

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



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**PAYETTE PUBLIC LIBRARY BOARD MEETING MINUTES**  
**October 8, 2015**

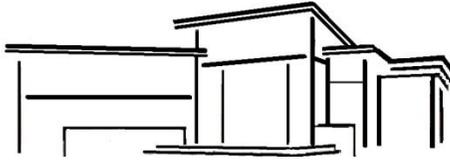
Roll Call: Board members Claire Ames, Erica Bazil, Stephen Cook, Anne Hanigan and Isabel Brito were present. Nancy Dale, City Council Liaison and Erin Haley, Library Director, were present.

Erica called the meeting to order at 5:01 pm.

Anne moved to approve the July 30, 2015 regular meeting minutes as amended, Claire seconded. All approved.

Claire reviewed the bills and moved to approve. Anne seconded the motion. All approved.

A motion was made to amend the agenda by Stephen and seconded by Claire to include the disposal of library property and discuss library closures. All approved.



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**AGENDA**

**PAYETTE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

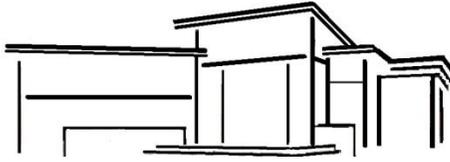
**October 8, 2015  
5:00 PM**

**ERICA BAZIL, CHAIR  
ISABEL BRITO CLAIRE AMES  
ANNE HANIGAN STEPHEN COOK**

- Call to Order
  
- Approval of Minutes  
September 10, 2015
  
- Approval of Bills
  
- Library Director's Report
  
- Old Business
  
- New Business
  - A. Kevin Tomlinson, Idaho Commission for Libraries
  - B. Disposal of Library Property
  - C. Library Closures
  
- Public Comments
  
- Adjourn

*Any person needing special accommodations to participate in the above noticed meeting should contact the library at least 5 days before the meeting at 24 S. 10<sup>th</sup> Street, or at 642-6029*

*All meetings of the Library Board of Trustees are held in the Community Room of the Payette Public Library unless otherwise noted.*



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## Library Director's Report

### Highlights

- 9/14-15: Deleice attended Maker Training at ICfL to receive our 3-D printer
- 9/16: Library Director Luncheon with Caldwell Library Director
- 9/30-10/1: Idaho Library Association Convention, at BSU
- 10/8: VMLC Chair meeting in Cascade
- Increased attendance in all programs offered
- Increased vandalism, increased disruptive behavior in library

### Programs

Event	Attendance
Story time	266
Maker Space	80
LEGO Club	73
Additional Programming (movies, sewing)	13
School Story Time	133
	<b>Total: 565</b>

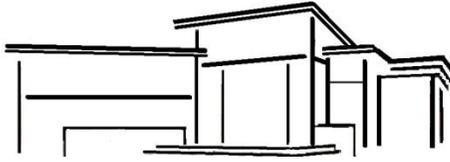
### Library Statistics

	September FY14/15	September FY13/14
Patron Count	3325	2965
New Accounts/Renewals	16	10
Computer Sessions	922	823
Items Checked Out	6341	6587
New Items Added	257	173
Monetary Intake	\$1954.99	\$1147.84

### **Old Business**

#### **New Business**

Kevin Tomlinson, as area field consultant from the Idaho Commission for Libraries was present to discuss Title 33, Chapter 26 for the board by request of Erin Haley, Library Director. Mr. Tomlinson is by



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self-definition, the library board's resource for best practices, policy writing, bylaws, library law, resources, and continuing education.

Kevin presented the opportunity to discuss Idaho Library Law in a question and answer session. Chapter 26 focuses exclusively on Public Libraries, which by interpretation is better known as city library law.

**33-2601. POLICY. It is hereby declared to be the policy of the state of Idaho, as a part of the provisions for public education, to promote the establishment and development of free library service for all the people in Idaho. It is the purpose of this act to assure an informed electorate by enabling the provision of free local library service, in the present and in the future, to children in their formative years and to adults for their continuing education. To carry out the purpose of this act, an independent, nonpartisan board shall govern the library.**

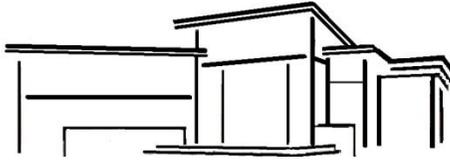
**Every library established in the chapter shall be forever free for the use of the residents of the city, always subject to such reasonable rules and regulations as the library board may find necessary to adopt.**

Mr. Tomlinson defines it as a statement of purpose. The library board writes policy, it is not policy unless the board approves it. Every town in Idaho can form a city library if they choose to. It is not required, but they can if they choose to. The public library is important for not only education, but economic development as well. When businesses are looking to move into a community, a library is one element that is factored into their decision making. Even though the library is a city department, city libraries maintain their own board. In doing so, city councils are delegated their authority and decision making to the library board. In so, City Council has no direct governance over the library, the library board does so instead.

**33-2603. CITES MAY ESTABLISH TAX SUPPORTED LIBRARIES. The city council of every city shall have power to establish a public library, and for such purpose may annually levy and cause to be collected a tax up to but not exceeding one-tenth percent. (.10%) of market value for assessment purposes OR fund a library out of allocations from the city's general fund. All such moneys shall be kept by the city treasurer separate and apart from other moneys of the city and be used exclusively for library purposes, provided that every city shall have power to contract for specified library service from an existing library, or become part of an existing library district, following the procedure outlined in section 33-2709, Idaho Code.**

Clarification on whether Payette Public Library has a dedicated levy was discussed. It was determined that Payette Public Library does not have a dedicated levy that shows up on property tax statements. However, there is a specific line shown under the overall city levy rate that the library receives .08% out of the general fund. It was determined that when discussing the library funding, the term "dedicated levy" was incorrectly applied and that in fact, Payette Public Library is funded completely out of the general fund. Any money that is set for the library is to be kept separate from all other city funding.

**33-2608. LIBRARY DIRECTOR—DUTIES—OTHER EMPLOYEES. The board of trustees of each city library shall appoint the library director, who shall serve at the pleasure of the board. The library director shall advise the board, implement policy set by the board, supervise all library staff and shall acquire**



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**library materials, equipment and supplies. The library director shall attend all board meetings but shall not vote.**

**With the recommendation of the library director, the board shall hire other employees as may be necessary for the operation of the library in accordance with the city policies and procedures. These employees shall be employees of the city and subject to the city's personnel policies and classifications unless otherwise provided by city ordinance.**

Mr. Tomlinson expanded on the Library Director duties, to include that all job postings, announcements and descriptions as well as interviews should be handled by the library, in accordance with the city's personal policies.

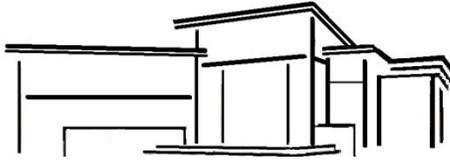
**33-2609. ANNUAL APPROPRIATIONS—CONTROL OF EXPENDITURES. The board shall prepare and adopt an annual budget, stating anticipated revenues and expenditures, indication what support and maintenance of the library will be required for review and approval by the city council for the ensuing year.**

**All fund for the library shall be in custody of the city treasurer unless otherwise provided by city ordinance, and shall be used only for library purposes. The board shall have control of library expenditures. Money shall be paid for library purposes, only upon properly authenticated vouchers of the board of trustees. The board shall not make expenditures or incur indebtedness in any year in excess of the amount of money appropriated for library purposes. The board may hold a separate checking account to be used to pay petty expenses of the library. This account shall be audited along with other library funds.**

An example presented: FY 2014-2015 Budget. As of the last expenditure report, the library was remaining financially prudent in many of their line items, and in this particular case, the money set aside for health insurance. As presented, Mr. Tomlinson stated that all monies that were listed in the library budget was for exclusive use of the library. The library director, along with oversight from the library board shall spend the monies allotted to the library as deemed fit, independently. If there are monies still remaining before the fiscal year concludes, it is up to the library to spend it in its entirety. City Council approves the library budget, after the library board has approved the budget. The library board is to present the budget to the city council. Once the budget is approved, the city council's role is finished. Funds can be moved between line items at the library director and library board discretion. The city should in turn provide all numbers and formulas necessary to create transparency when generating an annual budget. City Council should be approving the "lum sum" presented for the fiscal budget, not separate line items.

It was noted that the library should have a computer replacement cycle, so that the computers that the library currently has does not age out before they can be replaced. Director Haley pointed out that could have been supplemented by the leftover funds at the end of the prior fiscal year.

Bills for the library must be approved by the library board, it is not necessary for city council to approve library bills.



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Money set aside to fund the library cannot be diverted to other city departments, or any other type of funding (to include the library bond). The library board shall have control of all library expenditures.

It was brought before the library board that there were several pieces of furniture that were no longer being utilized by the library. Director Haley petitioned the board to allow these items to be included in the auction conducted by city hall.

Stephen made the motion to allow for the selected pieces of furniture to be included in the city auction. Isabel seconded. All approved.

Director Haley requested for specific library closures for the fiscal year, to introduce quarterly training days and accommodate the upcoming holidays. The proposal included 4 days (one per quarter) that would allow for staff development, training and teambuilding. The days requested for training were: 10/29/15, 1/28/16, 5/19/16, 7/28/16.

The second portion of the request was addressing the upcoming Christmas and New Year holiday schedule. Director Haley requested a continuation of the prior year's precedence of closing the library at 1pm on Christmas Eve and New Year's Eve. She also requested that due to the major holidays falling on Fridays, that the library remained closed the following Saturday. It was in her professional opinion that the staffing required to maintain the library would exceed the overall usage of the library in the 4 hours that it would have been open.

Stephen made a motion to approve Director Haley's request, Anne seconded it. All approved.

#### **Public Comments**

#### **Adjourn**

Meeting was adjourned at 8:50 pm