

Bonneville County Library District

Minutes of the Bonneville County Library District Board of Trustees Meeting February 8, 2023

Called to order at 10:06 am by Board Chair Debra Haacke.

Present: Debra Haacke, Karen Harris, Rebecca Blackson, Jenni Cragun, Jennifer Crofts, Library Director Michelle Tolman, and District Clerk Myra Judkins. See attached roll for other attendees of the public.

A motion to accept the agenda was made by Karen and seconded by Jen which passed.

There was no public comment.

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

RESOLVED, that the ICCU account will be set up with Karen and Debra as the board signatures. (Karen motioned; Rebecca seconded.)

RESOLVED, that the minutes from the previous meeting December 5th were accepted with proposed clarifications. (Karen motioned; Jen seconded.)

RESOLVED, that the financial statements provided by Director Michelle were accepted. (Jen motioned; Karen seconded.)

RESOLVED, that the Budget and Audits will be posted on the library website, that monthly financial statements will be provided to the board, and that others may receive financial statements as requested. (Karen motioned; Jenni seconded.)

The board discussed the use of the contingency fund to hire additional personnel. Since the need exists, the intention of a contingency fund is to respond to unforeseen needs, and reallocation does not impact the overall budget – it was determined that this is an appropriate use of funds and that no formal vote was needed.

Michelle reported that publicity for the Westside location is moving forward with a book drop and signage on the way, a scout group that is helping, and people who are becoming regular patrons and volunteers. The Ammon location has been approved for a book drop which will also be coming soon. Iona patrons have stated that the branch feels welcoming and FOIL has their Princess Palooza fundraiser ready for February 9th. The City of Ucon is looking at some options to create a library branch. Concerns were raised that a branch in Ucon may be too much on top of the current branches, but others felt it would be good to continue exploring possibilities.

Since Michael Jacobson, Swan Valley School Principal, was in attendance the Swan Valley contract was discussed with him. The remaining questions were resolved satisfactorily for the library district and the school board.

On a motion duly made and seconded after due deliberation, the following resolution was unanimously adopted:

RESOLVED, that the Swan Valley contract be amended according to Swan Valley's requests by Michelle and that the board will review the copy before it is sent to Michael for approval by the Swan Valley School Board. (Karen motioned; Debra seconded.)

In the friends of the library report, Fred Downard informed the board of his plans for several projects including the book sale, furniture that has been donated, and providing some books for learning Spanish. He is unsure about his position, so Michelle has offered to consult with him.

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

RESOLVED, that the Circulation, Fine and Fee Schedule, Patron Code of Conduct, Personnel, Policy Development, and Volunteer Policies be revised with discussed changes, and that the Public Announcement Policy be adopted. (Karen motioned; Jen seconded.)

RESOLVED, that the voter precincts comprising each trustee zone be changed to:

Zone 1	1, 2, 8, 10, 21, 22, 37, 38, 46, 48
Zone 2	3, 4, 6, 14, 23, 24, 25, 26, 27, 28, 49, 52, 57
Zone 3	40, 45, 47, 53
Zone 4	39, 42, 43, 44, 54, 55, 56
Zone 5	41, 50, 51, 58, 59

(Jenni motioned; Jen seconded.)

The BCLD By-laws will be discussed in April and if amendment is desired that will be scheduled for a following meeting.

The Ammon branch is the contact address for information on upcoming board of trustee elections.

The training with Clay Ritter on March 8th will be attended by Michelle, library employees, and district clerk Myra. Since all members of the board are unable to attend, no meeting will be added.

The next public meeting will be held April 12th, 2023 at 10:00 am at the Ammon Branch, 3015 S 25th E Ammon, ID 83406.

Debra motioned that the board move into executive session according to §74-206(b) which was seconded by Karen. A roll call vote was taken with board members Debra Haacke, Karen Harris, Rebecca Blackson, Jenni Cragun, and Jennifer Crofts. The results were unanimous and the board entered executive session at 11:45 am.

On a motion duly made and seconded after due deliberation, the following resolution was unanimously adopted:

RESOLVED, that the contract for clerk services through Myra Judkins was accepted.***

The meeting was adjourned at 11:59 am. (Karen motioned; Jen seconded)

***It was self-recognized that this contract relating to clerk services needed to be decided in open meeting instead of executive session.

These actions were cured and reconsidered at a special meeting on March 29th, 2023.

Bonneville County Library District Trustee Meeting
Wednesday, February 8th, 2023

Roll

	Name	Address
1.	Jim Anderson	2072 S. Charlotte Dr. I.F. 834102
2.	Fred Dowland	1990 Sabin Ammon
3.	MICHAEL JACOBSON	SUN VALLEY SCHOOL
4.	Shawn Stone	1402N 55 E
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