

**City of New Plymouth
Armoral Tuttle Public Library Board
November 12, 2019**

Call to Order and Introduction – Heather called meeting to order at 6:31 pm

Roll Call – All present except for Christy Norris

Consent Agenda – Ron moved to accept consent agenda – motion passed.
Library Board Minutes – October 1, 2019
Financial Report – September Financial
Library Report – October 2019

Claims Approvals - \$2011.87/Ron moved to accept claims approval. It was signed by Aubri/Melanie – motion passed.
Payment of Bills

Old Business: no old business to discuss.

Annual Meeting Items –

Election of Officers for FY2020
Robert moved to elect officers as:
Heather Airoidi – Chairperson
Aubri Sotutu – Vice-Chairperson
Ron Beutler – Secretary
- Motion passed.

New Business:

Training Information – Melanie attended three training seminars.

The First meeting was an E-rate training seminar held in Boise. It concerned getting special funding to help cover costs for our Internet. The E-rate program requires two different documents to be filed in the Spring of each year. Document 471 was started but it required Document 486 to follow up in late spring. Melanie was not told that she needed to get a 486 report turned in for the E-rate assistant.

At the time of the training there was about 12 days to file all the requirements for the program. This meant it was also being turned in extremely late and at the last minute. Melanie found out that she would be responsible for any paperwork that was done by previous directors. She opted out of the program for this next year because of paperwork not getting filed under her name and unsure if it was done correctly. She will begin applying in February 2020 for the program's next Fiscal year. The plan is for us to be reinstalled in July 2020. The discount will take off 70% of the bill for email each month. Filing at the correct time with all the necessary paperwork will cause our bill to be much less next year.

The second meeting was held in Mountain Home at the Mountain Home Library. It was called Dataplooza and was presented by Patrick Bodily and Dylan Baker of the ICFL. There were four main topics which consisted of Program Outcome, ERate/Wireless Internet Policies, Canva/graphic design training and our Annual Data Report. Program Outcome is a webpage to help with surveys and data report on our different events that we put together in the library. ERate/Wirless Internet Policies has to do with the [House Bill 194](#) which enforces libraries to have a wireless filtering system in place by July 1 2020, Canva training consisted of training and creating graphic design materials and last of all were issues related to the annual reports for ICFL and what all is required to be reported.

The Third meeting she attended was the Valley Mountain Library Consortium meeting. Several discussions such as Audio Book Circuit sharing, new FY2020 officers elected, possibilities of sharing a plastic binding machine between the all of the libraries, Overdrive concerns and next year's Summer Reading program were all part of the Agenda. There was help suggested and possibilities of helping get things done during the year discussed with other libraries of similar size and needs. Melanie is thinking of getting involved with the sharing of Audio Books.

Drop Box issue – It was discussed that Ron and Jerry could look at the drop box. The door seems to be the biggest issue. Melanie will check with the city of Donnelly about their drop box and its condition. The Library Director of Donnelly has addressed the possibility of selling their current dropbox. We will address the issue in old business as we become familiar with results of inquiries.

Melanie verified with Board Members addresses for the ICL Envoy and it getting delivered to their houses. This is a new section of the annual data report. Names addresses and emails of board members need to be listed as they are required to receive the Envoy from ICL. Each member verified their address.

December 3rd meeting – either rescheduled or time change – Problem is cookie decorating and the tree lighting on that night. The need to have a time change so Danielle would be able to have time to return from the tree lighting to discuss the FY 2019 audit. Decision was to leave it where it is and wait for Danielle to arrive.

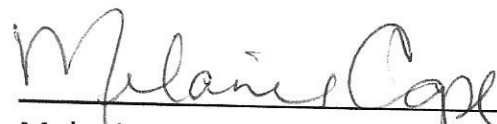
Announcements

Discussion of changing process on books and overdue charges. We only charge for lost or destroyed books. It was decided to bring the issues up for further discussion in the future.

Aubri said that David Sotutu would like suggestions on how the schools could help with story time or other library Literacy programs. Heather suggested bulletins that are produced by the schools could include the libraries “Storytime” times. Dave would be willing to do some readings. Maybe the story time could go to the schools once a month. Doesn’t have to be just Storytime, but could be anything to help the library. He’s interested in early literacy programs.

Adjournment – Heather adjourned the meeting at 8:00 pm


Heather Airolti- Board Chairperson


Melanie Cope- Library Director