

Bonneville County Library District

Minutes of the Bonneville County Library District Board of Trustees Meeting January 11, 2024

Called to order at 9:03 am by Board Chair Debra Haacke

Present: Debra Haacke, Karen Harris, Rebecca Blackson, Jennifer Crofts, Library Director Michelle Tolman, and District Clerk Myra Judkins. Jenni Cragun joined by phone. Please see the attached sheet for members of the public in attendance.

On a motion duly made and seconded after due deliberation, the following resolution passed:

RESOLVED, that the consent agenda was approved. The consent agenda included: the minutes from the previous meeting December 14th, the financial report for December, and the clerk hours reports for December. (Rebecca motioned; Karen seconded.)

The Auditors presented the audit report for FY2023 and answered questions. The board has been pleased with how well the library branches have been able to meet needs in our communities while staying within our resources.

The insurance needs of the library were discussed and the current property coverage was determined to be sufficient at this time. Adjustments will be determined in the future.

Rebecca expressed agreement with the suggested policy changes and then left at 9:52.

The board spoke with Justin Nyquist at ICRMP by phone to have insurance questions answered. He resolved some concerns and let the board know that they can send him any future questions or concerns. No changes to insurance were deemed necessary at this time.

On motions duly made and seconded after due deliberation, the following resolutions passed:

RESOLVED, that the Circulation policy and the accompanying Fine and Fee Schedule be revised with the suggested clarifications. (Jen motioned, Karen seconded.)

RESOLVED, that the Internet Safety and Public Internet Computer Use policies be revised with the suggested additions, clarifications, and removal of some restrictions such as guest passes. (Jen motioned, Debra seconded.)

RESOLVED, that the Records Retention policy be revised to accurately reflect who is responsible for certain records. (Karen motioned, Jen seconded.)

The Records Retention policy needs additional clarifications that were delayed until the next meeting. The board would like to review the Public Internet Computer Use policy again next month.

Due to a director's conference in Boise, the board determined to change the date and time of the meeting in March from Thursday the 14th at 9:00am to Wednesday the 13th at noon.

Clay Ritter from the Idaho Commission for Libraries will be visiting East Idaho February 26th through March 1st. Michelle asked the board to let her know who would like to come and what their preferred date and times are.

Michelle reported that the library wrapped up two reading challenges in December, worked out the details and launched the Book Dragon reading challenge for 2024, and continues preparing for the summer reading program. New shelves and an ADA ramp were installed in December at the Ammon branch through a grant from Rocky Mountain Power and the Ammon Improvement Alliance.

There was no Friends of the Library report, nor any public comment.

The next regular meeting will be held Thursday, February 8th, 2024 at 9:00 am at the Ammon Branch, 3015 S 25th E Ammon, ID 83406. The Director evaluation process will be discussed.

The meeting was adjourned at 10:49 am by unanimous vote. (Debra motioned, Karen seconded.)

Bonneville County Library District Trustee Meeting
Thursday, January 11th, 2024

Roll

	Name	Address
1.	Amy Briggs	auditor
2.	Dana Izatt	Auditor
3.	Kathy Kula	149 Stone Run Ln, 1F
4.	Shawn Tolman	
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