

**City of New Plymouth**  
**Armoral Tuttle Public Library Board Meeting**  
**February 2, 2023, at 6:00 pm**

**Call to Order and Introduction:**

Jane Brandel called the meeting to order at 5:59 pm

**Roll Call:** Jane Brandel, Tara Conlee, and Wendy Stoker. Not present- Pat Bodas

**Introductions:** Mayor Rick York, Council President Bill Warnke, Councilwoman Cora Kurth, Councilwoman Eileen Balcer, Attorney Dan Chadwick and City Clerk Danielle Painter

Jane Brandel, library board president, moves that this governing body, pursuant to Idaho code 74-204, amend the agenda for this meeting as follows:

- November, December, and January financial claims
- New Business- Action item new drop box

**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 - January 5, 2023
- Financial Report - December Financials
- Library Report - January Library Reports

Jane Brandel motioned to accept the Consent Agenda Motion passed.

**Claims Approvals:** Action Item

Payment of bills for November, December, and January

Wendy Stoker moved to pay the Claims approval with all new amended adjustment. November for \$478.77, December for \$305.46 and January for \$1733.46. Motion passed.

**Financials/Budget Discussion**

- Daniel Painter answered questions regarding financial review.
  - Invoices need to be posted by 9-31 for the fiscal year.
  - September financials will not be completed until the yearly audit is completed.
  - The \$30,000 for library expansion/ construction is placed in the Money Market Account and it funds came from the city General Fund.
  - The surplus is reflected in our account. We have to keep a substantial balance in our account to offset any given fiscal year where we may not receive funding.
  - She encourages us to approach her if we have any questions.

- She also encourages us or least Melanie to attend an AIS annual conference as it is a good training event to understand the city's finances.

#### **Old Business: Action Item**

- Library card and borrowing privileges
  - Give free library cards to members of Friends of the Library

Wendy Stoker motioned for free library cards to Friends of the Library board members who live outside of city limits. Motion passed

- New books and gift policy added. motion passed
- New volunteer policy added. motion passed
- All existing policies will be reworded to say "Armoral" effective February 2, 2023

Wendy Stoker motion to add new policy and change wording. Motion passed

#### **New Business: Action Item**

- Vice Chairperson Elect

Tara Conlee nominates Wendy Stoker to be the new Vice Chairperson for the remainder of this Fiscal Year. Motion passed.

- ICFL Facilities Grant Board Approval Letter
  - Grant for public libraries for \$5,000-\$500,000
  - Letter of intent needs to be submitted by February 27th.
  - If funding is approved by legislature then a second grant will be due in April/May
  - Melanie will take information regarding the grant to the City Council.

Wendy Stoker motioned for Melanie to take grant information in front of the city council for a decision. Motion passed.

- ICFL letter and resources needs to be added to binder
- 301 N. Plymouth Building Repairs
  - Lighting repairs to the entryway for \$540 by Paramount Electric
  - Carpet to be added to old council room and add bookshelves and charging table
  - need to open door frame to be ADA compliant

Wendy Stoker motioned to receive a time frame and cost of repairs to be tabled for March meeting.

- New drop box quote from Koehn Welding for \$6,500-7,000

Wendy Stoker motioned to approve the new drop box. Motion passed.

#### **Announcements:**

- New board candidates
  - Ben Horton is interested in becoming a library board member.
- Catchidaho.org information
  - Help with housing and domestic violence
  - Will use the library as a safe place to meet

- Library expansion spreadsheet
  - Tabled for March meeting
- Library Liaison/City Council
  - No new information.

**Adjournment:** Jane Brandel adjourned the meeting at 7:40 pm

Tara Conlee

Tara Conlee- Secretary

Jane Brandel

Jane Brandel - Board President

Melanie Cope

Melanie Cope- Library Director