

**Payette Public Library**  
24 South 10<sup>th</sup> Street  
Payette, ID 83661



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**PAYETTE PUBLIC LIBRARY BOARD MEETING MINUTES**  
**May 12, 2016**

Roll Call: Board members Philippa Smith, Ron Warzyn, Isabel Brito and Stephen Cook were present.  
Nancy Dale, City Council Liaison, Erin Haley, Library Director were present.  
City Staff: Jeffery Williams, Mayor; Mary Cordova, City Clerk; Bobbie Black, Deputy Clerk

Stephen called the meeting to order at 5:08pm.

**Approval of Agenda:**

Stephen moved to accept the agenda as amended to include items F. Printer Proposal and G. Budget Timelines, Philippa seconded. All approved.

**Approval of Minutes:**

Ron moved to approve the April 14th, 2016 meeting minutes as amended, Isabel seconded. All approved.

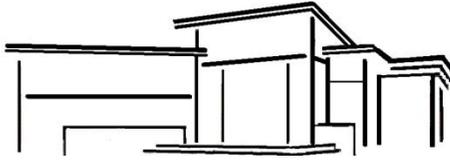
**Approval of Bills:**

Philippa raised concerns that the Amazon bill was not added to the pre-approved list of bills that would allow city staff to pay prior to the library board of trustees. The determination that item would have to be added to the agenda, and that it would have to be tabled. A special meeting was slated for May 19<sup>th</sup> at 4pm to accommodate the request.

A motion was made by Philippa and seconded by Stephen to approve the bills in the amount of \$6028.87. All approved.

**Director's Report:**

- 4/7 Book Bingo
- 4/13 Chamber of Commerce Luncheon
- 4/21 Field Trip, Payette Primary School
- 4/29 Kindergarten Roundup Payette Primary School
- 4/29 Mother's Day Craft Activity [Featured in the Independent Enterprise on May 4<sup>th</sup>]
- 5/4-5/6 Makerspace! Training at Idaho Commission for Libraries
- 5/6 Library Closed, staff training
- 5/9 Start of Book Sale, first day sales \$28
- 5/10 Movie Night in Amphitheater



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**Programs: April 2016**

Event	Attendance
Storytime	230
Maker Space	32
LEGO Club	84
Outreach Storytime	1159
	<b>Total: 1505</b>

**Library Statistics: April 2016**

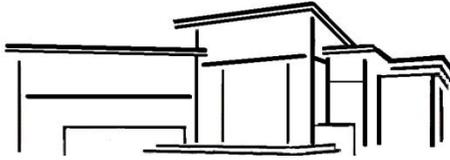
	April FY15/16	April FY14/15	April FY13/14
Patron Count	4301	3540	3070
Computer Sessions	810	1024	872
Items Checked Out	6624	6183	6387
New Items Added (including donations)	296	233	176
Monetary Intake	\$880.53	\$1171.24	\$753.37

Stephen moved to approve the director’s report, Isabel seconded. All approved.

**Agenda Items:**

The City of Payette Purchasing policy was brought to discussion again, because the previous request of consistency was not met, according to members. Ms. Cordova responded that in the prior bylaws, allowances were made for emergencies and based her wording on the previous bylaws. It was noted that the current bylaws that went into effect on March 10<sup>th</sup>, 2016 superseded any previous editions of bylaws. Stephen made a motion to accept purchasing policy as written, pending revisit on bylaws. Ron seconded. All approved.

Per the request of the Board during April’s meeting, the members of the Friends of Payette Public Library were in attendance. The board requested an update on the status of their 501(c)3 and their overall intent as a group. President Amy Brown, speaking on behalf of the entire group established that the check to restore their nonprofit status was sent to the IRS, and cashed by the IRS as well. However, they had no further updates from that point. It was established that the monies retained in their bank account could be utilized, since they were



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received while the nonprofit status was still active. President Brown stated that the group will not meeting during the summer months but will reconvene in the fall, when their nonprofit status has been restored.

Director Erin Haley provided an update of the building maintenance list that was provided at the April board meeting. Under the verbal agreement that was made in April with City Clerk, Mary Cordova the library received notice of two repairs that would be done at the library. One quote was presented, by Coley's Glass Company that was called onsite by Ms Cordova. The quote was presented to the board, and it was determined that two other quotes to have for comparison would be appropriate.

The Collection Development Policy was reviewed. Stephen made the motion to accept the policy as amended, Isabel seconded. All approved.

The Volunteer Policy was reviewed and discussed. Questions pertaining to the City of Payette's Worker's Compensation Insurance was brought up, as well as issuing an age of 18 and older required to have background checks in place, in order to work with minors at the library. Stephen made a motion to accept the policy as amended, pending review from the City Attorney, Bert Osborn. Ron seconded, all approved.

A new printer proposal was brought before the board, from the current supplier of the library's contract, Allied Business Solutions. The proposal would allow for the carryover of the current contract remaining, with a new contract of six years that would allow for an additional copier/printer for staff use at the same price.

Erin mentioned that budget season is soon approaching and that it would be beneficial to start thinking about how the process will be approached this year. It determined that all board members would facilitate a role in the process, based on their availability as the meetings occurred.

### **Public Comments**

### **Adjourn**

Stephen moved for the regular meeting to be adjourned at 8:11pm.