



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

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

Others in Attendance: Paul Raymond (City Council)

Staff in Attendance: Chris Cooper, Claire Connley, Kelley Grim, Michelle Rosenberger, Beth Neuaber, Mike Sloan, Maggie Harrison.

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

Special Communications:

1. Morale Committee Report – Joyce Gergen:

The Morale Committee started meeting in January of 2016 to help keep morale positive after the big move to the new building. The committee consists of staff members from each department: Joyce Gergen in youth services, Kelley Grim in administration, Maggie Harris in circulation, Mary Roark in technical services, Alicia Marks with page staff, and LeAnn Perry in adult services. Each member of the committee has an equal say in all decision making. They make themselves available to staff for comments and suggestions about how to create a more positive work environment. So far there have been coloring contests, trivia, an all staff newsletter, and treats on holidays to express gratitude; in May there will be a Cinco de Mayo potluck. There are several places around the office where staff can interact with each other, such as the new photo board and the birthday/comment chalk board. The morale committee has also changed all staff meeting days to a rotating Wednesday/Friday schedule in hope to catch more staff members.

City Council Liaison Report, Paul Raymond:

- Traffic change to 3rd and 12th Avenues will start around the end of April beginning of May.

- Paul Raymond discussed and explained to the Library Board why Nampa has such high taxes and the reasoning behind the cities decision to increase the irrigation rates.

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

1. March 14th Meeting

Approval of Bills: Debra Holm moved, Phil Bence seconded, all approved.

1. March 2015

Director's Report:

- Public Library Association conference in Denver was attended by Chris Cooper last week. The conference focused on community engagement and communication, and developing relationships with staff.
- NPL Workforce Development of Soft Skills: Beth Ineck, Economic Development Director is excited to get involved along with many others asking how they can participate. The team will have a planning meeting on 4/15 and receive formal training through the ICFL's *Libraries Building Community Summit* on 4/27.
- Youth Services Supervisor: The job has been posted on several job sites: University of Washington, BYU, University of Arizona, San Jose State, UCLA, and North Texas. As of 4/19 we have 19 candidates in Round 2 of the recruitment. Rosie Reilly recommended posting the position through the BSU Career Center. HR posted the position on Indeed.com and the ALA job list.
- Friends of the Library is having their annual meeting at the library on Wednesday, April 13th, where the management staff will be serving them lunch in appreciation of everything they do for the library.
- A biography section has been created on the 3rd floor. This was done with the help of volunteers as well as staff.
- There are two new pages joining the NPL team, Kyla Cobbs and Matther Penner.
- Parade America float is being made by David Johnson, Mike Sloan, and Laure Hershman. The float will be a 6x8 wooden book that will be decorated and be used for years to come.
- Polaris is coming in May. There is going to be a lot of changes for the staff and the public to get used to with the new system.
- Rhys Morris will be resigning from the Library Associate I position on April 30th. He will be missed but we wish him the best of luck. HR has already posted the job and Beth Neunaber will start interviewing immediately.
- Sandi Levi and Beth Neunaber have followed up with perspective sponsors for the Water Ways project. During the summer there will be active

- outreach to recruit docents to help with the exhibits. Beth also met with English professor Ben Fisher of NNU to generate ideas about a writing collaboration, (more to come about this). During the next Library Board meeting a PowerPoint will be given about the Water Ways exhibit to better explain the program.
- April 23rd will bring Birds of Prey to the library terrace.
 - May is archeology month and we have one program on May 11th, "Five Myths of the Petroglyph" by William James Nance.
 - Circulation leads have all been trained in Polaris and Maggie Harris and Ezequiel Luna have been working on creating a database to train the new part-time employees.
 - Isaiah Krause has given his notice and his last day will be April 30th. Circulation has decided to wait to hire until Polaris is fully up and running, which will avoid having to train someone on both systems.
 - Maggie Harris has put in her notice, the date is not exact but it will be some time in the next few months.
 - Claire Connley recently prepared the FY2017 budget proposal for the annual Friends of the Library meeting, which was given to Jeannette Quist to review and present at the meeting. The approval of this budget is imperative for planning the library's 2017 budget.
 - Claire is in the process of updating the staff handbook, staff orientation, and onboarding procedures. Management Team members reviewed Unscheduled Leave and Closing Procedures and Staff Guidelines (meal and break periods, parking, contact information, staff checkout of materials, staff lounge guidelines, appearance, etc.).
 - Statistics: The circulation count for March is up 8% from March 2014.
 - Beth Neunaber is the Library representative for the Nampa Stampede Festival Committee as a part of the city's initiative to get businesses and community interacting in downtown.

Committee Reports:

1. Downtown/NDC : Paul Raymond
 - The old library building and property are being negotiated with Mike Muscle whose proposal is in review for this space as well as the ½ block where the Brother's Church is located.
 - On Wednesday, April 20th at 6:00pm there is a BID (business improvement district) at the library.
 - Councilmen Raymond has requested that Library Board Members start attending city council meetings. The Board is considering setting up a rotating schedule for attending these meetings. Library staff will help facilitate this schedule.
2. Foundation: Debra Holm and Chris Cooper were present at the recent meeting. The foundation is working on creating a logo that looks similar to the library's logo and is being made by an artist from NNU.

3. Friends of the Library: Wednesday, April 13th is the annual meeting and the library staff is providing food for the meeting. New officers will be appointed and the FY2017 budget proposal will do approved.
4. Chris attended the Downtown Association Promotion Committee Meeting, it was suggested that local businesses take turns hosting tables at the farmers market and provide an activity about local downtown businesses. Library Board members are interested in attending these events.

Unfinished Business: None.

New Business:

1. Parking Garage Responsibility and Cost: A document was recently brought to the attention of Chris Cooper and Claire Connley which outlines the maintenance and responsibilities of Library Square. This document outlines how the different parties are to pay for the upkeep of the square and parking garage. Chris and Claire met with Vikki Chandler (City Finance Director) and Economic Development staff (Jared Bryan, Robin Collins, Beth Ineck) to discuss the following documents: Library Lease Agreement (dated 2/1/2015), Master Declaration of Restrictions, Grant of Easements, and Common Area Maintenance Agreement for Library Square. It was determined that the library is responsible for 36.07% of the "common area items," which is roughly \$12,000 annually to be paid to the NDC. The breakdown of the cost represents: parking garage restroom cleaning and maintenance, trash services, common area maintenance and repair, common area insurance, and common area lighting.

The FY2017 library budget will most likely not show an increase to cover these new costs, which means that the funds will come out of the programming and collection portion of the budget. Library management proposed a request for patrons to have an extra hour of free parking, and that staff may use the garage free of charge, both were denied. Chris will meet with legal counsel and the mayor to clarify as much as possible. The Board will help advocate for the library by appealing to the city council in hopes to increase the library budget by the estimated cost. A decision has not been reached.

2. City of Nampa Employee Handbook, Employee Concern System, Policy Number 2025: Debra Holm has suggested a change to Step Four of the city's Employee Concern System. With the suggested change in italics and underlined, Step 4 would read
After the Human Resources Director receives the employee's concern, the Human Resource Director (or his/her designee) will investigate, review and discuss

the concern with the employee as soon as possible. If the concern is in regard to the Library Director, the Human Resources Director will, within three (3) business days (suggested by Phil Bence), contact and work with the chair of the Library Board of Trustees because the board has a statutory responsibility to supervise the Library Director (see Idaho Code Title 33-2608). After the matter has been reviewed, the Human Resources Director will issue a written response to the employee. The Director's response will generally be issued within seven (7) calendar days of the date the concern was received and any decisions will be final and binding.

The board has requested that Chris speak with legal counsel regarding the change. From there, the board will meet with Human Resources and the city council to officially put the change into effect. **Phil moves to recommend to the City of Nampa that Step Four of the current Employee Concern System be modified in accordance with Debra Holm's wording and Phil Bence's addition of a time limitation, Peggy seconded, all approved.**

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 personnel matters. Phil moved, Peggy seconded, all approved.

Adjournment: Debra Holm moved, Phil Bence seconded, all approved.