



**Minutes**  
**Regular Meeting of the Board of Trustees**  
**Of Nampa Public Library**  
**July 19<sup>th</sup> 2016 4:00 pm**

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

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

**Others in Attendance:** Paul Raymond (City Council) and Jeannette Quist (Friends of the Library).

**Approval of the Agenda:** Phil moved, Peggy seconded, all in favor.

**City Council Liaison Report, Paul Raymond:**

- In regards to the old library building, the NDC has completed a lease appraisal and negotiations will begin with Mike Mussell.
- The NDC is sending out RFP's for the parking lot at the corner of 2<sup>nd</sup> and 10<sup>th</sup>, proposals are due in two weeks.
- The Board thanked Councilman, Paul Raymond for supporting the library at the city budget hearing.

**Approval of Minutes:** Phil moved, Nick seconded, all in favor.

1. June 13<sup>th</sup> Meeting

**Approval of Bills:** Phil moved, Peggy seconded, all in favor.

1. June 2015

**Director's Report:**

- The Library budget hearing was Tuesday, June 21. City Council approved the draft budget, which included the salary valuation increase for most of the library's full-time employees. The City Council stated that they intend to approve the 3% Property Tax increase as well. This will allow the library to make appropriate salary adjustments, based on Human resources and salary consultant recommendations for full-time staff salaries. The budget will also cover a new position in Adult Services.

- Currently the collection budget for FY2017 is not adequate therefore we are looking for creative ways to make up for this shortfall. Foundations and grants are being investigated that may cater to "special population" materials such as: alter abled, job and college prep, unique teen materials, and vision impaired. These niches are being explored because it is difficult to find sponsors for the general collection and it broadens our service to the community.
- Chris met with the new Friends of the library president, Wilma Anderson, to discuss renewing the Memorandum of Agreement, hours, and a sidewalk book sale. Permission was solicited from Gardner Corp in order to gain access to the plaza for the book sale. The go-ahead came late so the sale has been pushed back to August. Moving forward the Friends have been cleared to host several more book sales on the plaza.
- Rosie inquired about streamlining the process of requesting permission from Gardner Corp for access to the plaza for book sales and additional programs. Chris responded by suggesting a "blanket request" that will always cover us requesting a handful of general uses.
- Claire and Chris met with John Cantlon of the Civic Center about collaborative workshops or programs that are mutually beneficial to both organizations and the community.
- Recently, the biographies got their own section (3<sup>rd</sup> floor) making patrons and staff very grateful. This was a great example of how dedicated the library staff is to access.
- Youth Services is considering reorganizing the children's section into categories of things that are related, for example all things that "go" will be in one section together. Allowing children to find books on a subject much easier and faster. This will be a very slow and steady process.
- Nick enquired about who is in charge of the 2nd and 3rd floor displays. This is done by the part-time staff in adult services on a rotating basis and loosely based on trends for the month. This same thing is also done on the diagonal bookshelf in the teen area and divided up by staff members.
- New Hires: Jannah Keenon is the new Circulation Lead and has had experience at the Meridian Library. Youth Services recently hired two new part-time employees and promoted one employee to full-time. These positions were created from not filling the full-time supervisor position. Marcia Stillman was promoted from part-time to full-time and then two part-time people were hired. Adult Services is looking to hire a part-time bilingual staff member in the next couple months.

### **Statistics Report:**

- Phil requested that 2014 be added to the next meetings statistics report.
- Claire announced a typo in the volunteer hours, correcting 3012 to be 312.
- Onsight program attendance and computer sessions are both up this month.

### **Committee Reports:**

1. Friends of the Library: Jeannette Quist talked about adjusted hours in hopes to catch different crowds of people while experimenting with different times and record keeping to see what will be most effective. Additionally, The Friends brought the Tiny Book Show to the library and it was very successful with over 250 visitors.
2. Foundation: Debra Holm spoke on behalf of the Foundation about hiring Sarah Rosin as a part-time office assistant.

### **Unfinished Business:**

1. Committee for director evaluation: Peggy and Nick are taking the lead on this project. It is expected that it will be done as of September first.

### **New Business:**

1. Lobby Open hours during Smithsonian Exhibit: because the library closes at 7:00pm we are looking at staying open with a specific program until 8:00 pm on Tuesdays and Thursdays for the 6 weeks during the Smithsonian Exhibit. The Board takes no issue with this, giving their support.
  - A few details about the exhibit: Beth informed the group that there will be large banners hanging off the side of the building, a 30 second PSA video, and multiple press releases advertising the exhibit. Beth and Sandi are still looking for sponsors to help us reach our goal. We have already received \$3,500 in grant funding but most of that will go to the local companion exhibit and its display functions. Part of that grant is a \$1,500 grant which needs to be matched around March 31<sup>st</sup> of next year. There will also be writing contests with prizes for the winners. September 3<sup>rd</sup> begins community writing submissions with the help of local literary groups. Books have been ordered and programs have already been planned related to water. Additionally, all of the Storytime books and art projects will be water themed.
2. Trespass incident: On Monday, July 11th a 16 year old male patron using the public access computers was viewing inappropriate images. He was inciting young children (6-8 years old) sitting at the computers next to him to look at the images; turning the monitors towards the young children. A public services staff member who was working the information desk asked the patron to change the screen several times. He kept refusing and began mumbling threats to the staff member who then called the Nampa Police Department. When officers arrived at the library the individual was initially noncompliant and continued to sit in front of the computers. The officers requested backup and four NPD officers escorted the individual out of the building. The supervising officer asked Chris if he wanted the individual to be trespassed. Chris said yes because there was another issue with this same patron. He will not be allowed back for 3 months because

this is not the first time he has caused trouble. Typically, this is handled by library and library staff but because of the threatening nature the staff member felt it was necessary to call the police.

3. Multipurpose/Board room policies: Most libraries in the area charge for the reservations for their rooms. As the system works now, the only money that is taken in is minimal and most of it is for food deposits which are refunded. Chris and Claire raise the concern that renters would expect an increase in service, which we would not be able to accommodate because of limited staffing. This issue will be added to the next agenda where further discussion will take place and staff will suggest a recommendation for the Board.

**Adjournment: Debbie moved, Peggy seconded, all in favor.**