

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

February 13, 2024

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 Minutes from January 9, 2024 Board Meeting
4. Treasurer’s Report (Logan Green)
5. Director’s Report (Lori Clark)
6. Discussion and Consider Approval of Trustee Bylaws – (Lori Clark) (Action Item)
7. Director’s Evaluation - Discussion and Action Item (Jeff Miller)
8. Recommendation to Waive Non-resident Fee for Library Card Based on Service Hours (Lori Clark) (Action Item)
9. Public Comments
10. Board Member Comments

Adjourn:

Posted by: 
Lori Clark, Director

Date, Time: February 10, 2024 3:45pm

The next scheduled Library Board meeting is Tuesday, February 13, 2024 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 9, 2024

Time: 6:00 pm

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

- Call to Order by Chairman Jeff Miller at 6:03 p.m..
- Roll call
 - Jeff Miller (present)
 - Logan Green (present)
 - Marcy Shumway (present)
 - Trent Saxton (present)
 - Lori Clark (present)
 - Marie Knapp (absent)
- Pledge of Allegiance
- Invocation by Logan Green

2. Approval of Agenda (Action Item)

- Motion to approve by Trent Saxton, seconded by Marcy Shumway, approval unanimous.

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

- Minutes of November 14, 2023 board meeting presented. Motion to approve by Trent Saxton, seconded by Logan Green, approval unanimous.

4. Elections for Board Positions (Action Item)

- Chairman - Jeff Miller
 - Nominated by Logan Green.
- Vice Chairman - Trent Saxton
 - Nominated by Jeff Miller.
- Treasurer - Logan Green
 - Nominated by Jeff Miller.
- Secretary - Marcy Shumway
 - Nominated by Trent Saxton.
- A motion was made by Jeff Miller to accept the officers as nominated and it was seconded by Logan Green, approval unanimous.

5. Treasurer's Report (Marie Knapp)

- This was tabled until next meeting due to Marie's absence.

6. Director's Report (Lori Clark)

- Lori Clark presented her report.
 - Physical checkouts have declined from last year but Libby checkouts have gone up.
 - Over 1,000 books have been weeded with volunteer help. Books go to "Friends of the Library" for their event scheduled for March 8 and March 9, 2024.
- Motion to approve by Marcy Shumway, seconded by Trent Saxton, approved unanimously.

7. Trustee ByLaws (Discussion)(Action Item)

- Discussion about City Council appointing a liaison to the Library Board. Jeff said he would talk to the Mayor about possibly getting Mark Christiansen appointed. Trent recommended that we let the City Council know when the Board will need a liaison. Discussion was made about possibly adding the liaison to Lori's email group to the Board so the liaison receives agenda and meeting notice. Jeff will report back about who he contacts.
- Regarding Article II, Section 2:
 - There will be wording change to from "will result in dismissal" to "dismissal will be recommended to the City Council".
- Regarding Article IV, Section 2, under "Vice Chair" heading:
 - The wording in the second sentence is not clear and changes will be reviewed at the Board's next meeting.

8. Charging a Fee to Replace Library Card

- Discussion about possibly charging \$1.00 to replace lost cards. The current cost per card is \$.75. There will be no charge for normal wear and tear on a card. Lori needs to notify the City by May so she can get the fee published.
- Lori will keep track of how many cards are replaced in a year and notify the Board at that time.
- Decision tabled until she has the information.

9. Charging Fee for Postage if ILL Not Picked up

- There will be a charge for actual postage expended or \$5.00, whichever is greater. This charge will be placed on the library's fee schedule.
- Motion to approve by Jeff Miller, seconded by Trent Saxton, approved unanimously.

10. Public Comments

- None

11. Board Member Comments

- Jeff Miller shared the webpage [Booklooks.com](https://www.booklooks.com) as a good resource for book rating and information.
- Trent Saxton shared concern about future library board challenges and that the Board should stay vigilant as to how other boards handle challenges that arise.

12. Adjournment

Adjourned by Jeff Miller at 7:21 p.m..

The next scheduled Library Board meeting is February 13, 2024 at 6:00 p.m.

DRAFT

Account Number	Account Title	2023-23 Current Actual	2023-23 YTD Actual	2023-24 Open Encumbrances	2021-22 Received / Committed	2023-24 Current Year Budget	2021-22 Remaining	2021-22 Pct. Rec'd/Committed	2021-22 Pct. Remaining
04-380-080	COPY/PRINT	126.32	626.22	.00	626.22	1,700	889.92	47.65%	52.35%
04-381-202	FINES	205.62	433.19	.00	433.19	1,200	652.89	45.59%	54.41%
04-381-402	PROPERTY TAX COL	.00	.00	.00	.00	281,390	281,389.50	.00	100.00%
04-381-700	INTEREST ON INVES	18.23	59.44	.00	59.44	150	90.56	39.63%	60.37%
04-386-075	DONATIONS	250.05	491.18	.00	491.18	1,200	608.82	49.27%	50.74%
04-386-312	NON RESIDENT FEE	311.10	1,244.42	.00	1,244.42	3,500	2,034.54	41.87%	58.13%
04-387-900	GRANTS	37.60	.00	.00	.00	5,000	5,000.00	.00	100.00%
04-390-007	CASH CARRY OVER	.00	.00	.00	.00	17,000	17,000.00	.00	100.00%
Total Revenue:		873.72	2,854.45	.00	2,854.45	311,140	307,666.23	1.12%	98.88%

Account Number	Account Title	2023-23 Current Actual	2023-23 YTD Actual	2023-24 Open Encumbrances	2021-22 Received / Committed	2023-24 Current Year Budget	2021-22 Remaining	2021-22 Pct. Rec'd/Committed	2021-22 Pct. Remaining
04-660-110	SALARIES	16,439.48	39,038.57	.00	39,038.57	153,751	111,072.05	27.76%	72.24%
04-660-122	FICA	996.91	2,353.41	.00	2,353.41	9,871	7,302.86	26.02%	73.98%
04-660-125	INSURANCE-MEDIC	1,015.42	3,046.26	.00	3,046.26	12,185	8,631.07	29.17%	70.83%
04-660-126	INSURANCE-DENTA	66.04	198.12	.00	198.12	792	561.34	29.17%	70.83%
04-660-127	RETIREMENT	1,479.90	3,504.39	.00	3,504.39	13,753	9,910.98	27.93%	72.07%
04-660-128	MEDICARE	233.13	550.35	.00	550.35	2,229	1,628.87	26.94%	73.06%
04-660-129	LIFE INSURANCE	.00	.00	.00	.00	6,200	6,200.00	.00	100.00%
04-660-130	EE ASSISTANCE BEN	3.60	17.80	.00	17.80	190	172.20	9.37%	90.63%
04-660-131	RESERVE-UNEMPLO	.00	.00	.00	.00	200	200.00	.00	100.00%
04-660-132	WORKERS COMP	.00	184.76	.00	184.76	200	15.24	92.38%	7.62%
04-660-133	CONTRIB GEN FUND	.00	.00	.00	.00	14,287	14,286.50	.00	100.00%
04-660-211	COMPUTER HARDW	.00	2,607.00	.00	2,607.00	3,000	393.00	86.90%	13.10%
04-660-212	GASOLINE	.00	.00	.00	.00	500	500.00	.00	100.00%
04-660-213	MARKETING	16.99	78.40	.00	78.40	1,000	921.60	7.84%	92.16%
04-660-227	LIBRARY PROGRAM	.00	780.38	.00	780.38	3,500	2,719.62	22.30%	77.70%
04-660-229	MEMBERSHIPS	.00	20.00	.00	20.00	165	145.00	12.12%	87.88%
04-660-240	SUPPLIES	187.80	1,155.95	.00	1,155.95	6,000	4,844.05	19.27%	80.73%
04-660-250	TRAINING/CONF/C	.00	49.00	.00	49.00	200	151.00	24.50%	75.50%
04-660-260	UNIFORMS	.00	.00	.00	.00	200	200.00	.00	100.00%
04-660-310	AUTO REPAIR/MAI	.00	.00	.00	.00	600	600.00	.00	100.00%
04-660-320	BUILDING MAINT	195.99	201.37	.00	201.37	2,500	2,298.63	8.05%	91.95%
04-660-321	BUILDING REPAIRS	.00	307.34	.00	307.34	3,000	2,692.66	10.24%	89.76%
04-660-322	BUILDING SECURIT	16.95	778.05	.00	778.05	1,500	721.95	51.87%	48.13%
04-660-325	CATALOGING SERVI	.00	.00	.00	.00	4,000	4,000.00	.00	100.00%
04-660-327	CLEANING SERVICE	.00	.00	.00	.00	1,000	1,000.00	.00	100.00%
04-660-336	COMPUTER SOFTW	258.30	297.30	.00	297.30	3,000	1,960.94	34.64%	65.36%
04-660-337	COMPUTER SUPPOR	152.10	556.30	.00	556.30	4,000	3,152.33	21.19%	78.81%
04-660-338	DATA ACCESS	164.59	1,772.37	.00	1,772.37	2,200	98.45	95.53%	4.48%
04-660-350	LIABILITY INSURAN	.00	3,115.65	.00	3,115.65	6,231	3,115.65	50.00%	50.00%
04-660-363	OFFICE EQUIPMENT	108.18	108.18	.00	108.18	3,200	3,091.82	3.38%	96.62%
04-660-364	OFFICE EQUIPMENT	457.34	917.04	.00	917.04	3,200	2,282.96	28.66%	71.34%
04-660-372	POSTAGE	44.83	620.81	.00	620.81	2,000	1,379.19	31.04%	68.96%
04-660-381	WATER USAGE	29.98	102.51	.00	102.51	900	797.49	11.39%	88.61%
04-660-382	WASTE WATER	61.72	200.15	.00	200.15	800	599.85	25.02%	74.98%
04-660-383	TELEPHONE SERVIC	42.29	124.86	.00	124.86	1,200	1,034.03	13.83%	86.17%
04-660-410	GRANTS	.00	325.36	.00	325.36	5,000	4,674.64	6.51%	93.49%
04-660-420	PROF FEES ATTORN	.00	.00	.00	.00	1,000	1,000.00	.00	100.00%
04-660-422	PROF FEES AUDITO	.00	.00	.00	.00	1,450	1,450.00	.00	100.00%
04-660-530	CAPITAL OUTLAY	.00	.00	.00	.00	8,000	8,000.00	.00	100.00%
04-660-535	COLLECTIONS	1,176.35	7,535.67	.00	7,535.67	21,135	13,599.58	35.65%	64.35%
04-660-620	NATURAL GAS	53.30	106.51	.00	106.51	400	293.49	26.63%	73.37%

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04-660-621	ELECTRICITY	301.61	928.05	.00	928.05	6,000	5,071.95	15.47%	84.53%
04-660-800	MISCELLANEOUS - L	.00	.00	.00	.00	600	600.00	.00	100.00%
Total MIDDLETON PUBLIC LIBRARY:		23,502.80	71,581.91	.00	71,581.91	311,140	233,370.99	24.99%	75.01%
Total Expenditure:		23,502.80	71,581.91	.00	71,581.91	311,140	233,370.99	24.99%	75.01%
MIDDLETON PUBLIC LIBRARY Revenue Total:		873.72	2,854.45	.00	2,854.45	311,140	307,666.23	1.12%	98.88%
Net Total MIDDLETON PUBLIC LIBRARY:		22,629.08-	68,727.46-	.00	68,727.46-	.00	74,295.24	.00	.00
Total Asset:		.00	.00	.00	.00	.00	.00	.00	.00
Total Liability:		.00	.00	.00	.00	.00	.00	.00	.00
Total Equity:		.00	.00	.00	.00	.00	.00	.00	.00
Total Revenue:		873.72	2,854.45	.00	2,854.45	311,140	307,666.23	1.12%	98.88%
Total Expenditure:		23,502.80	71,581.91	.00	71,581.91	311,140	233,370.99	24.99%	75.01%
Net Grand Totals:		22,629.08-	68,727.46-	.00	68,727.46-	.00	74,295.24	.00	.00

Director's Report

January 2024

	Nov	Dec	Jan
Physical Checkouts -see past years comparison at end of report	5379	4589	5914
Overdrive - Libby	820	816	773
New Physical Items Added	328	206	150
Physical Items Weeded	773	1115	36
ILL Fulfilled	29	30	39
Computer Sessions	197	181	259
Boots Thru Door	2501	1936	2574
Non-Resident Cards Issued	3	3	6
New Resident Cards Issued	25	14	17

Jan Programs & Outreach (highlighted items are monthly)

- **Storytime**- Every Tues, Wed, & Thurs @10:30am, back of the library
Attended: 108 Children, 70 Adults
- **Literature in the Garden:** - 8 Children, 1 Adult
- **STEAM Class:** 9 Children, 5 Adults
- **Lego Day:** 16 Children, 8 Adults
- **Pre-K/K Literacy Class**– 6 Children, 6 Adults
- **Movie at the Library** – 12 Children, 6 Adults
- **Adult Gardening Class** – 12 Adults
- **Gaming Day:** 8 Children

Misc Items:

- Library closed on Saturday, 1.13.24, due to adverse weather conditions
- Vacation, Bekki will be contact person

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

22-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
4524	4160	4890	4784	4265	7882	6658	5835	4523	4194	4685	4432
23-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec
5964	4523	5729	5501	5121	8086	7107	6532	5612	5402	5622	5025
24-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	23-Jul	23-Aug	23-Sep	23-Oct	23-Nov	23-Dec
5914	5799	6714	5630	5998	7444	7436	6723	6081	6045	5379	4589

MIDDLETON PUBLIC LIBRARY BOARD OF TRUSTEES

BYLAWS

ARTICLE I

LEGAL BASIS AND PURPOSE

The Board of Trustees of the Middleton Public Library exists by virtue of the provisions of Title 33, Chapter 26 of the Idaho Code. The Board exercises the authority and assumes the responsibility delegated to it by said statutes for the provision of public library service in the City of Middleton.

ARTICLE II

SELECTION AND APPOINTMENT

Section 1. Number of Trustees

A Board of five Library Trustees, selected by the Mayor of the City of Middleton and shall be appointed by the City Council. The Board favors the established custom of the inclusion of one member **who will be non-voting** from City Council who will attend board meetings and act as liaison for the Board and City Government.

A Board of five Library Trustees shall be selected by the Mayor of the City of Middleton and appointed by the City Council from among city residents. Each year the City Council shall appoint one of its members to be a liaison for the Library Board and City Government who will not be one of the five Library Trustees and will not have voting rights.

Section 2. Term of Office

A term of office shall be for five years; the term of one Trustee shall expire each year. Trustees shall hold their office from appointment until the term expires and until their successors are appointed (if possible). By accepting appointment to the Board, Trustees agree to attend a minimum of three -fourths of the regularly-scheduled meetings annually. ~~Unless excused by the Board, missing three regular meetings without first notifying the Board or Library Director dismissal will be recommended to the City Council.~~

If a Trustee is not able to attend a board meeting, they must notify the Board or Library Director as soon as possible. If a Trustee misses three regular meetings without first notifying the Board or Library Director, dismissal from the board will be recommended to

the City Council.

Section 3. Salary

All Trustees, officers included, shall serve without salary or any compensation, except that they may receive actual and necessary expenses when engaged in the business of the Library, **subject to the approval of the Board.**

Section 4. Vacancies

All vacancies on the Board shall be reported to the City Council within 5 working days by the Board **Chairman** or its elected representative, with a request that the vacancy be filled. The process for filling a vacancy will be determined by Idaho Code 33-2605.

ARTICLE III

POWERS AND DUTIES

Section 1. Policies

The Board shall have the power to establish all library policies and rules of use and to determine any question of policy.

Section 2. Budget

The Board shall have the power to prepare and adopt an annual budget with the advice and assistance of the Library Director, allocating the proper amounts for materials, salaries, maintenance, and other operating expenses.

Section 3. Expenditures

The Board shall have exclusive control of the expenditure of all moneys collected for the Library Fund. All board members can be signers of vouchers for payment, however, the primary signer will be the board treasurer. The copy of bills will be sent to all board members to review from the previous month.

The payments for all bills will be issued by the City of Middleton from funds allocated to the library's budget.

Section 4. Property

The Board shall have the supervision, care, and custody of any room or building constructed, leased, or set apart for library purposes, and it may, with the approval of

the Council, lease and occupy or purchase or erect on purchased ground any appropriate building. The Board shall take charge of the public library, reading rooms, and its branches, and of all real and personal property belonging to it, or what may be acquired by loan, purchase, gift, devise or otherwise. ~~when not inconsistent with the terms and conditions of the gift, device, or with the terms and conditions of the gift, devise, or bequest.~~ The Board shall have the power to make and enforce all rules, regulations, and bylaws necessary to administer, govern, and protect the Library, reading rooms, and branches, and all property belonging or loaned to it.

Section 5. Appointments

The Board of Trustees shall appoint a Library Director, who will serve at the pleasure of the Board. The Director will act in accordance with the policies of the City of Middleton to hire such employees as may be necessary for the proper operation of the Library, and may recommend their salaries, prescribe rules for their conduct, and remove any employee for good and sufficient cause.

Section 6. Gifts and Trusts

The Board shall receive and administer any trust, or any other fund declared or created by gift or otherwise for such library and branches. ~~However, the Board is not obligated to accept any donation. All funds and gifts shall be used at the discretion of the Board to further the mission of the library.~~

Section 7. Other Duties

Additional duties of the Board shall include, but not necessarily be limited to: promoting and interpreting the Library and its services to the public; obtaining adequate funds for library operation; and developing a program of planned growth and improvement of the Library and library services.

ARTICLE IV

OFFICERS

Section 1. Election

The Board shall elect at its annual meeting from its members a Chair, Vice-Chair

Treasurer, and Secretary who shall serve for a term of one (1) year or until his/her successor is elected. No officer shall serve more than two full consecutive terms.

Section 2. Duties

Chair

The Chair shall preside at all meetings of the Board, authorize calls for special meetings, regulate and control public participation, appoint all committees, execute documents authorized by the Board, serve as ex-officio member of all committees, ensure that a true and accurate record is maintained of all meetings of the Board, plan the meeting agenda with the Director, and perform all other duties associated with that office. **The Chair shall report vacancies to the City Council in accordance with Article IV Section 2.**

Vice-Chair

In the absence of the Chair or any other officer the Vice-Chair shall assume the duties of that officer. **In the event of more than one officer being absent the Vice-Chair shall assign another board trustee to assume of the offices for that time.**

Secretary

The Secretary of the Board is responsible for the written record of all board meetings and will present such written records to the board in a timely manner. However, the Board may appoint someone in lieu of the Secretary of the Board to be responsible for the written record of all board meetings.

Treasurer

The Treasurer of the Board is responsible for all financial record-keeping for Board purposes and upon election to office is authorized to permit vouchers to be submitted to the City of Middleton for approval in accordance with Article III Section 3 of the Middleton Public Library Board of Trustees By -Laws in addition to any other members of the board that are designated at the Annual meeting.

Section 3. Vacancies

Vacancies occurring in any office shall be filled by majority vote of those Trustees present at the next regular meeting of the Board. Any officer selected to fill a vacancy shall serve from that time of until the next election of officers.

Section 4. Removal from Office

Any officer may be removed from office by the Board whenever, in the judgment of the Board, the best interests of the Library shall be served by such removal, **with a majority vote of the Board.**

ARTICLE V

MEETINGS

Section 1. Frequency

The Board shall meet for business purposes monthly, except as shall be determined in advance by the Board at a regular meeting. The Board shall hold its annual meeting each year in January.

Section 2. Special Meetings

Special meetings may be called by the Chair, or upon written request of three members, for the transaction of business stated in the Notice of Special Meeting. Only that business so specified may be acted upon at the Special Meeting. Notification procedures will comply with Idaho Code.

Section 3. Quorum

A majority of the Board shall constitute a quorum for the transaction of business.

Section 4. Voting

An affirmative vote by the majority of Board members present shall be necessary to approve any action of the Board. The Chair may introduce, vote upon, move, or second a proposal before the Board.

Section 5. Meeting Records

Meeting Records shall be approved at a Regular Board meeting. ~~and signed or initialed by the board Chair upon adoption.~~ These records shall be retained in permanence by the Library Director or Director Designate.

ARTICLE VI

PARLIAMENTARY AUTHORITY

The parliamentary authority shall be The Standard Code of Parliamentary Procedure, current edition, except as stated in these Bylaws.

ARTICLE VII

AMENDMENTS

These Bylaws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the Board members present. Proposed amendments shall be distributed at least two weeks prior to said meeting.

This policy supersedes all previous Middleton Library Board of Trustees By-Law statements and is effective on xx/xx/xxxx.