

NOTICE OF MEETING
MARSHALL PUBLIC LIBRARY BOARD OF TRUSTEES

The regular meeting of the Board will be held in the Minnie F. Howard Community Room on **August 16, 2011, at 4:15 p.m.**

The agenda for the meeting follows. The publication of the agenda is a guide to, and not a limitation on, activities of trustees.

CONSENT AGENDA

The following business 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 of July 19, 2011
- Financial reports for July, 2011

AGENDA

- Meeting Room Policy
- Long Range Plans

ORDER OF BUSINESS

- Call to order
- Consent Agenda
- Director's Report
- Supervisor's Reports
- Agenda Items
- Adjournment

POSTED August 10,2011

MINUTES OF THE REGULAR MEETING OF THE MARSHALL PUBLIC LIBRARY BOARD OF TRUSTEES

Board Chairman Ann Smalley called the meeting to order at 4:22 p.m. Present were Trustees, Andy Guerra, Julian Gabiola. Also present were Eric Suess, Director, Sue Van Der Horn, Associate Director, Kris Castro, Reference Supervisor, Gaila Butikofer, Reference Supervisor, Ann Mercaldo, Adult Services Supervisor, Kathryn Poulter, Children's Services Supervisor and Sheri Waite, Technical Services Supervisor.

CONSENT AGENDA

The consent agenda items, minutes and financial reports of the regular meeting of June 21, 2011. Andy Guerra moved, and Julian Gabiola seconded the motion to approve the Consent Agenda as amended. The motion carried unanimously.

DIRECTOR'S REPORT:

- I have enclosed for your consideration the Interlibrary Loan Policy with some suggested changes.
- I have enclosed a list of suggested areas to be represented in a long range plan.
- We continue to have articles appear in the ISJ.
- The flooring behind the Circulation desk has been completed and seems to be working well.
- I attended the ALA annual conference in New Orleans from June 23-28.. A report is attached.
- The landscaping behind the Library has been completed.
- Aaron from the transit Department has fixed the lift in the bookmobile. It had been wired improperly. We are now finishing up the computer setup necessary to circulate materials. We are having significant trouble recruiting volunteers to drive the bookmobile and continue to try to address this.
- Ann Mercaldo has submitted her official resignation. Her last day will be Thursday, August 25th.
- We are interviewing applicants for the part time maintenance position.

- The Transit Department is in the process of working to fix the lift in the bookmobile.
- Ann Mercaldos' Circulation Supervisor position has been approved by the Mayor. The job search will be open for two weeks and close on August 5th.
- The damper to the air conditioning has been fixed.

SUPERVISORS REPORTS:

Reference:

- Credo Reference database will be starting at the end of the month. The Friends of the Marshall Public Library have agreed to pay half of the expense.
- John Bicklehaupt and Greg Grasso are compiling a list of non-profit organizations with the purpose of inviting them for training on our Grant Foundation computer.
- Displays this month include Harry Potter, Cell phones, and artifacts from the Himalayas.
- The Poetry wall may be changed to a wall displaying the writings of Amy Campbell's two writing groups.
- The remaining Reference budget may be used to replace two or three public computers as ours are old and slow. John Bicklehaupt is looking for grants to help with this.
- Gaila Butikofer is once again reviewing the magazine subscriptions.

Circulation:

- We have had a steady group of volunteers helping with shelving.
- This month, Greg Grasso interviewed fiction author Keith Donahue and our own Mayor Blad on the library radio program.
- We are looking at purchasing new library cards that will include a key card as well as a bookmark that can have any library information imprinted on the card.

Technical Services

- Sherry Waite and Trina Bonman will be trying to put our radio interviews on the website.

Children's Services

- There are about 1150 children in the Summer Reading Program.
- The Book wagon will be partnering with Portneuf Library next week to visit the Chubbuck parks.

AGENDA

- Eric Suess, Director, discussed a few changes to the Interlibrary Loan Policy. Andy Guerra moved to accept the policy as amended and Julian Gabiola seconded. Motion carried.
- Board Elections were held. Andy Guerra moved that Ann Smalley be retained as Chairperson. Ann accepted, and Julian Gabiola seconded. Motion carried.
- The Board discussed the Long Range Plan process. Eric Suess will bring to the next Board meeting, his ideas of the process and how this process would look. Names of possible candidates for the Long Range Committee will be brought by the Board. A possible early fall start date was suggested for the first committee meeting.
- Trustee Julian Gabiola moved to "convene into executive session in accordance with Idaho Code 67-2345(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public school student." Trustee Andy Guerra seconded.
- Trustee Andy Guerra moved to come out of Executive session at 5:56 p.m. and Trustee Julian Gabiola seconded.

Meeting adjourned at 5:57 p.m.

Respectfully submitted,

Susan Van Der Horn
Associate Director

Eric Sues
Director's Report
August 16, 2011

- I have enclosed for your consideration the Meeting Room Policy with some suggested changes.
- I have enclosed for discussion a structure and timeline for the long range plan.
- Several recent articles and press releases submitted to the Idaho State Journal have not been published. I am attempting to work with their Editor to determine what seems to be the issue.
- I have been named official Chair of the Idaho Library Association's Intellectual Freedom Committee, which puts me on the ILA Board.
- The landscaping behind the Library has been completed.
- We continue to have significant trouble recruiting volunteers to drive the bookmobile and continue to try to address this. We have been advertising on the website, in-house and by word of mouth but have met with no success. Most recently, I mentioned this at a City staff meeting.
- We have hired Troy Gregersen as our new part-time maintenance person. He is a recent veteran and an outstanding addition to our staff!
- Applications have been received for Head of Circulation. Interviews will take place shortly.
- There has been significant discussion regarding the systems vendors for LCEI. Together with representatives from other libraries, I have set the timeline for transition to a new system.

Long range plan: a potential course of action and timeline
August 16, 2011

It would be useful to have a committee of roughly fifteen individuals. Names will be determined by the Board of Trustees, and invitations should go out shortly thereafter. It should be assumed that some invitees will decline the offer, so back-up names should be in place as well, so as to appropriately cover the categories discussed. This would take place from August through September. A meeting of the committee as a whole could meet as early as late September.

At the first meeting, the general concepts of the process should be discussed, specifically a selection of specific long-term areas in need of examination, desired outcomes and division of the group into appropriate subcommittees, each of which would take on one of the areas. Determination of the appropriate number of members necessary to succeed in each area must be made.

The subcommittees would spend October and November establishing for each area:

1. What they hope to accomplish
2. What resources are necessary to accomplish it
3. How might the resources be obtained

For some, this could be a fairly quick process. For other areas, this could be a greater challenge. Those who have completed their work could be enlisted to help support efforts in other areas.

In early December, another meeting of the committee as a whole should take place, reporting on results. Further sharing of comments and concerns could take place here as well, so as to create a final determination of recommendations. Also at this meeting, it should be determined who will prepare the final report. This should be the facilitator along with one or two more individuals.

Throughout the process, regular communication between the facilitator, the Board and the Director would be helpful to make sure things stay on track. A report to the Library Board of Trustees should be available at their January meeting. If circumstances cause delays, this could be as late as the February Board meeting.