

**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 **August 16th, 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 July 19th, 2018
- Financial Reports

AGENDA

- Presentation about the Caldwell Canyon Mine
- Security camera policy
- Moving the Library Board meeting to the 3rd Tuesday of the month.
- Public Comments

ORDER OF BUSINESS

- Call to order
- Consent Agenda (action items)
- Director's Report
- Supervisor's Reports
- Agenda Items (action item)
 - Approval of policy
 - Approval of moving the monthly meeting
- 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 August 10th, 2018

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

Sandra Shropshire called the meeting to order at 4:16 p.m. Present were Trustees Kathryn Way, Chuck Orr 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 Becky Hadley, Lead Circulation Librarian. Also present was City Council Liaison Linda Leuwrick

CONSENT AGENDA

Minutes from the June 21st meeting were considered. Kathryn Way moved to approve them as written and Jay Bingham seconded.

DIRECTOR'S REPORT presented by Eric Suess

- I will be drafting a security footage policy to be considered at next month's meeting. We have had requests to view our footage and want to have a clearly defined policy for such requests.
- Our lighting project is moving along. We have one bid already and are expecting another very shortly. The first bid came in around \$51,000 so the project cost is much lower than expected. We hope to present bids at the August 2nd meeting.
- I will be travelling a lot in the fall. In October I will attend the OCLC membership meeting in Chicago. In November I will be meeting with the ALA legislative committee. This committee works with legislation on the national level. In December I will be going to the Public Library Director's Summit in San Diego. Then in January I will attend ALA Midwinter.
- Greg Grasso has resigned his position and moved into another position with the City. Roger Frazier has been promoted to the Full-time maintenance position and we will be advertising the half-time position this week.

SUPERVISORS REPORTS:

Public Services report presented by Becky Hadley

- We recently had a local author do a reading and discussion. 63 people came which was standing room only.
- Donations of fresh garden produce for the Food Bank have been going well. We have already taken over swiss chard, cherries, kale, and zucchini.
- We had an Adult Coloring night for the second time and had 10 people in attendance.
- On July 25th we had a program on creating book journals. It was very successful.

- On July 31st (Harry Potter's Birthday) we will be hosting a break-out activity for teams/families. Participants must sign up for a slot.
 - During this event the Snake River Fandom Com will be giving away a golden ticket to attend their event in September.
- The 50/50 book challenge is going well. There are 195 registered patrons. There are 24 weeks left to finish. Patrons have been watching our weekly "What are you Reading" videos. The view numbers keep going up.
- Summer Reading for adults has been very successful. Our goal this year was to register 120 patrons. We have registered 193.
 - Based on last year's numbers we purchased prizes for each of the three check-ins.
 - 1st prize, planned on 60, but have already given out 67 so we had to reorder.
 - 2nd prize we planned on 60. 37 have already picked up.
 - 14 patrons have completed the entire program already.
 - This summer reading program ends August 10th. We will be holding a Reader's Brunch for everyone who completed the final goal of reading 2000 pages on August 18th.
- The featured staff member was Andrea Lovelace
 - Andrea has been advertising our Great Courses collection to hopefully increase check out numbers. These are short college level courses on a wide variety of topics, presented on DVD or audio with a visual course guide as well.
 - She has been presenting "icebreakers" on our staff blog for teambuilding. This gives us a chance to learn more about each other and enter to win a free book.
 - Andrea processes lost/damaged books. After one year we pull and discard any item that has not be paid for/dealt with.
 - She also processes the missing pieces – items that were returned without a disc or such. We charge \$15 for a lost piece if it isn't returned.
 - Andrea is our representative on the Safety and Wellness committee with the City. Right now the City is doing a walking challenge. We have bought prizes just for the library this year to encourage everyone to enter their steps.

Technical Services report presented by Sheri Waite

- Sheri ran a Google report to show some of our website use statistics. For June:
 - 12,851 people found us on Google
 - 331 asked for directions to our building
 - 744 connected from there to our website
 - 158 called us from the Google listing
- Sheri also presented a map that showed what countries accessed our website. There were countries all over the world.

Children's Services report presented by Kathryn Poulter

- There was a 1,400 increase in the circulation of Children's items from May to June.
- We have 574 children registered for Summer Reading.
- 30 teens have finished the program which was to read 1,350 pages.
- We have been doing a display of books with a monthly theme. This month is Sports.
- We have been working on Speedy Reader Kits. This is a book kit that contains an entire series so patrons don't have to wait to read the next volume. They check out for 6 weeks.

AGENDA

- Closing on August 23rd for an all-staff training.
 - Chuck moved to approve. Kathryn seconded. It was approved.
- We discussed an issue that ALA is currently looking into, the exclusion of "Hate Speech" for fair and equal use of library spaces. We stand with the idea that constitutionally protected speech cannot be excluded. But ALA is continuing the discussion.
- We also discussed moving the monthly Board Meeting from the third Thursday to the third Tuesday, to accommodate other meetings of Board members. This issue will be discussed further at the August meeting.

Meeting was adjourned at 5:10 pm. Chuck Orr moved and Jay Bingham seconded.

Respectfully submitted,

Trina Bonman, Associate Director

Library Director's Report

August 16, 2018

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 will have taken place by meeting time.
- A new Security Camera policy will be presented for your consideration.

Security Camera Policy

Security Cameras

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library's policies, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES

1. Video recording cameras will be used in public spaces of library locations to discourage criminal activity and violations of the Library's policies.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.
3. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms or private offices.
4. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
5. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Neither the Marshall Public Library nor the City of Pocatello is responsible for loss of property or personal injury.
6. Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically deleted.
7. Regarding the placement and use of the digital recording cameras, staff and patron safety is the first priority; protection of library property is of secondary importance.
8. Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.

USE/DISCLOSURE OF VIDEO RECORDS

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Code of Conduct is restricted to designated staff
2. Access is also allowed by law enforcement when pursuant to a subpoena, court order, in support of criminal investigation, or when otherwise required by law.
3. Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.
4. Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Library policies.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

1. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.