

Highland City Library

September 23, 2015



The meeting was called to order by Blythe Shupe at 7:01 pm

Minutes/Secretary: Michelle DeKorver

Members Present: Andrea Fuller, Blythe Shupe, Cindy Jonsson, Janeen Ashcraft, Richard Sudweeks, Scott Smith, Tiffany Whiting

Members Excused: Marlene Brooks

Members Absent: Tim Irwin

Guests/Presenters: none

Library Staff: Kent Slade, Michelle DeKorver

Conducting: Blythe Shupe

Direction: Library Director, Kent Slade

Public Comment/Communication:

- There was an email from a patron suggesting email notices contain a link which takes patrons right into their account. Kent CAN add a link to the catalog login page, but it cannot log you in automatically. Kent added the link to the emails (and by default, the printed notices, as well.)

Consent Agenda:

- The minutes were reviewed from the July, 2015 meeting.
 - No movement or second to approve.
 - No vote. Assumed approved.

Action Items:

- **Library Board Contact Information (State certification standard #8)**

The State library says that the general library email address is not specific enough to meet the standard requirement that the Library Board contact information be available to the public, and would like us to include Library Board Member's names and individual contact information on our website.

 - Discussion of what and how to include followed. Ideas suggested included:
 - Kent - Link for email addresses and spell out the "at" so robots cannot grab the address.
 - Kent – Can include house addresses and phone numbers, if wanted.
 - Kent - Can try a group email and see if the state will accept that. Kent will try to do that – to see if it is possible.
 - Cindy and Tiffany – no phone number. Email would be okay.
 - Cindy - There is no Highland Library Board email address that we each can log into? Kent – No.
 - Blythe – no house addresses.
 - Blythe – Could the city set up individual emails for the board members, as they have for the City Council members? Forward it on automatically.
 - Kent – discouraged, as they will rarely get an email from a patron, anyway.

- Edits to contact information for library board ensued. Janeen's email is incorrect. Tiffany's phone number has changed.

Discussion Items: none

Committee Reports:

- Finance Committee – Richard, Blythe
 - Kent reported that the finances are “Right on target.” See page 6 for the report.

Information and Communication:

- Dashboard presentation: Kent Slade
- Summer Reading Program: Kent Slade
 - Reports in to State Library
 - Decrease in registration and numbers, but increase in participation per person.
 - Blythe requests Michelle does a write-up of Summer Reading Program for the city/Nathan.
- LSTA grant update: Kent Slade
 - We received \$5700 for the annual grant and used it for a Microsoft Surface tablet and the Polaris Leap program. We also purchased a blue-tooth scanner, and a receipt printer. We are waiting to begin implementation on a different receipt printer, as the one that came in did not have Bluetooth capability. We may have \$50 left over to purchase a keyboard to be able to use as a third work station/terminal (as Kent's is not available to library staff.) Some of the functions it will be useful for are:
 - Circulation jobs, such as check-outs and check-ins.
 - Take it to schools, city days, and events to register patrons.
 - Carry it to grab the pick-list holds from shelves without printing.
 - Take and clear patron fines.
 - Take to stacks to assist patrons in finding items.
 - Check out items by the door, at the counter, or in other places inside the library.
 - Scott suggests that if find we could use a second one, we have the Library Foundation purchase one.
- Building update: Kent Slade
 - No real news other than people objecting to height of similar buildings being proposed nearby.
 - Scott Smith – Heard that the contractor wanted to charge the library rent to equal our current budget, (\$200,000?) so it has lost some favor with the City.
- Long-range plan update: Kent Slade – none
 - Blythe wants to know if we need to contact the City Council and ask them for more time to get the long-range plan done.
 - Kent – due to State, so we are fine.
 - Blythe – we promised one to the City Council, as well.
 - Kent – may have to ask, yes.
- Annual Report to City Council: Kent Slade
 - We generally give the report in an October Council Meeting. Not sure when we are having it. Blythe cannot be there the first Tuesday. Kent will request the third Tuesday. If not, he will let Richard know so that he can do the presentation in lieu of Blythe.
- YTD Statistics: Kent Slade

- Board asked Kent to start doing those again, so they are in the packet.
- Blythe would like to see numbers as compared to prior years.
 - Specifically data on checkouts and borrowing, PAC logins, items owned, etc. This will be helpful to be able to show City Council growth in percentage of usage for concrete numbers and charts.
- Circulations of physical items down across nation, but ebooks increasing, so shows a final increase when combined.
- Blythe asked about unique patron checkout information for Rod Mann.
 - Kent - Got the information to Rod but has heard nothing.
 - Blythe – Would be helpful for Board to have that information so they are not blindsided by the information, and can use it in the annual report.
- Scott Smith would like the library to promote this election and put up a flyer in the library with information on how and where to vote and the web address to find your precinct, etc.
 - Blythe - Promote by the 20th.
 - Blythe - Do you need help with that?
 - Kent - we can put something together. Jody has something on voting. I will see if we need something more than that.
- Board Members would like to see technology and marketing plans separate from the long-range plan.

Board Training: (7:42 pm) Trustee Trouble: Planning

Motion to adjourn was made by Scott Smith and seconded by Cindy Jonsson
Adjourned at 8:05 pm.

Assignments:

- Kent - Kent will set up a group email and check with the State Library if that is sufficient for the State Certification Standard.
- Kent – Edit contact information for his files of Library Board members.
- Michelle – Do a write-up on Summer Reading for Nathan. Get it to Kent to forward on to the Library Board and City Administrator.
- Kent – Forward Michelle’s Summer Reading report to the Library Board and the City Administrator.
- Kent - Contact the City Council and ask them for more time to get the long-range plan done.
- Kent - Request the Library Board’s annual report be done the THIRD week of October, rather than the first week. If not possible, then contact Richard Sudweeks, and let him know that he will be responsible for presenting the annual report at the council meeting presentation in lieu of Blythe.
- Kent – Update the YTD Statistics and get to Board Members ASAP to include comparisons to previous years to be used in Annual Report. Specifically include at least:
 - data on checkouts and borrowing
 - PAC logins
 - items owned
 - Any other information that will be helpful to be able to show City Council growth in percentage of usage for concrete numbers and charts.

- Get the “unique patron checkout” report that was given to Councilmember Mann to the Library Board as soon as possible so that they are not blindsided by the information, and can use it in the annual report.
- Promote this election and put up a flyer in the library by October 20th with information on how and where to vote and the web address to find your precinct, etc.

Next Meeting: November 18, 2015; 7:00 pm

DRAFT