



**Minutes  
Regular Meeting of the Board of Trustees  
Of Nampa Public Library  
August 8<sup>th</sup> 2016 4:00 pm**

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

**Others in Attendance:** Paul Raymond, city council.

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

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

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

- The city council approved the resolution to advertise the 2017 budget. There will be three readings and then the council will approve the budget; during which time the community is encouraged to come in and ask questions.

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

1. July 19<sup>th</sup> Meeting

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

1. July 2015

**Director's Report:**

- Chris shared a thank you letter from a group of student interns who worked at the library for the last 6 weeks.
- Chris and Claire have been working with the Foundation on grants to make up for the shortfall in the collection development budget. Claire and Marcia are working towards a Whittenberger Foundation grant, which would provide books for special needs clients. Chris submitted the preliminary grant application with Union Pacific and is looking into a proposal for St Luke's.

- On Monday, August 1 the Nampa City Council met for the budget hearing. Jeanette Quist spoke to the council in support of the library's programs and commitment to the community. Councilwoman Sandi Levi and Mayor Bob Henry expressed their commitment to providing the library with greater financial support in the future.
- Board member Nick Smith met with Chris last week to go over library issues and get a "behind the scenes" tour of the facility and the specific departments. Chris also has meetings scheduled with Peggy Shaver on August 10 and Debbie Holm on August 11 for similar tours.
- On Tuesday, July 26<sup>th</sup> Beth Neunaber and Chris spoke with the Treasure Valley Kiwanis Club to help recruit docents for the upcoming Smithsonian exhibit. They will be meeting with the Nampa Rotary on Tuesday, Aug. 9<sup>th</sup>.
- Claire Connley, Michelle Rosenberger, and Theresa Hampton have attended and will be attending future leadership training through the City of Nampa in collaboration with BSU, called *Thrive*. The leadership organization will be doing a training session for Library employees in October.
- Chris met with Nampa IT this week to discuss the criteria for a new IT Director.
- A new Collection Development Policy is being worked on and there should be a draft ready to share with the Board at the next meeting on September 12.
- Claire and Kelley will be working on a proposal to share with the Management Team in regards to the proposed idea to begin charging for the use of the Multipurpose Room and Board Room. There should be a proposal draft to share at the September 2016 Board Meeting.
- *Short Takes for Trustees* is a partnership between ICFL and United for Libraries. It is an online tool for new and seasoned trustees who need information on their job duties and responsibilities. Content includes: how to set policy, evaluating the library director, ethical and parliamentary standards, broad fiduciary responsibility of Boards, etc. This series of short videos is available for the Board to watch for educational and development purposes. If the Board is interested in setting up a viewing session accommodations can be arranged.
- New patron to-go bags came in and are now purple to help conceal marks.
- Polaris reports now include "PAC log-ins." This is the number of times folks are logging into the catalog out of the building or on their own device.
- We now have Computer Access / Internet Only Cards that we can issue to regular customers who come in only to use the computers and do not have a library card. This card is limited to computer access only with no allowance for library item check out.

- Recently there were 24 new videogames stolen from the collection. We believe they were stolen with the purpose of reselling them. Theresa created a flyer and talked to every pawn shop and GameStop in the area to have them keep an eye out for these games; there was a very positive response. Additionally, Mike Sloan filed a police report. It has now been decided that all games will be removed from their cases and filed at borrower services in one large cd case.
- Codey Williams has submitted his resignation and is moving to Chicago in pursuit of his Master's degree in Philosophy. Codey was part of the Page department for 6 years. Kelley Grim will be joining the Page department in addition to her current duties in Administration. Her first day working as a Page will be Tuesday, August 9.
- Youth Services welcomed new part-time staff member, Robyn Holliday, who came from the rec center. There is still another part-time position available and will be posted soon.
- Summer Reading has wrapped up successfully. As of August 5, there were 2,190 sign-ups and (so far) 1,168 finishers for youth 0-6th grade; there were 586 teen sign-up's with 267 finishers (so far).
- Youth Services is looking into expanding their programing. Each team member will specialize in something that interests them and manage a specific program. Additionally, Tracie Wood and Claire are working on a grant for \$400 from Nampa Rotary to purchase art supplies.
- Claire and Beth are considering staffing the 2<sup>nd</sup> floor desk with two team members for a few hours a day to help with computers and self-check.
- Aug. 16<sup>th</sup> will be a Pokémon Go Downtown walking tour. Teen and tweens are required to have permission slips from parents or guardians and it's limited to 10-15 individuals. An adult program is in the works.
- Adult summer reading was not as well attended as hoped; there were around 50 people who completed the program. The program will be reevaluated for next year.
- Study rooms were tracked for the month of July with a total of 124 people divided between the two floors. This will now be a monthly project.
- Music on the Terrace was very successful on the first attempt with over 50 people in attendance. There will be several more performances scheduled, hopefully a couple times per month. Volunteers are needed to usher guests through the library.

### **Statistics Report:**

- The statistics are beginning to level out since the move to the new building, which is giving much better results.
- Summer outreach was low in comparison to last year, which was because staffing was more limited this year.
- Claire added in the 2014 statistics, per Board request.

### **Committee Reports:**

1. Downtown/NDC:
  - The NDC is starting over with the sale of the old library building because the property was not properly advertised as being for sale.
2. Foundation:
  - The Foundation hired Sarah Rosin as a part-time administrative assistant to help with grant writing, website development, etc.

### **Unfinished Business:**

1. Employee concern system with addendum:

#### **Step Four**

After the Human Resource 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 Resource director will, within three business days of the concern being received, contact and work with the chair of the library board of trustees (see Idaho Code Title 33-2608).* After the matter has been reviewed, the Human Resource 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.

The changes to the Employee Concern System were reviewed by the city attorney and human resources.

**Phil moved that, the Board approves and passes on to the city the suggested change for the Employee Concern System; all in favor.**

Debra Holm will take all changes to human resources.

2. Proposed addition to Nampa Library Policies: **Nick moved to approved the proposed addition to the Nampa Library Policy regarding the personnel, Phil seconded, all in favor.**

### **New Business:**

1. 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:** Phil Bence moved, Peggy Shaver seconded, all in favor.