

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



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**PAYETTE PUBLIC LIBRARY BOARD MEETING MINUTES**  
**July 14, 2016**

Roll Call: Board members Isabel Brito, Philippa Smith, Laura Gross and Ronald Warzyn were present.  
Absent: Stephen Cook, Chairman  
Nancy Dale, City Council Liaison and Erin Haley, Library Director were present.

Isabel called the meeting to order at 5:07pm

**Approval of Agenda:** Erin requested that agenda item "E" be removed from the agenda due to lack of time. Philippa made a motion for the amended agenda to be approved, Ron seconded. All approved.

**Approval of Minutes:**

Philippa made moved to approve the June 9<sup>th</sup> as amended and the June 16<sup>th</sup> meeting minutes, Isabel seconded. All approved.

**Approval of Bills:**

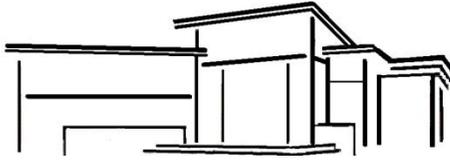
Philippa made a motion to approve all bills in the amount of \$5,780.09 with the late addition of the Protex bill, Laura seconded. All approved.

At this time, it was determined that agenda item A would be moved to the forefront, so that Rachel, the representative from Southwest Health Collaborative would not be kept waiting as other library business discussions were slowing the meeting down.

**Director's Report:**

**Highlights**

- 6/10: Summer of Code kicks off
- 6/13: Meeting with Mayor Williams
- 6/16: Special Meeting with Bobbie Black, Deputy City Clerk
- 6/16: Summer Reading: Discovery Center of Idaho
- 6/29: STEM Camp Concludes
- 6/29: Meeting with Mayor Williams
- 7/1: Summer Movies kicks off
- 7/7: Learn How to E-book workshop offered
- 7/11: Budget Workshop, City Hall
- 7/12: Hosted Tour of Weiser Friends of the Library
- 7/13: Idaho Public Television Sponsored PBS Story Time
- 7/13: 3-D printing workshop



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**Upcoming**

- 7/25: Staff Training---Library Closed

**Programs: June 2016**

Event	Attendance
Storytime	249
Maker Space/STEM Camp	66
LEGO Club	78
Summer Reading	574
	<b>Total: 967</b>

**Library Statistics: June 2016**

	June FY15/16	June FY14/15	June FY13/14
Patron Count	5219	4356	4419
Computer Sessions	1179	969	1041
Items Checked Out	8016	7660	7492
New Items Added (including donations)	151	234	175
Monetary Intake	\$1614.19	\$1435.20	\$1478.29

**Amended Agenda:**

Philippa made the motion to include the discussion of Friends of the Library on the agenda, Isabel seconded. All approved.

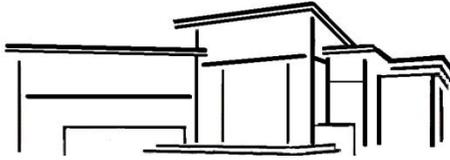
**Agenda Items:**

**A. Southwest Health Collaborative: Community Health Assessment**

Rachel Blancin asked the committee to participate in a statewide survey concerning Payette’s community resources and needs to assist them with designing different ways to improve healthcare applications and outcomes.

**B. Friends of the Library**

Library Board Members requested an update on the status of the Friends of the Payette Public Library. Erin reported that she had not had any contact with the group since they last appeared before the Library Board of Trustees. After discussion it was determined that the friends of the



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library needed to cease operations, due to their revoked IRS status of 17 months. Erin was instructed to notify the Friends of the Payette Public Library of the decision by certified mail. The following requests were to be included in the letter:

- All monies raised
- Last two months of bank statements
- Closing of account statement from bank

All items were requested to be delivered to the library 1 week after the letter was sent out. Erin stated that she would not be able to get to the letter until Monday July 18th, at the earliest.

### **C. Maintenance Update**

An updated list of needed and completed maintenance items was provided to the board to review. The request was made that Erin prioritize the items based on urgency. Nancy, City Council liaison stated that city staff should be used to do regular type of maintenance jobs, and that deferring building maintenance is not an option. Erin then stated that the most pressing issue by far is the roof leaks. She stated that she has continually been in contact with the city's recommended contractor, but other than his initial visit of May 20, he has not come when promised to evaluate and repair the roof leaks.

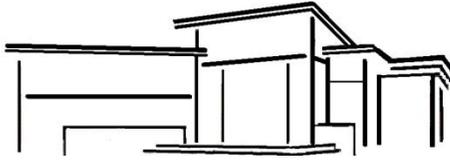
Philippa made a motion to obtain 3 quotes to repair the leaks in the roof and allowing for the director to make the decision based off the best comprehensive quote, Isabel seconded. All approved.

### **D. Disposal of Surplus Items:**

Erin explained that in 2014 the library was given by the Twin Falls Public Library, a microfiche machine. She stated that the library receives approximately 1 obituary request every 3 months. The time needed to continue offering the service outweighs the requests received, and the specialized training needed to obtain the obituaries. Erin has confirmed that the Payette Historical Museum would like to receive and care for the machine. Ron moved to dispose of these items pending city council approval, Isabel seconded. All approved.

### **E. Budget FY 16-17:**

Erin presented the preliminary FY 16-17 budget estimates to the board. Erin made the board aware of the new labor law that is set to go effective December 1, 2016. Due to the new overtime rules, any salary that is less than \$47,476 a year, is subject to be paid overtime. The choices presented by the law is to limit work to 40 hours a week, pay overtime or raise the salary to this threshold. Erin stated that it is difficult for her to avoid overtime due to after business hour meetings and training she must attend. The board came to the conclusion that raising the salary would be the best option. Raises for the other hourly workers was also



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considered. Nancy informed the board that normally, all city employees get the same raise amount depending on financial ability and that this year she is not sure that city employees are getting a raise. The board concluded to defer to what the rest of the city staff will receive and mirror that for the hourly library employees. The numbers reported are:

110 Salaries	137,100
410 Utilities	15,000
420 Custodial & Cleaning	11,500
430 Repair & Maintenance	15,000
505 Postage	1000
530 Telephone & Communication	2300
531 Information Technology	15,000
540 Advertising & Publishing	1000
543 Dues & Subscriptions	8850
580 Travel/Meetings/Education	1000
607 Supplies—Programs	5000
610 Supplies—Operating	6000
640 Periodicals	500
745 Library Materials (books, etc)	35,000
753 Capital Outlay, Projects	3700
773 Copier	5000

Erin did express that some numbers may change slightly as they got final quotes in. The board approved and agreed to send the budget to City Council.

**Public Comments:** None.

**Adjourn:**

Isabel moved for the regular meeting to be adjourned at 8:19pm.

Prepared by: Laura Gross, Secretary Library Board of Trustees

Erin Haley, Library Director