

PAYETTE CITY LIBRARY BOARD MEETING MINUTES
Tuesday, August 14, 2012

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

Erica Bazil was absent.

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

Anne Hanigan called the meeting to order at 5:30.

Claire Ames moved and John Held seconded to approve the July 10, 2012 minutes. All approved.

Claire Ames reviewed the bills and stated that everything was in order. Claire Ames moved and John Held seconded to submit the bills to the City for payment. All approved.

Stephen Cook was introduced and gave some information about him. He is married with 4 children and works for the County dispatch and part time at SRCI.

LIBRARY DIRECTOR'S REPORT:

- Summer Reading Program was a success. Final numbers will not be available until after August 16, 2012 which is the last day to turn in the reading logs. All the prizes were donated by local businesses except for the first 2 week prize.
- John Held, Stephen Cook, and Colleen Bonnell attended the two hour video conference for the Trustees Digital Literacy training. The next four hour session will be held in Boise in October.
- Tickets are available for the FOPPL's Autumn Silent Auction fundraising event. Tickets are \$10 each or 2/\$15. If you have any items that you would like to donate or if you would like to purchase tickets please let me know.
- Staff has been taking vacation so the library has been short-handed for the last two weeks.
- Staff is preparing for children going back to school. Story time is in full swing on Tuesday and Wednesday mornings. First Book and Outreach story time will begin in September and the Tuesday after school program will also begin in September.

OLD BUSINESS:

A. Expansion Update

The amphitheater will have to be put out to bid before it can be started. The architect will be changing the proposed plans because it was not built at the same time as the rest of the construction. The city is working with the USDA to make sure that all of the grant money will be spent for the construction of the library.

The handicap accessible doors have been decided upon and the money can be spent out of this year's budget money. Colleen Bonnell stated that Houston Head had been in the library deciding where the buttons to open the doors would be placed.

Anne Hanigan asked if the landscaping was part of the construction budget. Mary Cordova stated that it was not but that the city parks department had been working on the project when they had time in their regular schedule.

B. Meeting Room Policies

Erica Bazil has requested that the policies be tabled until the next meeting when she would be present. The policies will be tabled until the next meeting.

C. Filtering Policies and Filters

The filter policy for the library will need to be drafted and posted before October 1, 2012. Colleen Bonnell submitted a draft to have Mr. Osborne look over and have ready for the September 2012 meeting.

D. Budget

Mary Cordova stated that when the assessment rates go down the levy rates go up. Evaluations are down 14%. The library budget is at \$270,000. We need to be careful with our budget because we are getting close to reaching the mil levy rate. The public hearing for the budget will be held the end of August.

\$12,000 for balancing the library budget will come from the library's unencumbered fund. Some of the options that were discussed for the library would be to cut services. Some thoughts include closing the library for an extra day or cutting back hours each day.

The proposed library budget has step raises for the employees and at this time the City Council is considering a 5% raise for the employees. There have been evaluations of other cities and the Council would like to keep the pay competitive. Jeff Sands stated that if you pay employees more they feel appreciated, even if they have to do more work to keep things running. September 4, 2012 will be the day that the budget will be adopted.

There was discussion on what the Board would like the library to do as far as cutting hours of service. Anne Hanigan suggested reduction of hours and not cutting any days. Claire Ames felt that since there would not be a part-time person that the library should cut hours so that behind the scenes work could be finished. Anne Hanigan stated that we should be conservative in our spending since we don't know what next year will bring. The Board felt this would be a good strategy.

NEW BUSINESS:

Public Comments:

Adjourn: Anne Hanigan moved to adjourn the meeting at 6:45. All approved.