3/19/2022	36.5	34
Mon	3/21/2022	102.5	108
Tues	3/22/2022	123	128
Weds	3/23/2022	93.5	93
Thurs	3/24/2022	83.5	82
Fri	3/25/2022	64	65
Sat	3/26/2022	45.5	41
Mon	3/28/2022	83.5	88
Tues	3/29/2022	136	145
Weds	3/30/2022	82.5	80
Thurs	3/31/2022	49	46
		2260	2320