

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 September **18th, 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 August 16th, 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 September 14th, 2018

**MINUTES OF THE REGULAR MEETING OF THE MARSHALL PUBLIC
LIBRARY BOARD OF TRUSTEES
August 16th, 2018**

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

CONSENT AGENDA

Minutes from the July 19th meeting were considered. Jay Bingham moved to approve them as written and Kathryn Way seconded.

DIRECTOR'S REPORT presented by Eric Suess

- The Library has selected STS Electric to replace the lighting units throughout the building. They will work directly with Idaho Power and will begin work shortly.
- On August 9th the Library Board Chair and I met with City Council to discuss the past year's activities.
- We hired Roger Frazier as full-time Maintenance Supervisor, and Thomas Hendrix to fill Roger's former part-time position. Interviews to fill the vacant Page position have been completed. We have hired Rebecca Ayre.
- A new Security Camera policy will be presented for your consideration.
- Included in this packet is some information on our meeting room usage.

SUPERVISORS REPORTS:

Public Services report presented by Amy Campbell

- Summer Reading for adults has been completed. 218 patrons signed up. 56 read 2,000 pages. 28 read 3,000 pages.
- The featured staff member was John Bickelhaupt.
 - John compiles all of the stats from the reference department for our monthly report.
 - He is in charge of ordering the 900's. This covers history, geography and travel. WWII is a very popular history topic. He has been purposely replacing a lot of the travel guides to make sure they are current.
 - John also buys the 000's. This area covers topics like computers, journalism, and things like Bigfoot and UFOs. Our computer section has grown to include more than basic how-to guides but now also covers a lot of programming language and web design materials.

- He is in charge of ordering and maintaining our magazines subscriptions. This project is very learn as you go. He's using a database to track the usage of titles, both in house and check out of back issues.
- John also maintains the guest passes used for internet access. These are used constantly and need to be replaced. They are used frequently by people who live in Fort Hall, travelers, or people who don't have the right identification to get a card.
- In July we gave out 250 cards, had 14,480 contacts at our public desks, and checked out 23,250 items

Technical Services report presented by Sheri Waite

- The end of the budget year is fast approaching so people are trying to spend out the last of their budgets. That means a lot of books are coming in.

Children's Services report presented by Kathryn Poulter

- Stats for Summer Reading are still be finalized. 656 signed up for the Children's program. A 150 teens signed up and 50 completed.

AGENDA

- Trent Clark from Monsanto presented on the Caldwell Canyon Mine. The library will be a repository for public comment.
 - This will be their 6th mine in Idaho. It started as a soap plant.
 - They are now mining phosphorus that is much purer and can be used for research purposes.
 - They have taken input from air, water, and other non-profit conservationists. This will be a zero waste mine with net negative greenhouse gas emissions.
 - Next month they will start taking national public comments.
- The Security Camera Policy was discussed. Ideas from other libraries were gathered and then adjusted to our needs. We specifically referenced that the system will not be used to monitor staff. We also adjusted it to say that the footage could be requested as part of an ongoing criminal investigation, not just a court order. A motion to approve the policy was moved by Jay Bingham and seconded by Sharon Manning. It was approved.
- We discussed moving the monthly Board Meeting from the third Thursday to the third Tuesday, to accommodate other meetings of Board members. Sharon moved to approve this change and Jay seconded. It was approved.

Meeting was adjourned at 5:05 pm. Jay Bingham moved and Kathryn Way seconded.

Respectfully submitted,

Trina Bonman, Associate Director

Library Director's Report

September 18, 2018

Eric Suess

- The Library lighting project is nearly completed, and our windows have been washed.
- Rebecca Ayres has been hired as our new Page.
- Our budget year is drawing to a close and we should be in good shape.
- The City's ICRMP activities are due earlier this year than in past years, but we are on schedule to complete it on time.
- There will be several activities surrounding Banned Books Week later this month.