

**NOTICE OF MEETING
MARSHALL PUBLIC LIBRARY BOARD OF TRUSTEES
113 South Garfield
Pocatello, ID 83204
208-232-1263
www.marshallpl.org board@marshallpl.org**

The regular meeting of the Board will be held in the Community Room on May 17th, 2018 at 4:15 p.m.

The agenda for the meeting is as follows:

CONSENT AGENDA

The following action items may be approved by one motion and a vote. If any one member of the Board so desires, any matter listed can be moved to a separate agenda item.

- Minutes of the regular meeting April 19th, 2018
- Financial Reports

AGENDA

- Public Comments

ORDER OF BUSINESS

- Call to order
- Consent Agenda (action items)
- Director's Report
- Supervisor's Reports
- Agenda Items
- Adjournment

The Marshall Public Library is accessible to persons with disabilities... Program access accommodations may be provided with three (3) days' advance notice by contacting Skyler Beebe at sbeebe@pocatello.us; 208.234.6248 or 5815 South 5th Avenue, Pocatello, ID.

Posted May 11th, 2018

Library Director's Report

May 17, 2018

Eric Suess

- I will be attending the ALA Annual Conference in New Orleans from June 21-26
- The Friends of the Library book sale made about \$4000
- The Library presented their budget needs to Council on May 3rd. Discussion included FY20 need for a vehicle, an additional staff member to work on outreach, and the need to begin the building expansion process.
- The Library will present a budget amendment request to cover the cost of our security system (from the Library reserves) as the lighting project could not be completed in FY18, and therefore did not result in anticipated savings.
- Several staff members were involved in organizing and participating in the regional ILA conference held at ISU on May 4th.

**MINUTES OF THE REGULAR MEETING OF THE MARSHALL PUBLIC
LIBRARY BOARD OF TRUSTEES
April 19th, 2018**

Sandra Shropshire called the meeting to order at 4:16 p.m. Present were Trustees Sharon Manning, Chuck Orr, Kathryn Way and Jay Bingham. Staff present included: Eric Suess, Library Director; Trina Bonman, Associate Director; Amy Campbell, Public Services Supervisor; Kathryn Poulter, Children's Services Supervisor.

CONSENT AGENDA

Minutes from March 15th meeting were considered. Jay Bingham moved to approve them as written and Kathryn Way seconded.

DIRECTOR'S REPORT presented by Eric Suess

- I was re-elected as Councilor At-Large to the American Library Association for a fourth term, running from 2018-2020
- I did not get elected to OCLC's Americas Regional Council but was asked to serve as an Alternate.
- The Friends of the Library Book sale will run April 19-21.
- The Library will present their budget needs to Council in early May. We have not asked for significant changes.
- National Library Week was April 8-14, and the Library hosted a wide variety of programs.
- We have officially switched to the City's server for e-mail.
- We will have two youth in government students visiting the library.

SUPERVISORS REPORTS:

Public Services report presented by Amy Campbell

- Jen Hawkins has created artwork for the end panel of the nonfiction collection. These pictures help patrons know the general subjects in the Dewey system.
- We had a successful National Library Week. Using the prompt "The Library Led Me..." We collected patron responses and gave a kindle to the randomly selected winner. We also had a presentation on Marshall Library history and a very successful Stuffed Animal Sleepover. Children were able to drop off their animals for a fun night full of activities. The animals were collected the next day along with pictures of their activities.
- We have started Read for Fines. Kids can read for 15 minutes to waive \$1 of late charges.
- Last month: 224 new cards, 13,624 desk contacts, checked out 21,792 items.
- Trent Clegg was the featured guest.

- He orders the 600's, 200's, 700's, and Idaho Archives. He also works on the research requests with Kristy Lyon.
- This year so far we have had 19 requests, 14 of which were able to be completed.
- Last year we received 42 requests and filled 32.
- One recent request was to collect accurate information for incorrect captions on historic photos in the newly remodeled Albertsons. 12 of 15 were wrong. Trent worked with Arlen Walker and spent 12+ hours verifying and correction the information.
- Trent also oversees the microfilm and digitization of the Idaho State Journal. We started digitizing in 2016 with a company called Advantage Preservation. This company was half the cost of the previous company so we are putting that savings into digitizes the back catalogue of microfilm. So far we have done 53 of around 170 reels. We would like to raise funds to help cover the cost of finishing the collection since it costs \$105 per reel.
- As part of the Idaho archives we have many old yearbooks. We are trying to complete our collection. A few years back we had a company scan most of our high school yearbooks and they are now saved on disks.
- Trent is the library liaison for the K.I.N.D committee. This group focuses on kindness activities in our community. The library recently received a Friendship Bench. This is a bench were any child can sit if they are feeling lonely and want a friend.

Technical Services report presented by Sheri Waite

- None given

Children's Services report presented by Kathryn Poulter

- **Young Adult** - The 3D printers are running almost all day. People can design their own creations.
- **Early Childhood** – regular story times are continuing to grow.
- **Youth** – Local afterschool programs have been visiting the library.
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AGENDA

- None

Meeting was adjourned at 4:45 pm. Jay Bingham moved and Sharon Manning seconded.

Respectfully submitted,

Trina Bonman, Associate Director