

City of New Plymouth, Idaho
Armoral Tuttle Public Library “Zoom” Board Meeting
October 6, 2020 scheduled for 6:30 P.M.

Call to Order – Christy Norris called the meeting to order at 6:36

Roll Call – Christy Norris, Heather Airoidi, Ron Beutler, Aubri Sotutu (late), and Keisha Jamison

Consent Agenda – Action Item

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 – September 1, 2020

Financial Report – July and August 2020 Financials

Library Report – September Library Report

Ron moved to accept the consent agenda as presented. Motion passed.

Claims Approval – Action Item

Heather moved to accept the claims approval of \$819.77. Motion passed.

Announcements –

Friends of the Library Group Kevin Thomlinson gave a short discussion about how to start a “Friends of the Library” group. He suggested that we get an attorney to help with organizing the group. Danielle Haws began by suggesting that her husband, as an attorney, understands the legal aspects of the group and will help with filing necessary papers for the group.

Thomlinson presented these steps:

First, ahead of time, go to the attorney general’s site and register the group as a non-profit organization. Second, recruit people to become a part of the group. The “Friends group” needs to have a 501 status. One of the important things for a group to know, is when money comes to the “Friends group”, it belongs to the “Friends group”, not the city. Grant money applied for by the “Friends group” will go directly to them. The city does not need to be apprised of the grant. They don’t have to let the city know about money; it’s up to the library and the “Friends group”. The “Friend’s group” will help to direct the use of the money with the suggestions of the library board and director. Heather Miner asked where money comes from to get started with fees and other necessities. “Friends groups” can have book sales, grab bags for books, and other fundraisers. For example, Boise is doing a mystery bag curbside pickup to generate money.

All general donations will go through the “Friend’s group” once the group is established.

Another question was how does the library communicate with the “Friend’s group”? The people of both groups need to attend each other’s meetings. The new “Friends group” is not comfortable to take money yet, because they are just getting started. They would like the blessings of the library board to start putting things together. Those blessings were given by the board.

Kevin Thomlinson gave a resource, Lili.org., to the Friends group. The Idaho Commission for Libraries has a new survival guide for Idaho library new directors. Kevin will send a link to Melanie. There is a link from the ICFL website bulletin. There is a lot of information for trustees and for “Friends of Library” groups to research. He will get information and forward it to the “Friends group”.

Updates on the new facility - The building has been purchased. Hunters of Homes and Scott Moscrip are getting their possessions out of the building. There are too many keys for doors at this time, so the city is going to rekey the whole building when it has been emptied. The city clerk says that city hall’s part of the building will be done first. They will call this phase one. There will be renovations done to the inside and outside of the building. The library is a part of phase two which will begin in early spring of 2021. The plan is that in Early 2021, the library director and board should be able to walk through the building and look at changes to be made. Melanie and the board will then take our proposed changes to the city council. We have time to get ourselves ready for changes by gathering grant money and helping with fund drives. City hall has suggested that what we can’t cover in grants etc. for renovations, they will occur the costs. We will not get into the building for a tour until city hall has moved in.

Not on agenda: On the afternoon of October 6, 2020, the city hall clerk generated the spreadsheet for the Library donation expansion account. At this point in time the expansion fund has a little over \$3,000 for the library to grow and develop and use only on expansion of the new facility. In the past with financials there were four codes for donated money which over time was downsized to one general donation code. General donations were going to different needs for the current library.

Updates on Grants and Fundraisers – Melanie asked the board for help with writing grants and looking for fundraisers. Andy Gerke (city attorney/engineer) suggested a couple of grants that could be applied for. One of the better grants will need the assistance of a grant writer. If we can’t get any grants or funds, the city will give us as much money as they can.

The internet hotspots for the library will begin being installed in November. The company will also come and uninstall what they put in now, and move it to the new building when the library moves.

We received a thank you from the Zeimer family for the gift card that was sent by the library. They will put it toward something to plant in honor of Rob.

Old Business – Action Item

Revision on the internet library loan policy says that patrons can't come in and ask for anything newer than two years from the current date.

Christy moved to accept the new updated document to become effective on this day. Motion passed.

New Business – Action Item

Annual meeting – discussion of policies and strategies have been updated by new wording. Wording needs to reflect the rules we find in the library. Typos are being fixed. The effective date is October.

Aubri moved to revise the newly adopted public access workstation policy to become effective as of this date. Motion passed.

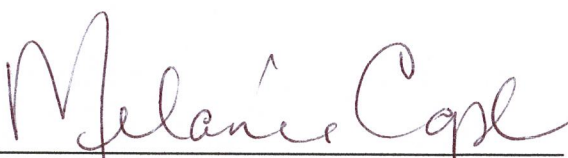
The need to create a strategic plan for further development was discussed and will be dealt with in future meetings.

Adjournment

Christy adjourned the meeting at 7:57 P.M.



Christy Norris- Board Chairperson



Melanie Cope- Library Director