March 13, 2024 **Approved 04/17/2024**

Twin Falls Public Library

The regular meeting of the Board of Trustees was held on Wednesday March 13, 2024. The meeting was held in the Twin Falls Public Library’s Program Room. Attending the meeting were Trustees Susie Kapeleris; Lindsay Earls; Shawnee Burt; Jennifer Hall; Dana DeHaan, Spencer Cutler, Council Liaison, Director Tara Bartley and Library Staff Karolee Sorenson, Administration and Reference Librarian Jennifer Hills. Susie Kapeleris called the meeting to order at 4:30 p.m.

The Trustees MSC approval of the agenda for the March 13, 2024, meeting. Shawnee Burt motioned to approve the March 13, 2024 agenda. Dana DeHaan seconded the motion. Motion approved (5-0)

The Trustees MSC approval of the February 14,2024 regular meeting minutes. Jennifer Hall motioned to approve the minutes of the February 14, 2024 meeting. Shawnee Burt seconded the motion. Motion approved (5-0)

**Financial/statistical report**

The February 2024 financial statement is the 5th statement of the fiscal year. Karolee Sorenson reviewed the cash flow report for the month of February 2024. Tara reviewed the capital expenditure line item. The money will be spent in the current fiscal year. The capital improvement project from 2022/2023 will be completed in the current fiscal year and is not reflected on the financial report for this fiscal year. Jennifer Hall asked about the book expenditures. The money for books fluctuate as the books that are ordered come in. The invoices do not get paid until the books arrive and it could be a week to a month before they arrive. Lindsay Earls reviewed and approved the payables for the month of February 2024. Lindsay Earls motioned to approve the February 2024 financial and statistical reports. Dana DeHaan seconded the motion. Roll call vote taken. Roll call approved (5-0)

**Communications/Correspondence: (Tara)**

The library reaches to outside sources and speakers for some of our programming. Adult services programs that will be using outside speakers and presenters for this month include:

Scenic Rivers of the Owyhee Canyon lands presented by Owyhee Conservation District, March 6 @6:30 pm.

How to have success with your African Violets presented by Master Gardener Dan Henningsen, March 16 @10:30 am.

Understanding Eclipses presented by Dr. Candace Wright (TFHS Science and Math teacher), March 18 @ 6:30 pm.

The Life and Photography of Clarence Bisbee presented by Jennifer Hills, Reference Librarian at the Twin Falls Public Library, March 30 @1:00 pm.

These programs are presented at the Twin Falls Public Library.

**Public Comment:**

None

**City Council Liaison Report: (Spencer Cutler)**

There was nothing to report. Spencer asked if there was anything we would like to share with him. Shared with him what is going on with State Legislature and the House Bills.

**Foundation Liaison Report: (Shawnee)**

Spoke about the libraries transitioning to the city. How this affects the employees and the timeline of the transition. Spencer asked how the Foundation worked with the library. Tara explained they receive donations and in turn will give In-kind donations to the library paying for guest speakers, purchasing books and materials, shelving and other items the library request. Their main fund raiser is the Golf Scramble every year.

**Staff Report – (Jennifer Hills Reference Librarian)**

Idaho Public Television reached out regarding the photography of Clarence Bisbee. I interviewed with them and we put together a program on Idaho Experience “The Life and Photography of Clarence Bisbee.” The showing was on March 10, 2024. In 1906 Clarence Bisbee arrived in Twin Falls to purchase land. He died penniless in 1954. His glass plate negatives were sold at an auction for $1500.00. The library currently has the 2450 original glass plated photos in or Idaho room that were not destroyed. In 2004 we finished creating a digitized database with these photos. Our collection of Bisbee photos is highlighted throughout the City of Twin Falls.

**Strategic Plan – (Tara)**

Review of Goal #4 – Technological needs of its patrons and staff. The library will continue to research needs of its patrons and staff. Exploring Wi-Fi printing and scanning. Website improvement. We are now using an overlay software called Vega for our catalog. This is through the consortium and is not specific just to Twin Falls. We will be updating our staff computers to Windows 11 from Windows 10 and will be reviewing our license. We will maintain and provide up-to-date hardware for our staff and patrons.

**Library Director Report: (Tara)**

The library is continuing to transition to the city. In February we moved our vacation to accrual. Our last monthly payroll will be May 25, 2024. We will then move to a triweekly payroll. The last payroll through the library will end on June 15. We will then move payroll to biweekly paid by the city. The city will begin onboarding library staff in April.

Legislative bills- 1289 went to Senate and failed by one vote. 384 was then resurrected and is now called 710. Gone to committee and passed now is to the Senate. If it passes then the library will have a plan in place by July 1, 2024 regarding materials that are considered harmful to minors.

Lynx Joint Power Agreement – Tara went to council on 3/10. Council approved the agreement. A new executive director will be hired as staff under the umbrella of Meridian Library. Currently moving in the right direction.

Tara will be at the Director Summit on March 14 and 15.

Tara had a budget discussion meeting with the city on 3/10 on mapping our account codes to the city account codes.

**Business Issues: (Tara)**

Capital project for the next fiscal year – Elevator upgrade.

**Future Agenda Items:** 2024 Legislative Session

**Schedule meeting date**

 Meeting date: Meeting April 17, 2024

**Meeting adjourned:** 5:35 pm

respectfully submitted,

Karolee Sorenson, Administrative Assistant

\*Reviewed by Dana DeHaan, Secretary