

BOARD OF TRUSTEES OF THE JEROME PUBLIC LIBRARY
MEETING MINUTES
APRIL 12, 2016

The Board of Trustees of the Jerome Public Library met in the library conference room for their monthly meeting on April 12, 2016. In attendance were Board Chair Bill Allred, Linda Burton, Ted Larsen and Director Linda Mecham.

The meeting was called to order by Bill Allred at 5:34 p.m.

No changes were made to the agenda

Ted Larsen made a motion to approve the March 8th, 2016 meeting minutes as written. Motion was seconded by Linda Burton. Motion passed unanimously.

March 2016 bills were approved by all board members present by signature.

Financial Report – We are half way through the fiscal year. We have received 53% of the expected revenue. To date we have expended 44% of our budget. There seems to be a discrepancy in line item 04-00-00-4024 Workers Compensation. In January this line item showed a year to date expense of 211.70. The monthly fee is approximately \$50. The March balance sheet shows the year to date expense at 866.51. The Director will check into this.

Director's Report:

- Monthly statistics were presented. Circulation stats are slightly lower than this time last year, but better than last month. Children, Juvenile and Young Adult circulation is comparable to last year, while adult circulation has dropped. eBook circulation continues to rise slowly. Computer usage is lower than last year due primarily in less usage of the youth computers. Mango Languages usage remains consistent.
- We have made some changes in our custodial services. We had been having Northside Cleaning doing the custodial work for \$825/month. The cleaning has not been as good as it had been when they first started. We have opted to have Donna O'Brien increase her hours by 10 hours to allow her to do the cleaning. As for as the budget is concerned, we should be under in the
- The Regional Conference and carpet cleaning is scheduled for this weekend. We have marked off the use of the meeting room and will be closing the library to allow the carpets to dry.
- OverDrive offers an enrollment for Advantage. This will allow us to purchase from publishers who don't sell at the consortium level. We are working with OverDrive to see if there is a way around this.
- The automatic doors have been installed. USDA will be depositing the remaining funds that are not covered by the Friends of the Library and Jerome Public Library Foundation donations. We are in the process of getting bids for the cabinets. We have received 1 bid from the 5 contractors we contacted.
- We have made some changes in the look and feel of the Spanish section. Next year we will look into purchasing more comfortable seating.
- We have had another leak in the roof. I contacted Genflex to see if this was covered under warranty. Genflex sent Archibald's Roofing to check this. John Braga from the roofing company said that there is nothing wrong with the roof bladder. The cause of the leak is from a deterioration of the caulking around the vents. Unfortunately, this is considered regular maintenance and not covered under warranty. Archibald's will send a bid for the maintenance. This is something that will need to be budgeted for on a regular basis.
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Old Business

We discussed needing to fill the board vacancy. Ted has talked to Trevor Churchman who expressed an interest in becoming a board member. Ted made a motion to submit a request to Jerome City Council to appoint Trevor Churchman to the library board. Linda Burton seconded the motion. Motion passed unanimously.

New Business

- With the resignation of Lynn Correll, the position of vice chair is now vacant. Ted mad a motion to have Linda Burton fill this position. Bill seconded the motion. Motion passed unanimously.
- We have had an individual vaping in the library. We have also had a young man with an e-cigarette, although he was not seen using it. The director would like to see something in the behavior policy that would address this. Linda Burton mad a motion that the section of the behavior policy that addresses the use of tobacco be expanded to include vaping. Ted Nelson seconded the motion. Motion passed unanimously.

That section of the policy now reads:

“The following conduct will not be allowed on library property:

- Smoking, vaping, chewing and other tobacco use.”

The meeting was adjourned by Bill Allred at 6:19 p.m.