

PAYETTE CITY LIBRARY BOARD MEETING MINUTES
Tuesday, April 9, 2013

Roll Call: Claire Ames, Erica Bazil, Stephen Cook, Anne Hanigan, John Held, and Colleen Bonnell.

City Council Liaison Jeff Sands and City Clerk Mary Cordova were present.

Claire Ames called the meeting to order at 5:35.

John Held moved and Anne Hanigan seconded to approve the March 13, 2013 minutes. All approved.

LIBRARY DIRECTOR'S REPORT:

- The Friends of the Payette Public Library held three events over spring break. They had over 40 people for the games and art day. Story time was held Wednesday at 5:30 and only about 10 people attended.
- Circulation and patron charts are in March's packet. Numbers are lower than last year's numbers. This was expected with the library being closed on Monday.
- Two staff members are attending the SWILA conference in Eagle, Saturday, April 13. This is an all-day event.
- The Summer Reading Activities have been planned for this summer. The information can be found on our website payette.lili.org. The flyer will be in the May 2013 water bill. Jeff Sands suggested taking copies to the banks and other businesses in town for them to display.

OLD BUSINESS:

A. Discussion on 5-Year Plan

The committee discussed having the survey available by paper and/or by different media and offer it in both English and Spanish. They also discussed if a drawing should be offered as an incentive for filling out the survey. This could help to get a greater response. Erica Bazil stated that the committee member had met on March 29, 2013 to give reports on their projects. Richell Kekelis reviewed the surveys that the city had taken and she stated that they seemed to have met the citizen's grievances. Some of the items they would like to see the library provide are access of items away from the library. This could be partially handled with access to eBooks.

John Held had looked over the yearly statistics that are submitted to the Idaho Commission for Libraries. They decided they should consider doing an average over several years instead of focusing on last year. Last year was not a good example year considering construction.

The committee hopes to have the plan finished by the next meeting so approval can be done by the Library Board then presented to City Council. The next committee meeting will be held April 19, 2013 at 3:45 at the library.

B. Consideration of New Automation System

Colleen Bonnell is making arrangements with Biblionix to begin using the automation system. FOPPL has agreed to pay the migration costs to get the library's items on the new system.

C. Reviewing Library Policies

Colleen Bonnell stated she had reviewed the policies and marked what needs to be changed. The Library Board will begin working on updating the policies when they have finished the 5-year plan.

NEW BUSINESS:

A. Library Snapshot Day

During National Library Week the ICfL plans Idaho Snapshot Day. April 16, 2013 is a day this year that libraries in Idaho join to show what happens on a normal day in the library. Statistics are taken and comment forms will be given to customers. The Payette Public Library will be participating in the event.

B. Turning Overdue Items and Fines Into Collections

Discussion was held on how we should proceed on turning items that have not been returned to the library into a collection agency. Some of the questions raised were: should we turn in fines and items, how far can we go back to collect, should we have a cap on the fines, and how much does the collection agency keep. It was decided that the library will begin turning these items and fines into collections. The collection agency will charge 33% over the costs of the items as their fees.

The Library Board suggested having an amnesty time before we begin turning items into collections and going on the new system to see how many items are returned. Anne Hanigan made a motion to send outstanding material and fines into a collection agency after having an amnesty period to be determined by the Library Director. Claire Ames seconded. All approved.

Public Comments:

Mary Cordova stated we are almost finished with Koepha. The City is putting the amphitheater, parking and landscaping out to bid as soon as possible. The landscaping and parking will replace the grass next to the curb with cement, pavers or grass. This will depend on the amount of money left and the cost of the bid. The sun shades will not be part of the bid. The supports that were supposed to be in the walls were not installed. So to install sunshades, the supports would have to be installed, which would mean walls would have to be torn up and replaced. The building will not start until after Apple Blossom. They will then have 90 days to complete the process.

Adjourn: Claire Ames moved to adjourn the meeting at 7:05. All approved.