

**City of New Plymouth
Armoral Tuttle Public Library Board Meeting
August 3, 2021**

Call to Order and Introduction:

Aubri Sotutu called the meeting to order at 6:30

Roll Call: Tara Conlee, Aubri Sotutu, Jane Brandel, Ron Beutler, Pat Bodas arrived late due to freeway construction.

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 – July 13, 2021

Financial Report – June Financials

Library Report – July Library Report

Ron moved to accept the consent agenda motion passed.

Claims Approvals: Action Item

Payment of bills:

Aubri moved to accept the claims approvals in the amount of \$479.72. Motion passed.

Old Business: Action Item – No Old Business.

New Business: Action Item – No New Business

Announcements:

FY2021 Funds spending report – Melanie is trying to find the best deals and looking out for the library funding at this point in our Fiscal year. She has bought DVD spiral shelves, several DVDs and several new books. She is going to try to complete series of books in the library that are incomplete. She has plans for a conference in October. It's with the Association of the Rural and Small libraries. She will take copious amounts of notes on other small rural libraries. She can pay her way through a reimbursement grant. The admission fee, lodging for four days

and plane ticket will be covered with the grant. Other spending is happening through the ARPA grant which includes the UV box and charging table on that grant. She will get with Danielle about making financial arrangements for materials. She will sit down with Aubri next week to tighten the spending up and get things straightened out. Everything has to be done by invoice. She may have to do some things in September to beat the end of the fiscal year. Timing is of the essence.

Library expansion spreadsheet – June - \$6.70 and July- \$15.95 donations; total for the fiscal year of \$271.49 bringing the total to \$3,444.89

Trustee Manuals – We discussed Section 4, first 20 pages that deal with the changes in library policy. Kevin is now in charge of all libraries in the state of Idaho. Library Laws for the State of Idaho are in the ICL section. Melanie went over thoroughly the first twenty pages of the manual. Page 16 needs to be read by each trustee. It concentrates on us as a city library. Good materials for new and existing library board trustees.

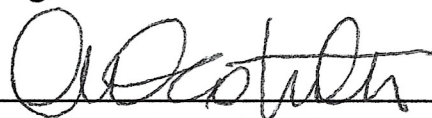
September Meeting – Trustee discussion with Kevin Tomlinson. Would like to have the mayor and the liaison present. General discussions and meet the people involved as trustees. More directions with how to use this manual.

Library Liaison/City Council notes – Mayor York and Cora Kurth have asked to be on the library board agenda each month. That will depend on needs at the time. There is no new business from the mayor or liaison. A bid has been accepted for the remodel of the new city hall with no news of when the contractor will be able to begin.

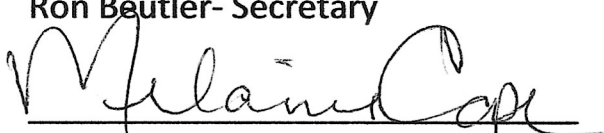
Adjournment: Aubri adjourned the meeting at 7:42.



Ron Beutler- Secretary



Aubri Sotutu- Board Chairperson



Melanie Cope- Library Director