

Bonneville County Library District

Minutes

A public hearing of the Board of Trustees of the Bonneville County Library District was held at the Westside Branch on Tuesday, July 12th, 2022, 10:00 am 250 South Skyline Drive STE 6, Idaho Falls, ID 83402.

Present: Chair Jennifer Crofts, Debra Haacke, Jenni Cragun, Karen Harris, Rebecca Blackson, and director Michelle Tolman. Other attendees included members of the public. See attached roll. Rebecca Blackson acted as secretary. The meeting was called to order at 10:08 am.

Karen Harris moved to add personnel policy amendments and discussion of hiring a permanent director to the agenda. Rebecca Blackson seconded; motion passed unanimously.

On motions duly made and seconded after due deliberation, the following resolutions were unanimously adopted:

RESOLVED, that the minutes of the previous meeting were approved. (Debra motioned; Karen seconded.)

RESOLVED, that the bill for MSBT law is approved for payment. (Karen motioned; Debra seconded.)

RESOLVED, that the director will be paid at an annual rate of \$55,000/year, and that payroll due to Michelle Tolman will be paid from her hire date of May 23, 2002 through June, with a note that the board will pay her a bonus at the end of the interim period for her exceptional work opening the branches. (Karen motioned; Debra seconded.)

RESOLVED, that the board by-laws will be updated according to Debra's proposed amendments. (Rebecca motioned; Karen seconded.)

RESOLVED, that Michelle is authorized to choose and apply for a credit card with the most benefits/rewards. (Jenni Cragun motioned; Debra seconded.)

RESOLVED, that recurring bills such as utility payments may be paid with auto-payments from the BCLD checking account. (Jenni Cragun motioned; Karen seconded.)

RESOLVED, that BCLD will enter into a reciprocal borrowing agreement with the Bingham County Library. (Karen motioned; Debra seconded.)

RESOLVED, that the following policies are adopted with discussed and agreed-upon amendments: Access to Public Records, Donations and Gifts, Patron Code of Conduct, and Volunteers. (Rebecca motioned; Jenni Cragun seconded.)

RESOLVED, that the proposed changes to the personnel policy are adopted. (Rebecca motioned; Karen seconded.)

RESOLVED, that the 2023 Proposed Budget based on the current numbers with the proposed format is approved to be published for the budget hearing in August. (Debra motioned; Karen seconded.)

During the director's report, Michelle explained the exciting progress and updates happening at the branches. In Ammon, carpet and bookshelves are purchased, an architect is rendering blueprints to obtain permits for the meeting room construction, fiber is being brought to the building by the owner, floors have been cleaned and shined, building signage, library cards, barcodes, spine labels, and book covers have been ordered. The BCLD will also run a booth at Ammon Days and Mayor Coletti is encouraging Ammon residents to bring books to donate at that time.

The Iona City Council is drafting a contract for an agreement with the BCLD, and they have agreed to have the BCLD run library services in the Iona City building. Friends of the Iona Library (FOIL) would like to remain a separate friends entity than Friends of Bonneville County Libraries.

Trustees toured the newly renovated Westside branch location and all were pleased with the location, natural light, and layout of rooms. A Giving Tree of donors names was discussed.

Discussion was held about the hiring of a permanent director. The consensus was to wait a few months to move forward, as Michelle is doing a great job expediting all of the library progress.

The price of the non-resident library card fee was discussed. Rebecca Blackson motioned to set the fee at \$65/year. Jennifer Crofts seconded. Rebecca, Jennifer, and Debra voted yes. Karen and Jenni Cragun opposed. Motion passed.

The next BCLD meeting will be held on Tuesday, August 16th at 10:00 am. It will be a public hearing to vote on the 2023 Budget, and the Circulation Policy and accompanying fees. The meeting adjourned at 12:39 pm.

Board Meeting Attendance

July 12, 2022

| <u>Name</u> | <u>Email</u> | <u>Phone #</u> |
|------------------|-----------------------------|----------------|
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