

DEMARY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 8, 2017

NO CHANGES TO THE AGENDA

Kate called the meeting to order at 4:31 PM Mountain Standard Time. Becky moved to approve the agenda. Motion passed.

Board members present were Kate Hicks, Monica Hemsley, Jolene Hunsaker, Kelly Mudersbach, and Becky Martin. Shambry Emero was in attendance from the library. Tammy Jones attended from the city (arrived at 5:06 PM and left at 5:56 PM.) Minutes from the October 11th and October 21st meeting were reviewed. Kate moved to approve the minutes. Motion passed.

FINANCIAL REPORT

We came \$9,000 under budget for fiscal year 2017. The biggest purchase this month was the sinks for the bathrooms. The City audit starts next week.

MONTHLY BILLS

Bills were reviewed and Becky moved to approve the bills. Motion passed.

PUBLIC COMMENT

Susan Metzger came to introduce herself. She's interested in filling the open board member spot in January 2018.

FRIENDS OF THE LIBRARY

No member of the Friends was present. They have been offered a building near the square and signed a contract with Ryan McEuan. They are hoping to move in before Thanksgiving. They had a mini book sale on November 4th and made \$32. They have a new member, Gyla James. The library has submitted a request for two new book carts. They helped with the Haunted Library and had a fun time.

COMMITTEE REPORTS

1. Becky and Shambry will report to the school board on November 20th.

DIRECTOR'S REPORT

1. Monthly Statistics – There seems to be increased circulation in Fantasy. 3,044 books were checked out in October.
2. Report on Programs – The fine-free trial has been going on for two months. So far it doesn't seem to be affecting the numbers of overdue books. The adult book club is finishing Let's Talk About It this week. It's been a fantastic year with exceptional scholars. Robert Mayer will be the science partner for the remaining three discussions in the Pushing the Limits series. The Haunted Library was a total success. We had almost 600 visitors. Brooks Murphy made many props

that we will be able to reuse for years to come. Next year there will be a safety meeting with the actors.

REMARKS FROM CITY LIASON

The trunk-or-treat at the square was a success. The Christmas decorations are being putting up around town. The Wilson theater will be putting on the Polar Express Experience Nov. 30 - Dec. 2.

NO UNFINISHED BUSINESS

NEW BUSINESS

1. Review and possible approval of emergency procedures - Shambry will be checking with Roger about the fire alarm. Walkie talkies will be purchased and Kate thinks it's a great idea. Monica moved to approve the emergency procedures guidelines pending the changes to the unattended child section.
2. Discussion and possible approval of shed purchase - There will be a quarterly inspection of the materials in the shed to make sure that things aren't outdated and that items stored will be used. Shambry will move forward with preparations for a cement pad and purchasing the shed.
3. Discussion on potentially changing time of board meetings - Everyone will think of potential times for the monthly meetings and it will be discussed at the December meeting.
4. Discussion on holiday closures - Kate moved to have the following holiday hours: Closed November 11th for Veteran's Day, hours will be 11-3 November 22nd, Closed all day November 23rd, hours will be 11-3 November 24th for Thanksgiving. Closed December 25th for Christmas. Closed January 1st, 2018, for New Year's.
5. Discussion on Christmas party - Kate and Becky will be in charge of gifts for the staff. Becky will handle food and invites.

EXECUTIVE SESSION

Executive Session: Pursuant to Idaho Code 74-206: (1)(a) Hiring; (1)(b) Evaluation, dismissal or disciplining of, or to hear complaints against employees; (1)(c) Deliberations concerning labor negotiations or acquiring an interest in real property; (1)(d) Considering Records exempt from Public Disclosure; (1)(f) Communications with legal counsel.

At 5:56 PM the Board convened into executive session as per Idaho Code 74-206 with all members voting yes. Members present were Kate, Monica, Becky, Jolene, and Kelly.

(1)(b) Evaluation, dismissal or disciplining of, or to hear complaints against employees
Shambry left the meeting at 6:10 PM and rejoined at 6:14 PM.

The executive session adjourned at 6:16 PM.

Kate moved to approve the raise as discussed for the library director. Motion passed.

The meeting adjourned at 6:17 PM.

The next regularly scheduled meeting will be held December 13th, 2017, at 4:30 PM.

Respectfully Submitted,

Rebecca Martin
Secretary