

BOARD OF TRUSTEES OF THE JEROME PUBLIC LIBRARY
MEETING MINUTES
April 11, 2017

The Board of Trustees of the Jerome Public Library met in the library conference room for their monthly meeting on April 11, 2017. In attendance were Board Chair Bill Allred, Ted Larsen, Trevor Churchman, Jamie Hyatt and Director Linda Mecham.

The meeting was called to order by Bill Allred at 5:37 p.m.

No changes were made to the agenda.

Bill made a motion to approve the March 14, 2017 meeting minutes as written. Motion was seconded by Trevor Churchman. Motion passed unanimously.

Financial Report – .We are half way through our fiscal year and have received 58% of our projected revenue. We are over in our Health Insurance buy down. Personnel and training line item is a little high. Liberty attended a training through a reimbursement grant. So, the \$300 spent on training will also show up as income in the grant line item.

March 2017 bills were approved by all board members present by signature.

Director's Report:

- Statistics for the month of March were submitted. Our circulation was very impressive this month. We circulated more than 1,700 items than last year and more than 1,400 more than last month. Program attendance reached 1,037 this month. We had a very successful Make It stealth program during Spring Break. Several children participated in the March Madness Battle of the Books.
- The director has been looking into the cost of digitizing the Northside News. We want to be able to make the paper available both in-house and online. Currently, the Jerome Historical Museum has the paper there, but the collection is bound, incomplete and difficult to search. One of the digitizing companies we are investigating has shown us the sites that they have already created for other libraries in Idaho. It is a very searchable platform. The director has procured the copyright for the paper. She is looking for direction regarding whether to move forward with this, and how. The board suggested that we reach out to the community to get some sponsors who would be willing to donate for a specific year or time frame. The company she is considering charges a \$300 archive setup fee. There is an additional \$150 fee for the hard drive that can be housed locally. The microfilm costs \$65 per reel and the digitizing costs \$110 per reel. Trevor made a motion to have the director begin the process of digitizing with the purchase of the platform and 1 reel of microfilm. The motion was seconded by Ted. Motion passed unanimously.
- The budget process for the 2017-18 FY is nearing. We will need to budget for a few items this year. The seating out front will need to be replaced. The director brought quotes for two seating options. The first is a thermoplastic coated heavy gauge steel round picnic tables that comes with a 20 warranty. The quote for the purchase and delivery of 4 tables was \$5,140.16. The second option is a hex table made of recycled plastic with a 50 year warranty against breakage. The cost for the purchase and delivery of 4 tables is \$3925.46. The board has directed Linda to move forward with the purchase of the recycled plastic tables.

Unfinished Business

- The board watched the first installment of the short-takes provided through ICfL. One of the topics brought up during the short-take was need for the board to develop and stand behind

library policies. One policy that was mentioned was a collection development policy. The director will continue to look for that policy, but has been unable to find one at present. We have decided to spend the 10 minutes during board meetings to watch as a group.

- Review of the new Mission statement was tabled until the next meeting.

New Business

- Bill discussed the low attendance we have had recently at board meetings. He wanted to review with the board members what day and time the meetings would be most convenient for our members. In the past, they have even had a lunch meeting and the director brought food in for the meeting. Members felt that the current date and time worked fine. Also, the board members like receiving the meeting documents the day before the meeting. It helps serve as a reminder.
- The review by-laws was tabled until the next meeting.

The meeting was adjourned by Bill Allred at 6:42 p.m.