

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

March 14, 2023

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
2. Approval of Agenda (Action Item)
3. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Corrected Minutes from January 10, 2023 Board Meeting
 - B. Approval of Minutes from the February 14, 2023 Board Meeting
 - C. Approval of Minutes from the February 24, 2023 Special Board Meeting
4. Treasurer's Report (Marie Knapp)
5. Director's Report (Lori Clark)
6. Consider Approving Records Retention Policy – formatted for Policy Manual (Action Item)
7. Consider Waiving Non-Resident Fee for Teachers in the Middleton School District –Lori (Discussion) (Action Item)
8. Consider Waiving Non-Resident Fee for Volunteer – Lori (Action Item)
9. Public Comments
10. Board Member Comments
11. Adjournment

The next scheduled Library Board meeting is April 11, 2023 at 6:00pm.

.

MINUTES

Middleton Public Library Board of Trustees Meeting

Location: Middleton City Council Chambers-City Hall

1103 West Main Street, Middleton, ID

January 10, 2023

Time: 6:00 pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation

- Call to Order by Chairman Jeff Miller at 6:09 p.m..
- Roll call
 - Jeff Miller (present)
 - Logan Green (present)
 - Marcy Shumway (present)
 - Wade Wroten (absent)
 - Lori Clark (present)
 - Marie Knapp (present)
- Pledge of Allegiance
- Invocation by Logan Green

2. Approval of Agenda (Action Item)

- Motion to approve by Logan Green, seconded by Marie Knapp, approval unanimous.

3. Approval of Consent Agenda - items of routine administrative business (Action Item)

- Minutes of December 13, 2022 board meeting presented. Motion to approve by Marie Knapp, seconded by Marcy Shumway, approval unanimous.

4. Elections for Board Positions (Action Item)

- Chairman - Jeff Miller
 - Nominated by Marie Knapp.
- Vice Chairman - Logan Green
 - Nominated by Marie Knapp.
- Treasurer - Marie Knapp
 - Nominated by Logan Green.
- A motion was made by Logan Green to accept the officers as nominated and it was seconded by Marie Knapp, approval unanimous.

5. Treasurer's Report (Marie Knapp)

- Treasurer's report presented by Marie Knapp. Explanation of over-budget items explained. Motion to approve by Logan Green, seconded by Marcy Shumway, approved unanimously.

6. Director's Report (Lori Clark)

- Lori Clark presented her report. She said checkouts were done in December and they have done a lot of weeding. Some upcoming events planned are:
 - 3 classes of "Planning Your Garden Class" in February.
 - 4-H Art Class
 - Local Author night on January 31st
 - Winter Reading Bingo 1/17 to 3/17
- Motion to approve by Marie Knapp, seconded by Logan Green, approved unanimously.

7. Records Retention Policy (Discussion)(Action Item)

- Marie Knapp has the records retention policy for the city from the city attorney. It has everything covered regarding records retention. She explained that emails are to be kept for 2 years. Lori will reformat the written policy so NO ACTION to be taken today.
- Lori Clark received an email from Clay (Ritter) regarding the format for retained documents wherein he explained that format can be either digital or hard copy.

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

- Decision on deleting the Proton email account and its contents is tabled until the records retention policy is finalized.

9. Public Comments

- None

10. Board Member Comments

- Lori Clark read, for the Board, the email she received from Wade wherein he resigned his position on the Board.

11. Adjournment

Motion to adjourn by Marie Knapp, seconded by Logan Green, unanimous approval.
Adjourned by Jeff at 6:31 p.m..

The next scheduled Library Board meeting is February 14, 2023 at 6:00 p.m.

MINUTES

Middleton Public Library Board Meeting

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

February 14, 2022

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
 - Call to Order by Chairman Jeff Miller 6:01pm
 - Roll Call
 - Jeff Miller (present)
 - Logan Green (present)
 - Marcy Shumway (present)
 - Marie Knapp (present)
 - Lori Clark (present)
 - Pledge of Allegiance
 - Invocation by Jeff Miller
2. Approval of Agenda (Action Item)
 - Motion to approve by Marie Knapp, seconded by Marcy Shumway, approval unanimous.
3. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from the January 10, 2023 Board Meeting
 - Marie Knapp presented documentation from the Board Manual that possibly confirms that the board was not in violation at the January board meeting. Jeff Miller is going to follow up with Clay Ritter at IFCL and possibly the City Attorney if needed to clarify.
 - Motion to table by Logan Green, seconded by Marie Knapp approval unanimous.
4. Treasurer's Report (Marie Knapp)
 - Treasurer's report presented by Marie Knapp. Jeff Miller had a question about where it says Requests on the Amazon voucher. Lori clarified that those are the books that patrons request in person and on the library website. Jeff also asked what Librarica is. Lori explained that it is the software the library uses on the public computers to charge for printing and limit time spent on the computers.
 - Motion to approve by Logan Green, seconded by Marcy Shumway approval unanimous.
5. Director's Report (Lori Clark)
 - Lori Clark presented her report. The Gardening classes on Saturday have increased the number of patrons coming in on Saturdays. The first Literature in the Garden class on Tuesday, 2/ 7 was a great success. Classes will run every 1st Tuesday of the month (except 7/4). There was an increase in circulations and boots through the door from December 2022 to January 2023 and from January 2022 to January 2023. Lori explained how the Winter Reading Bingo program works.
 - Motion to approve by Marie Knapp, seconded by Logan Green approval unanimous.
6. Marcy Shumway's Library Board Term Expired Jan 2, 2023. City Council approved Mayor

Rule's re-appointment of Marcy on February 1, 2023 – Jeff Miller (Discussion) (Action Item)

- Mary Shumway has been re-appointed through 2028.

7. Consider having Clay Ritter give a workshop on Library Board Trustee Roles and Responsibilities – Jeff Miller (Action Item)

- Jeff Miller will contact Clay to set up the workshop

8. Consider giving Library Director Lori Clark a Performance Appraisal – Jeff Miller (Discussion) (Action Item)

- Jeff would like the board to give Lori a Performance Appraisal.
- Lori will check the policy manual to see if there is information about evaluations, if not the Board would like it added.

9. Possible Capital Project Grant from ICFL – up to \$500k to increase library infrastructure – Lori Clark (Discussion)

- Lori presented information on a possible grant for the library to increase infrastructure. Ideas are adding an addition on to the back of the library or purchasing a portable to increase our space for programs.
- Lori and Jeff are going to meet with the city to discuss future plans for the library and the land surrounding it.

10. Update on Library Team – Lori Clark

- Lori discussed the rolls of all the library staff. Jenny does story time, creates special displays and is our lead for Summer Reading and Winter Bingo. Bekki applies for grants, was just awarded \$1000 to purchase more Large Print books, she coordinates the volunteers and interns, catalogs all new books, creates the work schedule for the staff and has completed leadership training. Lindsey handles Inter-Library Loans, is our main front desk person and video game consultant, she recently received a compliment from a patron on how helpful she is when he is using the computers. Linda is in charge of marketing, website postings/maintenance and is working on a Newsletter for the library. Rya is our page, she helps process new books, works on special projects and helps with closing the library at night. We have the best team; everyone is always willing to cover for each other and help out when needed.

11. Public Comments

- David Luiz commented that Lori is doing an amazing job with programs, he recently attended the Local Author night and it was great.
- He would like the library to show caution when applying for grants and making affiliations because certain groups are trying to promote unsavory agendas.

12. Board Member Comments - none

13. Adjournment

- Motion to adjourn by Marie Knapp, seconded by Logan Green, approval unanimous.
- Meeting adjourned at 6:53pm

The next scheduled Library Board meeting is March 14, 2023 at 6:00pm.

Middleton Public Library Special Board Meeting

Location: Middleton City Council Chambers-City Hall

1103 West Main Street, Middleton, ID

February 24, 2023

Time: 1:00pm

1. Call to Order by Chairman Jeff Miller at 1:02pm

Roll Call

- Jeff Miller, Logan Green, Marie Knapp and Lori Clark present. Marcy Shumway absent.

2. Approval of the Agenda

- Motion to approve by Marie Knapp, seconded by Logan Green, approval unanimous.

3. Consider Approval of Letter of Intent for Facilities & Capital Improvement Grant (Discussion) (Action Item)

- Lori and Jeff met with Mayor Rule and Becky Crofts to discuss options for adding additional space to the library for classes and programs. The best option would be to purchase a modular classroom that would be placed on the property adjacent to the library parking lot. Lori called Superintendent of the Middleton School District and a local Modular company to get an idea of the cost. The school district paid \$250 thousand for 2 modular classrooms and the local company quote was \$190-210 thousand for 1. The superintendent also told Lori that the cost to hook up power is around \$25 thousand.
- Motion was made by Logan Green to approve the Letter of Intent for Facilities & Capital Improvement Grant as written and to authorize Jeff Miller to send the letter to the Idaho Commission for Libraries on behalf of the board, seconded by Marie Knapp, approval unanimous.

4. Adjournment

- Motion to adjourn by Logan Green, seconded by Marie Knapp, approval unanimous.
- Adjourned at 1:11pm

The next scheduled Library Board meeting is March 14, 2023 at 6:00pm.

		LIBRARY FINANCIALS						
FY22/23								
INCOME		BUDGET		ACTUAL	JANUARY	DECEMBER	NOVEMBER	OCTOBER
380-080	Copy/Print	1,000.00		1,081.26	231.38	204.26	244.09	401.53
381-202	Fines	750.00		389.62	144.56	83.07	107.51	54.48
381-402	Property Taxes	267,990.00		4.80	0.00	0.00	4.80	0.00
381-550	Fundraising/Library Programs	713.00		0.00	0.00	0.00	0.00	0.00
381-700	Interest on Investment	125.00		69.19	17.79	16.72	17.01	17.67
386-075	Donations	0.00		1,256.29	105.64	104.10	105.25	941.30
386-312	Non Resident Fees	3,000.00		1,802.43	531.53	330.53	385.63	554.74
387-900	Grants	5,000.00		7,536.53	374.23	7,162.30	0.00	0.00
390-007	Reserve	25,000.00		0.00	0.00	0.00	0.00	0.00
	Total	303,578.00		12,140.12	1,405.13	7,900.98	864.29	1,969.72
EXPENSES		BUDGET	REMAINING	TOTAL EXPENSES	JANUARY	DECEMBER	NOVEMBER	OCTOBER
660-110	Salaries	141,509.00	94,913.99	46,595.01	9,838.75	15,270.03	10,968.52	10,517.71
660-112	FICA	9,084.87	6,277.90	2,806.97	589.52	926.24	659.58	631.63
660-124	Medical Reimbursement	5,500.00	5,499.62	0.38	0.38	0.00	0.00	0.00
660-125	Ins. - Medical	15,430.68	11,753.08	3,677.60	919.40	919.40	919.40	919.40
660-126	Ins - Dental	747.36	483.20	264.16	66.04	66.04	66.04	66.04
660-127	Retirement	12,445.42	7,908.77	4,536.65	937.99	1,483.48	1,067.41	1,047.77
660-128	Medicare	2,051.88	1,395.45	656.43	137.85	216.62	154.24	147.72
660-130	EE Assist Benefits	95.04	60.24	34.80	9.70	7.20	10.70	7.20
660-131	Reserve-Unemploy Claims	500.00	500.00	0.00	0.00	0.00	0.00	0.00
660-132	Workers Comp	525.00	363.00	162.00	0.00	0.00	42.34	119.66
660-133	Contrib Gen Fund Sal Overhea	12,365.17	12,365.17	0.00	0.00	0.00	0.00	0.00
660-211	Computer Hardware	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00
660-212	Gasoline	450.00	384.92	65.08	0.00	0.00	0.00	65.08
660-213	Marketing	1,000.00	940.00	60.00	0.00	0.00	60.00	0.00
660-227	Library Programs	3,500.00	3,000.63	499.37	76.87	40.15	311.41	70.94
660-229	Memberships	500.00	500.00	0.00	0.00	0.00	0.00	0.00
660-240	Supplies	5,600.00	3,915.13	1,684.87	278.90	755.74	624.80	25.43
660-250	Training/Certifications	600.00	600.00	0.00	0.00	0.00	0.00	0.00
660-260	Uniforms	130.00	130.00	0.00	0.00	0.00	0.00	0.00
660-310	Auto Repair/Maintenance	1,250.00	1,239.42	10.58	0.00	0.00	0.00	10.58
660-320	Bldg Maintenance	2,500.00	984.19	1,515.81	33.99	348.84	992.99	139.99
660-321	Building Repairs	3,000.00	-2,500.00	5,500.00	0.00	0.00	5,500.00	0.00
660-322	Building Security	2,000.00	1,700.00	300.00	150.00	0.00	0.00	150.00
660-325	Catalog Services/Resources	3,100.00	3,100.00	0.00	0.00	0.00	0.00	0.00
660-327	Cleaning Service	1,000.00	950.00	50.00	0.00	0.00	50.00	0.00
660-336	Computer Software	3,000.00	1,659.53	1,340.47	1,043.17	258.30	19.50	19.50
660-337	Computer Support	4,000.00	3,301.37	698.63	133.43	282.60	141.30	141.30
660-338	Data Access	2,200.00	2,200.00	0.00	0.00	0.00	0.00	0.00
660-350	Liability Insurance	5,670.00	919.80	4,750.20	0.00	0.00	0.00	4,750.20
660-363	Office Equipment Maintenance	950.00	797.38	152.62	0.00	152.62	0.00	0.00
660-364	Office Equipment	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00
660-372	Postage	1,600.00	1,007.60	592.40	4.99	42.43	4.99	539.99
660-381	Water Usage	620.00	456.42	163.58	28.56	28.56	73.86	32.60
660-382	Waste Water	741.00	504.40	236.60	59.15	59.15	59.15	59.15
660-383	Telephone Service	900.00	690.42	209.58	81.55	40.41	46.36	41.26
660-384	Solid Water Disposal	618.00	618.00	0.00	0.00	0.00	0.00	0.00
660-410	Grants Expense	5,000.00	4,847.14	152.86	22.49	0.00	77.91	52.46
660-420	Professional Attorney Fees	1,750.00	1,750.00	0.00	0.00	0.00	0.00	0.00
660-422	Professional Audit Fees	1,717.00	1,717.00	0.00	0.00	0.00	0.00	0.00
660-500	Tax	113.00	113.00	0.00	0.00	0.00	0.00	0.00
660-530	Capital Outlay	19,052.58	19,052.58	0.00	0.00	0.00	0.00	0.00
660-535	Collections	20,000.00	13,510.54	6,489.46	1,747.65	2,539.15	588.36	1,614.30
660-620	Natural Gas	412.00	236.88	175.12	44.74	63.40	52.53	14.45
660-621	Electricity	4,750.00	3,401.26	1,348.74	349.28	390.56	351.81	257.09
660-800	Miscellaneous	600.00	564.00	36.00	0.00	36.00	0.00	0.00
TOTAL		303,578.00	218,812.03	84,765.97	16,554.40	23,926.92	22,843.20	21,441.45

Director's Report

February 2023

	Dec	Jan	Feb
Physical Checkouts -see past years comparison at end of report	5025	5964	5799
Overdrive - Libby	608	792	742
New Physical Items Added	282	98	202
Physical Items Weeded	1363	21	536
ILL Fulfilled	26	26	41
Computer Sessions	181	242	228
Boots Thru Door	2074	2600	2640
Non-Resident Cards Issued	4	9	4
New Resident Cards Issued	11	26	29

February Programs & Outreach

- **Storytime-** Every Tuesday & Wednesday @10:30am, back of the library.
Attended: Children- 136 Adults – 78
- **Bookmobile - GMPR Preschool :** *10 people, 8 books checked out, 1 time in February*
- **2 Adult Gardening Classes –** 3/1/14/23 at 10:30am – **44 attendees**
- **4-H Art Class –** 3 Fridays, 6 classes -**45 children attended**
- **Literature in the Garden–** Tues, 2/7/23, 5-6pm – **19 attendees**
- **Winter Reading Bingo –** Reading Program for all ages starting 1/17/23-3/17/23

Upcoming Programs

- **Storytime-** Every Tuesday and Wednesday @10:30am, back of the library
- **Bookmobile –** Community Center Preschool – Wed & Thurs, 10:30am, twice a month
- **2 Adult Gardening Classes –** 3/11 & 3/18 at 10:30am –
- **Literature in the Garden class –** 1st Tuesday of each month, 5-6pm
- **Winter Reading Bingo –** Reading Program for all ages starting 1/17/23-3/17/23
- **Poisonous Plant ID Class –** March 28, 5-6pm, K-12, Family Friendly

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

21-Jan	21-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec
3298	4160	2776	177	626	5136	6658	5402	5085	4609	4557	4117
22-Jan	22-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
4524	4523	4890	4784	4265	7882	7107	5835	4523	4194	4685	4432
23-Jan	23-Feb	22-Mar	22-Apr	22 May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec
5964	5799	5729	5501	5121	8086	7181	6532	5612	5402	5622	5025

SECTION 10: RECORDS RETENTION POLICY AND SCHEDULE

10.01: RECORDS RETENTION POLICY

The purpose of this Record Retention policy & schedule identifies the practice of preserving library records to ensure that citizens have access to public documents while at the same time preserving the efficiency and productivity of City of Middleton Library operations.

This policy is intended to provide guidance to Trustees and Library Staff regarding the retention of essential and non-essential documents related to the history, business and operations of the Library. City of Middleton Library records include information that is retained for a variety of purposes and pursuant to Idaho Code 74-208 identifying information about patrons may be subject to exemption from disclosure. Legal counsel is advised in such matters. A complete index of official records is provided in the library's Record Retention Schedule. The Record Retention Schedule is a master plan for records storage and ultimate disposal. Each line item in the Records Retention Schedule identifies the retention policy for a particular records series. Active records are to be kept in offices or electronically during their useful life. Inactive records are to be destroyed according to the record retention schedule.

The policy and schedule will be reviewed regularly by the Library Board of Trustees.

The types of records included in the Record Retention Schedule are:

Accounting, Budget, Finance & Payroll Records

Administrative Records

Board of Trustee & Election Records

Information Systems/Technology Records

Insurance, Risk Management, & Safety Records

Legal records

Library Records

Personnel Records

10.02: RECORDS RETENTION SCHEDULE

10.02A PERMANENT RECORDS

Consistent with the Idaho State Archives Record Management Program, permanent records shall consist of:

Records retained by the City/Library in perpetuity

Board approved minutes

Audit Reports

Fee schedule

Fiscal year end reports

Building Specifications and Plans

Policy and interpretation of building code

Policy Manual

Annual Report to State Library

E-Rate Paperwork

Historical Conservation and Preservation: items relating to Middleton or its residents having intrinsic historical value. For example books, papers, maps, photos, and other items

10.02B SEMI PERMANENT RECORDS

Semi Permanent records shall consist of:

Records retained 5 years from date of records, end of project or date of employee separation

Contracts, Agreements, Leases, Memorandum of Understanding, General Service Agreements, Task Orders, Purchase Agreements, Development Agreements

Building Applications

License Applications

Claims, canceled checks, purchase orders, vouchers, duplicate receipts, and other financial records; accounts payable/receivable

Bank statements

Payroll quarterly, year-end records (W-4, 1099, 941)

Taxes/assessments/sales and use

Employee files I9, W2, benefits elections/changes, (health, dental, vision PERSI etc.)

Direct deposit, compensation, garnishment records

Employee medical records (keep separate from personnel file)

Workers compensation claims, after claim closed

Finance

Email

Oaths of office, department reports, presentations, by city employees

Grant, Revitalization/Re-development application, award, administration, final reports

Training/Development, Safety Programs

Workers compensation claims, after claim closed

10.02C TEMPORARY RECORDS

Temporary records shall consist of:

Records retained 2 years from date of record or certificate of occupancy

Qualification Based Selection

Cash receipts subject to audit

Payroll timesheets

Purchase orders, requisitions

Emails that do not fall into the categories of permanent or semi-permanent records

10.02D TRANSITORY RECORDS

Transitory records shall consist of:

Records retained until superseded, obsolete, or no longer needed

Board approved agendas

Board approved policies

Circulation, collection, program records, library initiated publications

Administrative: correspondence, phone messages, tests, notes, notes to aid preparing

Agendas or meeting minutes and other work papers used in day to day office processes

Human Resources – job postings

Projects (bidding)

Community Events/Ceremonies/Celebrations

Facility reservations and agreements

Grant applications unsuccessful

IT/Technical Services: diagrams, system layouts, software Procedures

Job applications from potential employees

Job descriptions/classification

Approved by the Middleton Library Board of Trustees

Date: