May 11, 2022 **Approved 06/08/2022**

Minutes of the Board of Trustees

Twin Falls Public Library

The regular meeting of the Board of Trustees was held on Wednesday May 11, 2022. The meeting was held in the Twin Falls Public Library’s Board Room. Attending the meeting were Trustees Dana DeHaan, Elly Young, Lindsay Earls; Susie Kapeleris: City Council Liaison Nikki Boyd; Director Tara Bartley; Library Staff Karolee Sorenson: Adult Services Department Head Jennifer Hills, and Technical Services Department Head Kathleen Lambert. Absent Trustee Jennifer Hall.

Trustee Dana DeHaan called the meeting to order at 4:30.

The Trustees MSC approval of the agenda for the May 11, 2022 meeting. Susie Kapeleris motioned to approve the May agenda. Elly Young seconded the motion. Motion approved (4-0)

The Trustees MSC approval of the April 13, 2022 minutes. Lindsay Earls motioned to approve the minutes from April 13, 2022. Susie Kapeleris seconded the motion. Motion approved (4-0)

**Financial/statistical report**

The April Financial statement is the seventh of the fiscal year. Karolee Sorenson reviewed the cash flow report for the month of April 2022, highlighting Capital Improvement of $11,024.00 for installation of 12 ECY VAV’s and sensors. Susie Kapeleris reviewed and approved the payables for the month of April 2022. Elly Young motioned to approve the April 2022 financial and statistical reports. Susie Kapeleris seconded the motion. Roll call vote taken. Approved 4-0

**Public Comment:**

None

**Communications/Correspondence: (Tara)**

Twin Falls Public Art Tour. Art sub-committee approached the library and asked if the library would host The Twin Falls Public Art Tour. IT Department Head Adam Day was able to work with them and put information on the libraries website that is connected by a QR code. To access the code, go to the website; Twinfallspubliclibrary.org; Resources – Twin Falls Public Art. Click on Twin Falls Public Art Tour. Here you will find a map of areas where art is displayed.

Mosses Greenhouse has donated flowers to the library for planting in the front flower beds. The library will pick up the flowers on May 26, 2022 and plan on planting on May 27th.

Saturday, June 4th the library will be closed for Western Days.

Strollerbrary is a new program the library is offering this year. Children’s librarian Kasi Allen will be taking weekly walks with caregivers of young children starting May 20, 2022. Meeting every Friday at 10:00 am at a different walking path in Twin Falls to learn a new early literacy concept and go for a walk. Call the library or check the calendar to find out where to meet each week.

**City Council Liaison Report: (Nikki)**

Presented to council article Kasi Allen, TFPL Youth Services Librarian, is highlighted in, “A Dream Team” by Taylor Hartz in *American Libraries*; teaching skills to kids to get kids up and moving. Budget.

**Foundation Liaison Report: (Jennifer presented by Tara)**

The Foundation office will be closed May 19 through May 23.

New board members: Gary Palmer with K&T Steel and Kelly Stover Kimberly Middle School librarian.

New Officers: Mary Fort, President; Gary Heidemann, Vice President; Mary Barron, Secretary and Susan Tenney, Treasurer.

**Staff Report (Kathleen Lambert, Technical Services Department Head and Jennifer Hills Adult Services Department Head)**

The last couple of years we have been working on cleaning up the Idaho Room. In 2019 we did an update of the Collection Policy. We found we were hanging on to a lot of old items and wanted to focus more on local history. In 2019 we got new shelving for filing archive materials. We started to rearrange and reorganize so it would be easier to find things. Inventory in the Idaho Room had not been done for the last ten years so the last couple of years we started doing inventory. Information was pulled and compared to what we had shelved to what was in the ILS System. We are doing a cataloging cleanup and entering information into the system. We then started to weed and evaluated numbers of copies we had of the same items. We donated 15 boxes or more of Caxton Published books to Boise State. We moved, re-cataloged and did mending on items. Last Spring Sara Barton and Kathleen started RFID tagging and relabeling. We have finished the down stairs and almost done with the upstairs. Shifting items to make more room for Twin Falls collections and local material. We have digitized photos. We have added an area for community events and military. With all that is being done with the Idaho Room this should help with research. Our Reference librarians are here to help.

**Library Director Report: (Tara)**

HVAC Update – The motor burnt up in our HVAC system so we replaced. We initially were going to replace the entire system this fiscal year but due to circumstances we will be doing this next fiscal year. Choice was to wait 8 months for a new system and not replace the motor, but with the hotter months approaching and no air conditioning the decision was made to replace the motor.

LYNX! Consortium – a consultant was hired to determine how to make the consortium work for everyone. The final report is out and all recommendations have been accepted.

The library has formed a committee for the next five-year strategic plan. The first meeting will be held Tuesday, May 17.

In the process of researching going fine free and what this will mean for the library and patrons. Will have an updated report in July 2022.

**Business Issues: (Tara)**

Request to approve the recommended budget for FY2023. Elly Young motioned to accept the recommended budget for FY2023; Lindsay Earls second the motion. Roll call vote 4-0. Motion approved.

Signing of the recommended FY2023 budget.

**Future Agenda Items:**

None

**Schedule meeting date**

The next board meeting is on Wednesday, June 8, 2022 at 4:30 pm

**Meeting adjourned:** 5:35 pm

respectfully submitted,

Karolee Sorenson, Administrative Assistant

\*sent to and reviewed by Lindsay Earls, Secretary

Adjourn to: EXECUTIVE SESSION 74-206(1)(b). To consider the evaluation, dismissal or disciplining of or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student. Susie Kapeleris motioned to move to executive session; Elly Young second the motion. Motion approved 4-0