

BOARD OF TRUSTEES OF THE JEROME PUBLIC LIBRARY  
MEETING MINUTES  
DECEMBER 8<sup>TH</sup>, 2015

The Board of Trustees of the Jerome Public Library met in the library conference room for their monthly meeting on December 8<sup>th</sup>, 2015. In attendance were Board Chair Bill Allred, Vice Chair Lynn Correll, Ted Larsen, Linda Burton, Jamie Hyatt and Director Linda Mecham.

The meeting was called to order by Bill Allred at 5:32 p.m.

No changes were made to the agenda

Ted Larsen made a motion to approve the November 10<sup>th</sup>, 2015 meeting minutes as written. Motion was seconded by Jamie Hyatt. Motion passed.

November 2015 bills were approved by all board members present by signature.

Financial Report – We have received \$6,138.41 in revenue. 17% of the FY has elapsed while we have expended only 12.8% of our budget. The line item for the 401K as at 51%. Linda will check on this line item

Director's Report:

- Monthly statistics were presented. Circulation stats are lower this month. We did not go to Head Start several times last month which accounts for the drop in children's material circulation. eBook circulation is still not increasing. We hope to increase interest after the holiday by providing a training to the public on the use of their new devices. We helped two new patrons set up accounts today. They found out about our eBooks through the Northside Journal. Our fine revenue decreased last month which is due to Fine Forgiveness. Patrons who brought in late items were not fined, and those with existing fines paid half the balance in order to have the balance forgiven. We were able to clear some fines off the books and saw the return of items that were long overdue or slated for submission to the collection agency. Computer use was down. Due to the hosting of fewer children's programs, program attendance was substantially lower.
- Kasi Allen has taken a position with the Twin Falls Public Library as their Children's Programmer. We have begun the process of filling that position. In the interim, Vicki will be hosting the public Storytimes, while Linda will implement the Jr. Make It program. We will not be doing programs at Head Start or for 1<sup>st</sup> Baptist until the new programmer is on board.
- The library parking lot is a hazard after a heavy snowfall. During the Thanksgiving holiday, there was no snow removal. When the snow starts to pack down or melt, the parking lot turns to solid ice. We have several patron complaints. The Post Office has Clay Davis come in to do their side of the parking lot. This is done before cars are in the parking lot. He charges 2 dollars a minute. Dee Haycock plows the Bridon Cordage parking which is similar in size to ours and charges \$80. We would like to look into having a private entity come in to plow our parking lot. Linda was directed to speak to Public Works and find out if we are on a list to have this done before looking into the employment of an outside source..
- Edie Waite and Linda Mecham attended a training in Burley on the eBranch website. We hope to have this available to the public soon.
- We have submitted bids for the automated doors. We were asked to solicit 3 bids. We spoke to Commercial Glass, NuVu Glass, and McCliman's Construction. Commercial Glass's bid was \$12,600 which did not include an electrician. Nu-Vu Glass submitted a bid of \$6,309 and did not include the electrical work. McCliman's Construction, who originally provided an estimate of \$6,986 which included the electrical work, did not submit an updated bid. NuVu Glass works

with Geitzen Electric for jobs of this nature. Geitzen's bid of \$1,352 brought the combined total of Nu-Vu and Geitzen to \$7,661. When the bids were submitted to the USDA Rural Development, they asked that we get 2 more electrical bids. We contacted Petruzzelli Electric who submitted a bid of \$13,399 for the installation and the electrical work. Peterson's Reliable Electric provided a quote of \$383. It was unclear as to what work would be included, whether he was wiring both high and low voltage, and whether he was bidding for wired or wireless buttons. We told Carol Garrison from USDA that our preference was Nu-Vu and Geitzen as they have worked together in the past and provided a reasonable combined bid. We are waiting to hear back regarding which bid will be accepted.

- The annual report is ready to be submitted after we receive a signature from a representative of the Library Board.

The meeting was adjourned by Bill Allred at 6:10 p.m.