

City of New Plymouth
Armoral Tuttle Public Library Board Meeting
April 7, 2020

Call to Order and Introduction:

Heather Airoidi called the meeting to begin at 6:34

Roll Call: Christy Norris, Aubri Sotutu, Heather Airoidi, Ron Beutler

Consent Agenda: Action Item Aubri moved to accept the consent - agenda motion passed.

All matters on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately.

Library Board Minutes – March 10, 2020

Financial Report – February 2020 Financials

Library Report – March 2020 Report

Claims Approvals: Action Item Aubri moved to accept the claims approval – motion passed.

Payment of bills: for \$1,726.20

Old Business: Action Item

There was no old business.

New Business: Action Item

Special Meeting on Wednesday April 8 to vote in Board Candidate. Melanie asked that this discussion be dismissed. No action needed.

Announcements:

Director Summit Report – Melanie was able to put some of the summit report into the library report and gave the rest to the board in discussion during the board meeting. Melanie discussed the broadband with Dylan Barker and was able to fulfill steps for the application. We're on track to receive special funding, and should be receiving it on July 1 of 2020. Melanie talked with Stacy Shaw about early childhood literacy programs and development. Staci informed Melanie that she was in contact with the superintendent of New Plymouth strategizing new

early childhood literacy programs. All work in this direction has been tabled because of the Covid19 Pandemic.

Melanie would like to have Kevin of ICFL attend a regular meeting in the future. He could talk about the positions of the board members as trustees. We can bring questions for him when that happens.

Trustees can be in attendance at summit meetings. Melanie wants us all to take a section of the board policies and discuss it at regular library board meetings. It will be sections from the trustee binders and library Laws . The meeting with Kevin and our continuous discussions about the binders will help all of us to be aware of the duties and responsibilities of the trustee position.

Melanie would like to know if the agenda is to be her responsibility. We (Melanie and the board) concluded that the director should be responsible for creating an agenda.

We need to keep a list of potential candidates for the Trustee positions. We need to answer any questions that they may have about the Library and its procedures. The Library Director needs to meet with the candidates and discuss the operations of the Library. The Library board and Library director are who makes the decisions of who should be placed on the board. All of this needs done prior to a Library Director giving the recommendation to the Mayor.

Melanie says she will make the decision on who to choose for the new board position. Then she will take the recommendation to the mayor. The mayor takes our recommendation but does not have to go with our suggestions. Ultimately the mayor and the city council members are who makes the final decision during one of their city council meetings.

A transition notebook is being developed by the current library staff. Melanie is going to try to have the binder developed by the time we get together again. There will be detailed job descriptions that will help with any transitions in the future. There will be a job description for the Library liaison in the new binder.

Interlibrary Loan Policy Development – Melanie was able to meet with Allison Lloyd, the Interlibrary loan specialist with the Idaho commission. We were able to establish an account so that we can start doing interlibrary loan requests. New loans have ceased because of the Covid-19 pandemic. We will start them up again when the shutdown has been lifted.

The drop box had a large number of returned books in it. Melanie cleaned the books up, but she has not put them back on the shelves. She will have them waiting for when the library opens again.

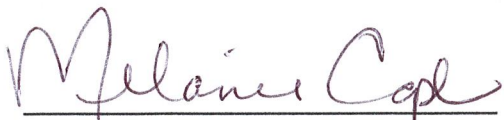
The commission sent an email about the Open Meeting Law that was amended by Governor Little. The email explained that our board meetings are still to remain open meeting style so that the public can attend but they do not have to be in one location during this pandemic. If we give the public the Video Conferencing link or the Conference call number we are within the sufficient boundaries of this amended policy. We will continue with Video conferencing meetings until the governor reconvenes the Open Meeting Policy again.

Merge Development with Middleton – closure for the libraries has stopped any further discussion to see if we could merge with Middleton. Not much has happened yet, but Melanie would like a meeting to have a question and answer period to decide what we want to do. There may be legalities to figure out before trying to do a merger. She is hoping it can happen somewhere down the road.

Christy says it's important to keep our Overdrive accounts available for our own patrons during this pandemic. The wait list is heavy because we are on the consortium with about 20 libraries. Melanie encouraged all to be patient when waiting for holds on Overdrive.

Meet and Greet candidates for the board position-Seat 2 – We invited Greg Evans and Keisha Jamison to attend the video conference call. In further discussion with them, Greg Evans opted to be a backup candidate. Keisha Jamison will be the recommended candidate that we inform the Mayor we would like appointed.

Adjournment: Heather adjourned the meeting at 7:20



Melanie Cope-Library Director



Heather Airoidi- Board Chairperson