

**City of New Plymouth**  
**Armoral Tuttle Public Library Board Meeting**  
**September 8, 2022, at 6:00 pm**

**Call to Order and Introduction:**

Aubri Sotutu called the meeting to order at 6:00 pm

**Roll Call:**

Aubri Sotutu,  
Jane Brandel  
Pat Bodas  
Tara Conlee  
Wendy Stoker

**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.*

Amendment: Idaho code 74-204.4c:

- Add line - removal of x-ray machine
  - Amendment was approved
- Add line- sign to the front of the new building
  - Amendment was approved

\* Library Board Minutes – August 4, 2022

\* Financial Report – July Financials

\* Library Report – August library report

Aubri Sotutu motioned to accept the Consent Agenda Motion passed.

**Claims Approvals: Action Item**

Payment of bills for \$1258.60

Tara Conlee moved to pay the Claims approval for August- Motion passed.

**Old Business: Action Item**

- No Old Business

## **New Business: Action Item**

- **Library Marketing Ideas**
  - Open house to let people know about the library.
  - Table at farmers market on Thursdays
  - Large readable sign outside the library.
  - Fliers passed out to the schools.
  - Posters posted throughout town.
  - Change hours to open on Fridays
  - October 20, 2022 library open house from 5-7pm.
  - Scarecrows on boulevard and money goes to Friends of the Library.
  - Thermometer bulletin displaying the amount of money raised.
- **Grant update**
  - Haven't heard back on the two grants already turned in.
  - Still working on one large grant.
- **2023 Board Meetings schedule/Term Commitments**
  - Wendy Stoker will continue on the board for an additional 5 years.
  - October 6, 2022 board meeting, vote on a secretary
  - Meeting dates for the following upcoming year
    - November 10, 2022 (moved to second Thursday)
    - January 5, 2022
    - February 2, 2023
    - Mar 2, 2023
    - April 6, 2023
    - May 4, 2023
    - June 1, 2023
    - August 3, 2023
    - September 7, 2023

Aubri Sotutu motioned to approve the Fiscal Year 2023 meetings and terms  
Motion passed.

- **X-ray machineMachine/Turn-Key Medical Discussion**
  - The City Council wants to wait until after the audit to make a decision to pay for x-ray machine removal.

- The Mayor and City Council have suggested that the library reach out to Scott Moscrip or St. Alphonsus to pay for the removal of the x-ray machine.
- Melanie will contact Turn-Key Medical and let them know that the library will hold off on the removal of the machine at this time as the library doesn't have the money to move the machine.

Wendy Stoker motions to not move the x-ray machine at this time Motion passed.

- Sign on the front of the new building

Discussion of where to hang our Library sign. It was decided to be hung in front of the current library at this time. Several patrons wonder where our current facility is located so it was decided that would help with any confusion of where to find us. As well, the library board is unsure of where funds to start renovations on the new building are going to come from and it could be years before we ever move locations.

#### **Announcements:**

- Library expansion donations
  - June: \$13.54
  - July: \$35.29

#### **Library Liaison/City Council notes**

- Liaison had nothing to share

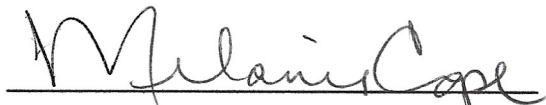
**Adjournment:** Aubri Sotutu adjourned the meeting at 7:07 pm



Tara Conlee- Secretary



Aubri Sotutu- Board President



Melanie Cope- Library Director