

PAYETTE PUBLIC LIBRARY BOARD MEETING MINUTES
July 8, 2014

Roll Call: Board members Claire Ames, Erica Bazil, Anne Hanigan, and John Held were present. Board member Stephen Cook was absent. Mayor Jeff Williams, Nancy Dale, City Council Liaison, Mary Cordova, City Administrator, and Patty Metcalf, Interim Library Director, were present.

John Held called the meeting to order at 5:30 pm.

Erica moved to accept the June 10, 2014 minutes. Claire seconded. All approved.

Board members looked over the bills for June 2014. Patty pointed out that one of the bills in the packet is for two new staff computers. Claire moved that the bills be sent to the City for payment. Anne seconded. All approved.

LIBRARY DIRECTOR'S REPORT:

The final special event for Summer Reading was on June 26 with a musical concert presented by Eric Herman. The total attendance for all four special events held during the month of June was 223 adults and 555 children. Summer Reading Program 2014 continues until August 12, with a deadline of August 16 for children to turn in their reading logs. As of today, we have given out almost 400 reading logs. Wendy reports: "Deleice was a huge help this year coming up with terrific ideas for the science experiment week. We had four Payette Primary teachers who volunteer that week. Paula Taylor, a former teacher and local artist, had several bubble stations that were a huge success. "

A Public Hearing was held on July 7 to consider public comment regarding an increase in the fees for rural patron dues. In the Regular Meeting following the Public Hearing, City Council approved the increase to \$60.00 per year. Erica was present for the Regular Meeting.

Patty had two meetings in Boise at ICfL on June 24, in the morning with Kevin Tomlinson for assistance in revising the library director's job description, and in the afternoon with Edgar Correa to discuss redesign for the Payette Public Library website. Edgar has implemented several improvements for us and we will continue to work together on this project.

The next SWIRL meeting is on July 11 in Middleton. A representative from Biblionix will be present to talk about the Apollo ILS, which is the system we use at Payette Library. Deleice will attend this meeting and bring back information to share with all of us.

Coley's Glass Company has been contacted to order the north emergency door replacement. Parts are on order and the installation is tentatively scheduled for July 16.

Patty met with Dean Berryman from DCS Technologies to discuss library computer needs, and Dean sent quotes for addressing several of these needs. John Held informed Patty that there are funds available in the current library budget to upgrade two staff computers. The other needs will be considered for the next fiscal year budget request.

OLD BUSINESS:

Erica asked Board members to check to see if they all have copies of the spiral bound Payette Public Library Policy Manual and By-Laws, last revised December 14, 2004. This entire document is being updated and revised by the Library Board. Patty pointed out there are numerous pages regarding personnel policy in the Library Policy Manual that are superseded by City of Payette Personnel Policy and can be removed from the Library Policy Manual.

Erica and Patty met prior to the Board meeting to discuss Materials Selection Policy. Erica prepared a draft Policy for Selecting and Discarding Materials (which includes Reconsideration Procedures) and a separate draft Gifts Policy to present to the Board. A few changes were discussed. Erica will make these changes for further discussion and approval by the Board at a future meeting. For the August Board meeting, Circulation Policy will be discussed.

Patty presented a revised job description for Library Director, and also distributed copies of the old job description for comparison. Patty and Kevin Tomlinson referred to Idaho Code Title 33, Chapter 26 Public Libraries for guidance on revising the job description. Patty and Kevin focused on the library-specific wording, but were uncertain if there is any specific wording that is required for City of Payette employee job descriptions. Anne moved to approve the revised Library Director Job Description pending review by City Human Resources. Erica seconded. All approved.

The Library's Fiscal Year 2014/2015 Budget request was discussed. Mary distributed sheets showing that expenditures will exceed revenue if everything from the Library's "wish list" is included. Moving a part-time employee to full-time was requested, but is not feasible at this time. The request for additional shelving was withdrawn with the expectation that weeding of the collection will relieve the crowding on the shelves. Other ideas for reducing expenditures were discussed. On the revenue side, an increase in rural dues revenue is expected with the approval for the fees increase. Mary will make adjustments to the Library budget to present at the next Board meeting.

Mayor Williams left at 6:45 pm.

NEW BUSINESS:

City of Payette observes eleven holidays, with pay, during the calendar year. Several of these are holidays which fall on Mondays, a day that the library is closed and staff do not work. Full-time library staff have requested that the library be closed on the Saturday prior to a Monday holiday so they will be allowed a Saturday holiday to substitute for the Monday holiday. Mary felt staff were already being paid for their Monday holidays. Patty asked if they are paid for the Monday holiday plus work their normal 40 hours on Tuesday through Saturday, does this put them in an overtime situation? Mary will get more information about how City Personnel Policy applies to this situation at the library and report back to the Board at the next meeting. Library Board agreed to table this issue at this time.

EXECUTIVE SESSION:

Claire moved to enter into Executive Session pursuant to Idaho Code 67-2345(1)(a) at 7:00 pm. Claire seconded. Nancy excused herself. Roll call vote: Ames "Aye", Bazil "Aye", Hanigan "Aye", Held "Aye". The Board went into Executive Session at 7:00 pm and came out of Executive Session at 7:35 pm.

PUBLIC COMMENTS:

No Public Comments

ADJOURN: Meeting was adjourned at 7:40 pm.