



**Regular Meeting of the Board of Trustees
Of Nampa Public Library
February 8th, 2016 4:00 pm**

Roll Call: Peggy Shaver, Phil Bence, and Nick Smith.

Others in Attendance: Paul Raymond (City Council)

Staff in Attendance: Chris Cooper, Claire Connley, Kelley Grim, Amanda Bizeau, Laure Hershman, Michelle Rosenberger, Beth Neuaber, Mike Sloan, Theresa Hampton.

Approval of the Agenda: Phil Bence moved, Peggy Shaver seconded, all approved.

Special Communications:

- 1.** Introduction of staff members.
 - a.** Amanda Bizeau has worked at the library for 7 ½ years and is now the Youth Services Lead. She does baby and toddler story time and enjoys music. Amanda really enjoys working at the Nampa Library because of the great staff. She also speaks French.
 - b.** Laure Hershman is a new staff member and also works part time at the Emmet Library. She is a very fast learner and has a passion for libraries. Since working at the Emmet Library for the last 3 ½ years she is trying to branch out to bigger libraries. Laure also goes to school and has 4 children.

City Council Liaison Report: Paul Raymond

- Canyon County Commissioners voted 2 to 1 last week that the Downtown parking garage is non-exempt from taxes. This means that the Urban Renewal Agency is expected to pay the taxes, which are estimated at around \$9,000.
- Parking garage construction items are mostly complete except for the drainage issue. Funds have been designated to supply a curb and eventually replace that curb to help with the water draining from level to level.
- Parking Garage: it costs roughly \$120,000 to maintain annually and part of this is supplemented with Urban Renewal Funds. Garage usage is lower than expected and many library users are parking for free

along the streets. Some of the street parking is not being properly policed and citizens are parking in limited use parking all day long.

Approval of Minutes: Phil Bence moved, Peggy Shaver seconded, all approved.

1. January 11th Meeting

Approval of Bills: Phil Bence moved, Peggy Shaver seconded, all approved.

1. January 2016

Director's Report:

- **NPL Workforce Development:** Claire Connley, Chris Cooper, Debbie Kling (Nampa Chamber of Commerce), Barry Myers, Lance McGrath, and Sandi Levi met to discuss: projects, create survey, identify community partners, and curriculum content. This project hopes to close the gap between what employers are looking for and what employees have to offer the workforce. There have been two meetings so far with the Nampa School District and the project is expected to launch in the fall. Chris toured Nampa, Columbia, and Skyview High Schools. NNU and CWI are looking for opportunities to collaborate.
- Public Library Director Summit: Grove Hotel 1/27 and 1/28(theme, Community Engagement) covered: networking, project sharing, remaining relevant, and being open to change. The ICFL leadership shared "Strategic Priorities" and progress in the following strategic priorities will help build the capacity of Idaho libraries to better serve their clientele and strengthen and connect communities through existing and new programs. The strategic focus areas are: • Broadband Access • Education & Learning • Early Literacy • College & Career Ready • Lifelong Learning • Economic Development, Workforce Development, and Employment • Community Engagement & Sustainability • Privacy & Security • Consumer Health & Wellness • National Digital Infrastructure • Public Library Funding • School Library Service.
- Information Desks: Chris served as substitute on 1st and 2nd floor desks.
- Union Pacific Grant: Received \$2,500 to Nampa Library Foundation to funding STEM programming, thanks to Stephanie Squires, Claire Connley, Lynda Clark for their efforts, check will arrive in May 2016.
- Chris's Job Performance Review: Schedule individual meetings with board members to discuss job performance, provide feedback, direction, and attend to specific issues.
- Youth Services Supervisor: Position is posted. Claire is overseeing operations, planning, and scheduling of staff. Human resources have extended the filing deadline to "open until filled."
- Polaris Migration Project is moving along. May 25th is the go live date.

- New Circulation Staff: Sierra Moiza and Ardeth Palma started today. Sierra is a Nampa High School graduate. She is pursuing her Associates of Arts Degree at CWI. Ardeth is a BYU- Idaho graduate. She has a major in history and minor in Chinese.
- Sven Motor issues: The newest interior book-drop had some problems, causing the machine to freeze up after items were returned until it was rebooted. On Friday, January 29th, a Lyngsoe tech installed pieces around the motor to solve this problem. On Monday and Tuesday after the fix, the Drop still showed a motor error every two hours. On Wednesday, with instructions from Lyngsoe, Mike Sloan replaced the motor unit inside the Drop with one from our spare parts. There have been no problems since then. Mike can now replace the motor in the machine, which is an invaluable new skill.
- New Computer stations: We have added two new searching catalog computers. The first and second floors now have three search computers each. And we added one on the first floor by the circulation desk, which allows us to direct adults who need to search to this area instead of the children's area. We will also be adding a 15 minute express Internet station on the second floor. This new 15 minute computer does not require a library card to use, and is intended for quick tasks, such as checking email.
- NPL Birthday/Mascot Debut: We are planning a "Birthday Bash" for the library building on Monday, March 14th from 3-4pm. The Foundation and Friends have agreed to fund the celebration. We hope to have cupcakes, punch, crafts, and Ollie will be introduced for the first time with a special Storytime.
- Morale Committee: We have put together a staff morale committee consisting of one staff member from each department. They are currently meeting and coming up with fun ways to encourage togetherness and boost morale: staff picture board, coat rack, valentine surprises, etc.
- Grant Workshop: Claire attended a two day grant writing workshop in Boise on January 25th and 26th, which was funded by the Foundation. She learned valuable information on searching for and applying for grants.
- Statistics: circulation went up about 5,000 and new card registrations went up 200 from last year. Also the number of card holders checking out new material increased. More people are engaged in the library and feeling more comfortable approaching the help desks.
- Youth Services Programs: Art Endeavor was published in the Press Tribune. This Saturday is the NNU Jazz band performance. Summer reading is right round the corner.

- We are advertising in the Press Tribune 6 times a fiscal year. The add is roughly 3x6" and is in color. All of this in hopes that we can boost attendance to our programs.
- Next week the leads from each department are doing a small class with Vicki Holbrook about how to write a PSA.
- Adult Services Programs: Treasure Valley reads is doing The Orphan Train and there are a lot of additional programs going along with this book.
- Budget Hierarchy Report, given by Beth Neuaber about how funds are spent depending on the collection and each collection has a different budget. This information was provided upon Nick Smith's request to better understand how we are making the choices to expand a collection.
- Current Snap-Shot: Does not include eBooks but shows everything else that is checked out on any given day. This type of record is helpful to understand what kind of demand we have for certain items. This will be provided to the board throughout the year either by request or quarterly.
- Adult Nonfiction is getting more organized! Beth has assigned a staff member to specific a section corresponding to their personal interest. For example, Chris Cooper has an extensive music background so he has been helping with the music collection. The end goal is to get rid of outdated resources and expand the collection to include important standards of the collection. Ultimately we are trying to provide what our local community is looking for, which means that our collection will vary compared to other libraries in the area.

Committee Reports:

1. Downtown/NDC : January 26th, Chris attended the Visioncasting 2.0 workshop presented by Downtown Nampa. It focused on how various people and organizations can help stimulate the economy and bring more business into the downtown area. Committees were identified and divided into a few different areas that need promoted: economic, vitality, design, promotions, and organization. Chris is helping with promotions; especially with the library and other downtown activities. Nick Smith was also present at Visioncasting 2.0, where Mayor Henry spoke a bit at the end and seems very enthusiastic about the downtown expansion projects. The city hopes to bring in new businesses and companies, like Mother Earth Brewing, it is important for there to be a thriving downtown and the library is a big part of that.
2. Paul Raymond is the commissioner of the NDC and there is a proposal out to find someone to develop the ½ block across from the Brick 29. It is in the cities best interest to sell the whole thing instead of selling it off piecemeal.

3. A few of the businesses around downtown are carrying our quarter-sheet flyers. We hope to diversify our publicity as well as support other local businesses.
4. Foundation/Friends: Not Present

Unfinished Business: None

New Business:

1. 2016 Libraries Building Community Summit: ICFL has an opportunity to provide different teams project leadership roles for a 2 day meeting. We are looking for 1 board member and 1 city council member to join the group in Boise on April 27th and 28th. The proposal is due on February 28th. Please let Chris or Claire know if you will be attending. Our project will be the "Workforce Development Plan," which is getting young adults ready for the workforce by educating them about what is required by an employer. Following the Summit there is a 6 week and 6 month check-in session.
2. Policies:
 - a. Fines and Fees Policy:

With Polaris on it way staff realized that damages and lost items fees need to be updated. The new fees will be as follows: MP3 cases will now be \$4.00, Blu-Rays will stay the same except for the additional disc price will now be \$10, audio books will now be \$10.00 and then \$5 per additional disc in case, *Playaway* is no longer in use so it has been removed from the list, and finally MP3 CD Books will be \$19.00 with \$5 per additional disc in case. These new prices are to better reflect the actual cost of replacing items in our collection. If the item does cost the library less than the proposed price that will be the amount the patron will pay for the lost or damaged items.

Phil Bence moves for approval, Peggy Shaver seconded, all approved.

Adjournment: Peggy Shaver motioned to adjourn, Phil Bence seconded, all approved.