

**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 July 19, 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 June 21, 2011
- Financial reports for June, 2011

**AGENDA**

- Interlibrary Loan Policy
- Long Range Plans
- Board elections
- Executive Session for six month review of Eric Seuss, Director as per Idaho Code 67-2345

**ORDER OF BUSINESS**

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

**POSTED** July 12, 2011

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

Board Chairman Ann Smalley called the meeting to order at 4:21 p.m. Present were Trustees, Andy Guerra, Julian Gabiola, and Christine Stevens. Also present were Eric Suess, 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 May 17, 2011 were reviewed. Julian Gabiola moved and Andy Guerra seconded the motion to approve the Consent Agenda as amended. The motion carried unanimously.

### **DIRECTOR'S REPORT:**

- I have enclosed for your consideration the Acceptable Behavior Policy with some suggested changes.
- I have enclosed my view on what a long range plan should look like.
- We continue to have articles appear in the ISJ.
- The area behind the Circulation desk will be carpeted on Saturday June 18<sup>th</sup> after hours, so that it may properly dry on Sunday.
- I will be attending the ALA annual conference in New Orleans from June 23-28. I will provide a report of my conference activities at the next Board meeting.
- The landscaping behind the Library has begun. Curbs have been poured, and plants and decorative items will be in place shortly. The two drains along the back are a problem, in that they create somewhat of a waterfall effect. We are having a decorative boulder put beneath both drains, which should serve to disperse the water.
- Several staff members attended a meeting of the LCEI. A representative from Polaris was in attendance. He discussed the possibility of system migration from Sirsi/Dynix to Polaris. I have arranged to meet with him at the ALA conference to go into more detail. In addition, several staff members met with representatives of Sirsi/Dynix here in the Library to discuss their proposal for future systems. I will also spend some time with them at ALA.

- The budget discussion for next fiscal year now includes \$20,000 for carpeting. Hopefully it will survive the process.
- I spoke to the Rotary Club on June 6<sup>th</sup>.
- The Transit Department is in the process of working to fix the lift in the bookmobile.

## **SUPERVISORS REPORTS:**

### **Reference:**

- Amy is back from her trip to the Ukraine. She has written an article which is scheduled for publication in the newspaper this weekend.
- Credo Reference database trial was discussed. Over 500 major reference ebooks can be searched at once as well as all the library's databases and book catalog. Everyone who has tried it has been very impressed.
- A very interesting display of Lego toys is on display, as well as a contest for patrons to guess the number of Lego pieces in the display, and a game for patrons to find certain Lego pieces among the thousands in the display.
- A few problem patrons were mentioned including Tyrone Caldwell, and a new person who was referred to as the "Hot Dog" salesman.

### **Circulation:**

- Outreach is now going to Portneuf Towers for about a dozen patrons. Currently Ann and three of her staff are doing outreach.
- Volunteers have helped a great deal by shelving books during this busy summer.
- Lindsay has been out due to surgery, but is expected back this week.
- Ann and Greg have received hundreds of donations. Many of these have been added to the collection, saving the library money.

### **Technical Services**

- Bonnie Reed had unexpected surgery this week and is expected to be out for 2-3 months.

- Sheri and Trina have been working on getting the library's website to show up on a Google search. It is the first site in a Bing search, but not Google. The changes that have been made should eventually improve the search results.

### **Children's Services**

- So far 959 kids have signed up for the Summer Reading Program, and over 95 teens have signed up for the YA program. Almost 100 children have picked up their first prize, a book. The Friends have promised \$500.00 to buy more book prizes if needed.
- The Library sponsors daily activities for kids during the summer, such as movies and multicultural events.

### **AGENDA**

- Eric discussed a few minor changes to the Acceptable Behavior Policy. Andy moved to accept the policy as amended and Julian seconded. Motion carried.
- Eric presented a paper discussing some ideas for a long range plan. Andy moved that the board proceed with the long range planning process. Christine seconded the motion. Discussion followed and motion carried. Eric will bring a list of names and positions who have been involved in Long Range Planning in the past. Staff and board members can also suggest possible stakeholders who may be interested in participating.
- Ann Smalley suggested a minor change to the Board's Bylaws: striking Article 4, Section C from the document. Andy moved that the bylaws be changed, Christine seconded. No discussion followed, and motion carried.

Meeting adjourned at 5:05 p.m.

Respectfully submitted,

Susan Van Der Horn  
Associate Director

Eric Suess  
Director's Report  
July 19, 2011

- 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 25<sup>th</sup>.
- We are interviewing applicants for the part time maintenance position.
- The damper on one of our roof units has gone bad and the replacement part for it will run in excess of \$1000.00 plus labor, but it must be replaced.
- The drinking fountain in the lobby stopped working, and has been replaced.