

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



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**PAYETTE PUBLIC LIBRARY BOARD SPECIAL MEETING MINUTES**  
**November 18, 2015**

Roll Call:

Board Members: Claire Ames, Isabelle Brito, Anne Hanigan, Chairperson; Erica Bazil, Library Director; Erin Haley, Library employee; Brenda Stowe, City Council Liaison; Nancy Dale, Mayor; Jeff Williams, Assistant Administrator; Bobbie Black and City Administrator; Mary Cordova.

Audience: Councilor; Craig Jensen, Incumbent Councilor Alan Massey, Sandy Massey, Ann Prester and Kathy O'Neill.

Chairperson; Erica Bazil called the meeting to order at 4:07 PM.

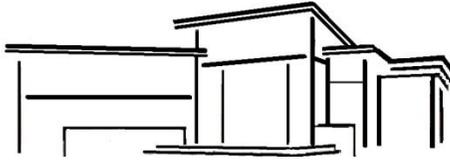
**Library Director Report**

Erica requested it be tabled, until the next regular meeting.

**New Business:**

**Human Resources:** Ms. Bazil started the meeting with regards to the request for employee evaluations, in specific, the Library Director's Evaluation. It was her understanding this request was due in October. She asked Ms. Cordova if there was a specific date in October that the evaluations were due. Ms. Cordova replied "No". Ms. Bazil stated the Board was in the process of developing a new evaluation form that addressed Library duties, but because this process is incomplete the Board will use the Cities' evaluation form. The process in the past was to have two Board Members evaluate the Director and then hand to the City to keep on file. Ms. Hanigan and Ms. Bazil agreed to conduct the Director's Evaluation on Monday, November 23<sup>rd</sup> at 4PM and asked that Erin complete a self-evaluation form to provide them. Ms. Hanigan invited the City to email any pertinent information regarding the evaluation to the Board.

Ms. Bazil addressed the hiring of the new employee at the Library. She had made a request for a Personnel Policy from the City as well as any ordinances they should be made aware of. Ms. Cordova stated they did have the Employee Policy Handbook. Ms. Bazil questioned if there were any Hiring Policies that were not listed in the handbook. Ms. Cordova stated "No" but there are established procedures that must be adhered to. Erica asked if these procedures were in writing and Ms. Cordova stated that the Board could call or come by at any time for a discussion on the proper procedures. The City is in the process of putting many procedures in writing. Ms. Bazil stated as a Board they felt confident in conducting interviews and did notify the City of their intentions. Ms. Cordova stated that the three day notice they received was not adequate. They are shorthanded and must have someone there to man the desk. Ms. Hanigan feels that if the Board was confident enough in the Director, they



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should be able to tell the Director she may offer the position to a candidate. Ms. Cordova stated that it had been brought to her attention that some of the applications had been dropped at the Library and not at City Hall. It is their policy that if the application does not meet requirements it is not forwarded to the Department. She stated the City must legally retain the applications for a set retention period. Ms. Bazil stated the Board is trying to take more ownership of their Library Board duties. The Board is trying to establish policies and procedures and want to know who is in charge of the hiring process. Director Haley would like a written process with Step 1, Step 2..., to follow. Ms. Haley believes by the Idaho Library Law it is the responsibility of the Library Board to set Policies and Procedures for their Library hiring process and that those policies and procedures adhere to City Policy. Ms. Haley requests that the step by step procedure be published and a copy kept at the Library. Again, Ms. Cordova stated she would be happy to discuss Personnel Issues with the Board.

Mayor Williams believes the Library Board to be the boss of the Library Director, and as far as the other employees, they are employed by the City. He knows that both the Library and City Hall are very short on Staff, and communication is poor between the two. He feels the need for tonight's meeting is to make sure all departments are following procedure. It is the duty of the Risk Manager (Ms. Cordova) to make sure the City will not be sued. Ms. Cordova stated after a candidate is chosen there are steps that must be done prior to offering the job. Phone references, drug testing, and in the case of the Library, Child Safety check must be performed. Prior to those completed steps, you may tell the candidate they are being considered as a potential employee. The Board and Director typically tell the City who they are considering, then hand it over to the City to complete the process. The City will then need all applications turned in at the Library for retention.

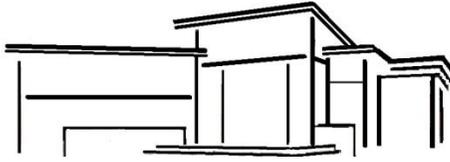
Ms. Hanigan wished to verify. It was ok for the Library Board to start the interview process, conduct the interview, then turn the remaining steps over to the City to complete the process. Ms. Cordova replied that if everything is turned in correctly it should be about a week before the individual can be offered the position. However, in this case she has a concern and would like to talk to the Board in an Executive session. The Board asked under which title is the Executive Session to be called. Ms. Cordova answered Potential Litigation.

A motion was made by Anne Hanigan and seconded by Claire Ames to amend the Library Board Agenda to include an Executive Session.

By the Roll Call:

Ames, Brito, Bazil, Hanigan.

The motion carried.



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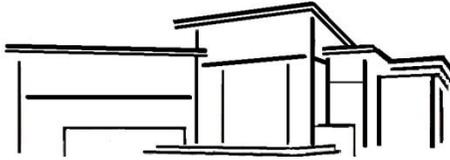


**Finance:** Again the Board wishes to take more ownership of their responsibilities. Ms. Bazil questioned Ms. Black about the monthly statements. Ms. Black stated she had emailed them to Ms. Haley. She does a blanket Email to all of the department heads each month after the Council approves the budget. They are also available on line, and are in the City Council packets. Ms. Haley made a formal request for a master list of time lines for monthly and fiscal billing. All bills must be approved by the Library Board prior to the City making payments. All funds, including salaries, must be approved by the Library Board. Ms. Black stated that over the past fifteen years she must receive the bills by noon on the Wednesday prior to the City Council meeting if it is going to go before Council for approval. A question about the utility bills being paid prior to board approval was brought by the board. The City stated that because the City was consistently paying late fees they passed a resolution in January of 2011 to pay utilities automatically. Ms. Bazil enquired as to what did the Board need to do to avoid late fees, adjust the board meeting schedule? Mayor Williams stated the Library is unique in the bill paying process because the Library Board does need to approve payments. Ms. Bazil and Ms. Haley questioned if there was a possibility for the Director to be able to view her budget on a daily basis. Ms. Black said no, but that to be accurate on the monthly statements there needs to be timely deposits made, as well as an end of the month deposit. Ms. Cordova stated that they had received a deposit that listed the end of one month and the beginning of the next. They cannot process those and reflect an accurate monthly budget balance.

Ms. Cordova questioned if the Library has anyone doing volunteer work. At the time the Library did not have any volunteers. Ms. Cordova stated that when the Library does have volunteers they must sign into and out of a volunteer log. The log sheets need to be turned in with time cards. Anyone doing volunteer work at the Library is covered by workman's comp. The City needs to retain a copy in the chance of a claim.

Ms. Cordova also stated that the Board needs to sign Ms. Haley's time sheets as well as time off request. She stated time off request should be signed in advance whenever possible.

Ms. Cordova also brought to the Boards attention that currently the Library is in the Red. Due to the fact that the City does not receive a large portion of their share of the taxes until December, they do not advise the departments to spend excessively until after the first of the year. The City is currently floating the Library out of a savings account until those funds are received. She also cautioned the Board to really examine the expenditures of the Library prior to signing off on them for their own protection. She stated the Director received a package at her home address that was paid for by the Library. Ms. Haley stated she did indeed receive a package at her home back in August that belonged to the Library. Her home address was automatically generated by Amazon in error. Ms. Cordova stated they should show something in the minutes to acknowledge that the Board is aware so as not to raise red flags when audited. Ms. Haley stated that there were checks and balances in place to prevent and overcome issues such as that, so that the library had accountability.



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The Library Board wished to make sure they were getting all the payments made on time, they were concerned about the Visa bill. Normally the City would just pay it but because of the need of the Boards approval there was a possibility it could be late.

Ms. Cordova also brought up the need to have a copy of Proof of Insurance on file at the City if any of the employees were going to be using their own vehicles for transport to a meeting, a training or in the event of work conduct.

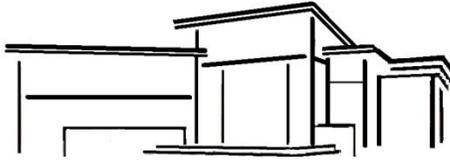
Ms. Black asked the Board to be sure and email meeting notifications to the City so they can post them to the public calendar and post at the City. Ms. Haley clarified they only had to post the notices in the Library window, but ensures that the City receives the proper notifications in the future so that the dissemination of information remains the same.

Ms. Black also addressed the disposition of surplus property. There must be a list of objects being disposed of. Number of books, list of furniture to be able to justify to the Auditor. The Library needs to refer to the Records Retention Schedule in regards to destruction of Library records being presented to City Council for approval.

**Collections:** Ms. Cordova required that the Library Board make a decision regarding Collections for the Library. In the past the City did this for the Library. Ms. Haley stated she stopped sending the information over when it was requested by a former city employee that she submit personal information in violation of Library Privacy Code. The Library must protect their customer's privacy and cannot provide the City or Collection service with patron's personnel information and library records. It is privileged information. Ms. Black stated that they did not need that information to submit to the Collection Agency. The Library need only provide customer name and amount only. Ms. Haley stated that would work.

**Fines and Fees:** Ms. Cordova stated that we need to make sure all of the fines and fees the library is changing has been approved by the Council and added to the City Resolution accurately. Ms. Haley was sure the fees and fines need only Board approval. It was brought to Ms. Cordova's attention when the Library tried implementing Black Mountain that there is a discrepancy in what the City has listed and what the Library is charging. Ms. Haley stated the Library Board is in the process of updating and she will make sure the city gets an updated print out as soon as all is approved.

**Public Comment:** Kathy O'Neill stated it was about time the City and the Library started talking to each other. She asked if the City had a courier service that could pick up and deliver between departments. Ms. Cordova stated they did not. Ms. O'Neil stated the Library should make arrangements to hand deliver the deposits.



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Anne Prester is new to the area, she came from Gresham who has a nationally recognized library. She is looking forward to bringing new ideas and improvements to the Payette Library.

Alan Massey is glad to see communication happening and hopes to see continued improvements in between the City and the Library.

A motion was made by Anne Hanigan and seconded by Claire Ames to adjourn the regular session to Executive Session: Pursuant to I.C. 74-206(1)(b), the Board of Trustees will recess into Executive Session (i) To engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed.

By the Roll Call: Ames, Brito, Bazil, Hanigan.

The motion carried.

The Board adjourned its regular meeting into Executive session at 7:19 pm. Mary Cordova and Nancy Dale were invited to attend.