



**MEETING**  
**Regular Meeting of the Board of Trustees**  
**Of Nampa Public Library**  
**May 9<sup>th</sup>, 2016 4:00 pm**

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

**Others in Attendance:** Chris Cooper, Claire Connley, Kelley Grim, Jeannette Quist, Michelle Rosenberger, Theresa Hampton, and Mike Sloan.

**Approval of the Agenda:** Debra Holm moved to approve the agenda, Peggy seconded, all approved.

Debra Holm motioned to amend the agenda by adding a discussion about the City of Nampa's Employee Concern System under New Business as item number two and adding item number three as a discussion about adding a Personnel Policy to the existing policies. Peggy motioned approval of the amendment, Phil seconded, all approved.

**City Council Liaison Report, Paul Raymond**

- The City of Nampa will be reviewing their budget in June.
- Council man Raymond, encourages the Library Board members to attend the City Council meetings.
- Short discussion about the traffic patterns and its effect on the library staff and patrons.

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

1. April 11<sup>th</sup> Meeting

**Approval of Bills:** Phil Bence moved, Nick Smith seconded, all approved.

1. April 2015

**Director's Report:**

- Workforce Development Team met on March 24<sup>th</sup> and 26<sup>th</sup> where they completed the survey which will be sent out to local businesses in May. The survey was a group effort with the addition of Beth Ineck from economic development and Amanda Marble from NNU career center.

- Chris Cooper and Claire Connley met with Tina Combs and another consultant from the City of Nampa to determine salary evaluation. It was determined that the greatest disconnect is with the Library and the Parks & Recreation departments. The library would like the board to support and approve a budgetary increase for full-time staff members.
- Chris has formally requested that two of the Library Board members attend a preliminary budget meeting on May 10<sup>th</sup>. Peggy Shaver and Rosie Riley will be attending the meeting as representation of the Library Board.
- Kathy Wolff from Nampa Musicale has made a request for a grand piano to be a permanent fixture in the Multipurpose Room. This idea was discussed amongst the Board and it was decided that there is too great a demand for the meeting room space and the piano would need to be protected from other patrons during events. There are several other issues including: space, protection, liability, fees and up-keep, etc. At this time, accommodating a grand piano would be nearly impossible but we may be able to entertain the idea of an upright. More details to come.
- On April 15<sup>th</sup> there was a Lynx! Consortium Directors meeting in Caldwell where the shared costs of Consortium membership was discussed. It was determined that the Nampa Library, Garden City, and Boise Library will opt-out of the automatic renewal of overdue items.
- The Library Foundation has approved a track and cable system for art installations on the 2<sup>nd</sup> floor wall near the media collection.
- Chris and a few members of the Board attended the BID Meeting on April 20<sup>th</sup>, which reviewed the various committees of the Downtown association and their projects. Beth Neunaber reported that the library will be doing a scavenger hunt in association with the Stampede activities in July.
- Chris met with Ann Misner of the Notus Library to help brainstorm ideas for expanding their very small collection. Nothing was determined but they will continue to work together.
- Chris participated in Leadership Nampa, which focused on building leadership skills and understanding employee communication. The ICFL will publish a short article about Chris's experience in late summer or early fall.
- The Collection development policy is being reworked since it hasn't been revised since 2011. Managers will be reviewing and discussing the changes with their teams. On May 17<sup>th</sup> management will revisit the policy changes.
- Parade America will be on May 21<sup>st</sup> and the library created a float. Volunteer Ashley Blodget created the art work and Mike Sloan

- with David Johnson constructed the book structure. Several staff members and their families will participate as characters in the parade.
- Polaris goes live on May 25<sup>th</sup>. There has been a lot of training in-house and throughout the Consortium. Michelle Rosenberger has been the Polaris point-person throughout this process and has been diligent in training and learning the new system. Before Polaris is up and running the library will be off-line for 5 days. Items will only be checked out to patrons with their library card in-hand. Patrons can also drop-off items, which will be checked in and re-shelved. At the end of the day the data will be uploaded by Boise library and we will see things circulating like normal.
  - Youth Services has 38 teen volunteers, so far, for Summer Reading and Summer Carnival Kick-off is on June 4<sup>th</sup>.

**Statistics Report:** Overall the statistics for April appear rather high, which is due to our opening weekend in 2015: first time visitors, information requests, new cards, etc. May and June the statistics start to even out.

**Committee Reports:**

1. Downtown/NDC : NONE
2. Foundation/Friends: The Friends have put in a request with the city to have an outside sidewalk sale. They have an overstock of books where everything will be half-price. Additionally, sales have been much better and the Friends have increased their profits. The Friends recently approved an \$11,000 youth services donation for the upcoming year.

**New Business:**

1. Salary Valuation: Claire Connley and Chris Cooper met with Tina Combs on Thursday, March 24<sup>th</sup> to rate the NPL positions based on the following factors: Job knowledge 40%, Responsibility 35%, Difficulty of Work 15%, and Work Environment 10%. There was a follow up meeting on April 21<sup>st</sup> where it was determined that the Library and Parks & Rec. were the two City of Nampa departments with the greatest salary undervaluation. All but four of the library positions need to be updated. Library management is concerned that if these changes are not made staff members may leave Nampa for other libraries in the valley to do similar work for more pay. If this is not approved there would need to be cuts in other areas: collections, payment kiosks, programing, etc. The library is asking the Library Board of Trustees to approve salary adjustments for full-time staff in fiscal year 2017. **"The board expresses their support for the prioritizing of salary evaluations for the 2017 budget." Nick Smith motioned, Rosie Reilly seconded, all in favor.**

2. Employee Concern System: This is a change to the City of Nampa's Human Resources Policy and will outline more clearly the role of the Library Board in cases where the Library Director is involved. **Phil Bence moves for recommendation to City Council to approve the changes made and suggested by Debra Holm and the Library Board, which would make city policy coordinate with state law. Rosie Riley seconded, all in favor.**
  
3. Personnel Policy: The Personnel Policy presented is from the Boise Library's policy and is being recommended as an example for a change in the Nampa Library's policy, which will help provide clearer directions for the Director, Board, and Staff. The policy needs to be rewritten to apply directly to the Nampa Library. **Debra Holms moved to table the approval of the Personnel Policy, Phil Bence seconded, all approved.**
  
4. Executive Session:  
The chair will call for a motion to go into executive session pursuant to Idaho Code 67-2345 (1) (a) to consider personnel matters.

**Adjournment: Rosie Riley moved, Phil Bence seconded, all approved.**