

City of New Plymouth, Idaho
Armoral Tuttle Public Library Board Meeting
March 2, 2021 scheduled for 6:30 P.M.
Zoom Meeting

Call to Order: Christy called the meeting to order at 6:32 P.M.

Roll Call: Ron Beutler (Zoom), Christy Norris (Zoom), Keisha Jamison, Aubri Sotutu (Zoom), Tara Conlee.

Consent Agenda: Action item – All matters on 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 – February 2, 2021

Financial Report – December 2020

Library Report – February Report

Keisha moved to accept the Consent Agenda. Motion passed.

Claims Approval: Action Item –

Keisha moved to accept and pay the claims of \$534.41. Motion passed.

Old Business:

New Business:

Announcements:

Library expansion spreadsheet – The month of February brought in donations of \$8.20 bringing the total to \$3,265.27

VMLC meeting notes regarding Record Retention – Melanie attended and learned about record retention. There will be a manual in the file cabinet for the rules of retention plus additional information in the Transition folder. Former library directors got rid of many of the records for Armoral Tuttle Public Library prior to 2017.

- Board minutes are to be kept the lifetime of the library. There are a couple sets of minutes from 2012 thru 2017 and then full sets from 2017 to current day. These records are a history record to help incoming directors know what has happened in the past.

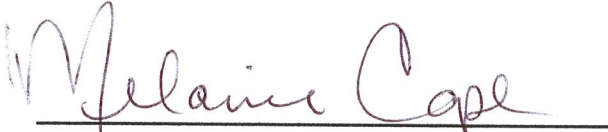
- Melanie would like to have any old policies that may be in board member's folders because they were to be kept forever as well.
- Personnel records are to be kept as long as the attorney says they should be.
- The Erate documents material needs to be saved in the future and old ones found if at all possible. These need to be kept for 10 years.
- Discussion about patron records are to be kept digitally and confidential, and should not be shared with anyone. Delinquent files need to be left in the files so we would have evidence if materials are ever returned.
- We will need to do annual evaluation on Melanie next month. An Executive session for her evaluation will be needed.
- All materials that are saved should be saved in multiple places. We will work to be in compliance.
- Board meetings including (Executive sessions can take place over Zoom, but one board member needs to be in the library during all meetings because of the "open meeting" law.
- Incident reports need to be reported to our attorney.
- Try to digitize the library records-especially due to space.

The ICFL has been working on creating a new program called "IDEA" Idaho's Digital Ebook Alliance and is offering it to the Idaho Digital Consortium (IDC) upon the consortium agreeing to vote it in. If all libraries within the Consortium agree they will be partnering with Overdrive to offer this program to our patrons. Overdrive has a magazine subscription they want to offer to all IDC libraries. There are close to 8000 copies magazine available, however the problem is the total cost will be \$25,000. The discussion is the cost will be split between all libraries. Our cost could be \$555 dollars added to our current Overdrive cost. The consortium is trying to see if little libraries can have a break in cost. We will know around March 16.


Grant writing course – Melanie and Aubri are signed up for the Grant course starting on March 22nd.

We are offering a 13 -18/Teen and 19+ Adult Spring reading Bingo program. Board members and families are not allowed to participate. Prizes will be either donated or taken from program budget.

Adjournment: Christy adjourned the meeting at 7:08 PM



Melanie Cope- Library Director



Christy Norris- Board Chairperson