



**Regular Meeting of the Board of Trustees
Of Nampa Public Library
January 11th, 2016 4:00 pm**

Roll Call: Rosie Reilly, Nick Smith, Debra Holm, Phil Bence, and Peggy Shaver.

Others in Attendance: Paul Raymond (City Council)

Staff in Attendance: Chris Cooper, Claire Connley, Kelley Grim, Theresa Hampton, Beth Neunaber, and Michelle Rosenberger.

Approval of the Agenda: Phil Bence moved, Nick Smith supported, all approved.

Special Communications: Introduction of staff members

- a. Ashley Garmire has been with the Library for 11 years where she started as a page, then moved on to circulation, and is now in Youth Services. She is extremely creative with the Teen and Tween programs and has a daughter named Scout. She is already getting ready for the Summer Reading Program. Ashley also does a lot of the posters for the department as well as keeping our online calendar up to date.
- b. Sara Cobb has worked at the Nampa Library for almost 13 years in several different areas: adult services, circulation, and programs. Sara describes several of our upcoming programs ranging from Indi Romance Films to midwifery seminars coming up in February.

City Council Liaison Report: Not Present

Approval of Minutes: Phil motioned and Debra seconded, all approved.

1. December 14th Meeting

Approval of Bills: Phil moved to approve, Nick seconded, and all approved

1. December 2015

Director's Report:

- Stephanie Squires had her last day on Friday, January 9th after almost 9 years of service at the Library. She chose to resign so that she could have more time at home with her family and new baby.
- Chris has met with the youth services staff to see what they are looking for in a new supervisor. The staff has been helping develop questions and will be present during the interview process. The library wants to be very intentional in finding a highly qualified person to help our programs grow and work flawlessly with our staff.
- Nampa Library Foundation: Chris and Claire have been working with Lance McGrath and Berry Meyers, as well as Debbie Kling from the Nampa Chamber of Commerce to develop a workforce development curriculum. This would include about 5-10 classes once a month that focus on job and communication skills. These classes will help job applicants become better prepared for interviews and help build the local work force in Nampa, Idaho. This program is expected to launch in late spring or early fall.
- Chris is still working in Borrower Services to get a better understanding of how circulation works here at the library. Spending about 30 minutes to an hour at the desk once a week and creating meaningful interactions with the public and staff.
- HR Training on performance reviews is coming soon along with a change in how staff reports their time sheets.
- Sandi Levi's farewell party was a success. She was a 2-term member of the Library Board. Two books were purchased for the library in honor of her dedication to the Library.
- Chris has been the Nampa Library director for over 6 months and has enjoyed the success and challenges of the job. The community and library staff has provided a great work environment. Chris looks forward to meeting individually with staff leads to review his performance.
- New ILS (integrated library system) *Polaris* will go live on May 25th and we are getting rid of Horizon. A few of the staff leads will be trained on the new system who will then train everyone else.
- Food for Fine was such a great success. It was exciting to see how the pile of nonperishables kept growing and growing; some folks even brought in donations who did not have any fines. We collected roughly 1,000 items for donation to Nampa Care House.
- The library has a new mascot, Ollie the Owl. An email has been sent out to the staff asking them to write a short story about Ollie the Owl. The top few stories will be sent along to the Foundation and the Friends of the Library who will choose the best story to represent our new mascot.
- Christmas at the Library recapped, again. It was a huge success and we already have the Tuba Christmas group booked for next year.
- Star Wars Day Recap: 45 people of all ages attended Storytime in the lobby, 3:00pm costume march with 25 participants, 25 people competed in the costume contest, 20 young adults learned how to code using Java

- Script, about 10 teens and adults attended the trivia hour in the early evening, roughly 123 people attended the movie marathon where all three Star Wars movies were shown. A coloring contest was held for 10 days and there were 70 entries, this was a huge success. Many people stayed throughout the day and those who stayed for 5 or more events were entered into a raffle drawing; there were 20 entries.
- Adult Services is now offering *Adult Coloring Hour* up on the 3rd floor during certain times. This has become popular recently and other libraries have had success with this program. It promotes mindfulness, calmness, self-awareness, meditation, and relaxation.
 - Connect with Idaho Author Series begins January 26th with 4 Idaho authors, including Council Member Paul Raymond with his book Other Side: Finding the Greener Grass. Two of the other books are from veterans and the 3rd is a hiking guide for the Idaho Sawtooths.
 - Oral History Workshop sponsored through the Idaho Humanities Council happens on February 25th from 4-6pm. Beth will be reaching out to the various historical societies in the area to see who is interested in doing an oral history project. Troy Reeves, currently at the University of Wisconsin will be speaking for this program.
 - Claire is supervising youth services since Stephanie Squires has left. This month we are having the Hat Trick Reading Program sponsored by the Idaho Steelheads. Children ages 5-13 are able to win tickets and other prizes by reading, writing, or drawing. This has been the 3rd year of this program. Regular Storytime started again this week. Zamzows small animal presentations happen every month and are always well attended. Right on Target program for special needs is doing very well which means we may need to add a second hour of this program on the same day. About 27 attended last month's program, which is just about capacity, any more than this would become ineffective. Marcia is the head of this project and has special training to accommodate the needs of these children.
 - Chris wanted to make note that this is the first month that all of the statistics have gone up. This can be related to the two very large programs that occurred in December, Christmas at the Library and Star Wars Day.

Committee Reports:

1. Downtown/NDC: Paul Raymond reports that finalizations are being made on the parking garage contract because there are still some drainage issues on one of the decks. Additionally, there is a possibility that the city may apply again for a "Request for Proposal" in regards to the block across from the library, (half block at Brothers Church on the way to the Taco Time). There have been a few proposals, one being additional parking for Brick 29. Lastly, Paul reported briefly about the proposed

- changes to the traffic patterns surrounding the library (i.e. 3rd and 12th streets). Nothing has yet been confirmed.
2. Foundation/Friends: Not present

Unfinished Business:

1. None

New Business:

1. Holiday closing Christmas Eve 2016: For Christmas of 2015 the Library had limited hours, open till 2pm, and saw a limited number, only about 207 users. This leads us to believe that it is not in the best interest of the staff and the tax payers to stay open during this time in 2016. We compared our open hours to those of the surrounding libraries and found that only a couple of these libraries are open on Christmas Eve and with limited hours. The staff has also showed interest in having this day off to spend more time with family or travel. In conclusion, we will amend our holiday calendar to reflect a closure on Saturday, December 24th 2016.

Debra motioned, Nick supported, all in favor.

2. LSTA First Time Conference Grant: ICFL (Idaho Commission for Libraries) has a program to send first time conference attendees to a select list of national and regional conferences. Chris applied for a grant to attend a conference in Denver this year which will focus on team-building and leadership, providing a great opportunity for growth.
3. State of the City Luncheon is happening on January 20th Chris Cooper and Claire Connley will be in attendance along with all board members except Phil Bence.
4. Library Board requested more information and statistics regarding the process and procedure of expanding the library's collection. This information will be provided at the next Board meeting by Beth Neunaber and her staff. Chris requested that this be added to the agenda for the next Board meeting, on February 8th.

Executive Session:

Board Chair, Rosie Reilly called for a motion to go into executive session pursuant to Idaho Code 67-2345 (1) (a) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code. Phil moved, Debra seconded, and all approved.

Adjournment: Phil moved to adjourn executive session, Peggy seconded, all approved; Debbie moved to adjourn the Board Meeting, Phil 2nd, all approved.