

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

May 17, 2011

Board Chairman Ann Smalley called the meeting to order at 4:20 p.m. Present were Trustees, Andy Guerra, Julian Gabiola, Christine Stevens, and Craig Cooper, city liaison. Also present were Eric Suess, Director, Kris Castro, Reference Supervisor, Gaila Butikofer, Reference Supervisor, Ann Mercaldo, Adult Services Supervisor, and Sheri Waite, Technical Services Supervisor.

CONSENT AGENDA

The consent agenda items, minutes and financial reports of the regular meeting of April 19, 2011 were reviewed. Andy Guerra moved and Julian Gabiola seconded the motion to approve the Consent Agenda. The motion carried unanimously.

DIRECTOR'S REPORT:

- The open house for the bookmobile is April 13, 2011 from 4-7 PM to coincide with National Bookmobile Day (part of National Library Week). While the vehicle is not yet ready to send into the community, it is quickly approaching that status. This open house is simply a chance for the public to explore the bookmobile. It is anticipated that when the vehicle is ready to go, we will have a more formal ceremony, including a ribbon-cutting and an agenda including spoken comments by individuals involved in the effort.
- I was interviewed by K. Martinez on Star 98.5 on Monday 4/11 and Wednesday 4/13 in regard to the bookmobile's open house and other topics.
- I have met individually with each staff member now, and am drawing some conclusions based on the conversations.
- I have enclosed for you consideration a proposed Materials Selection Policy. Please bring comments or concerns to the April meeting.
- Two articles have as of today appeared in the Idaho State Journal, though not on the Saturdays we had discussed. Kathryn's bookmobile article (and sidebar) appeared on Sunday 4/10.
- Sue and I met with Dave Swindell to discuss expectations for the budget process. We explored ways to replace carpeting in the short term. Quick action needs to be taken. Circ Assistant Lindsay Chandler tripped on the wavy carpet and fractured her ankle. While she has recovered well, it points out the urgency of the situation.
- I participated in a phone conference for the Grassroots Advocacy Subcommittee of the Committee on Legislation of ALA.
- I am up for re-election to the Council of the ALA. Elections end 4/22/2011. Results will be made public in May.

SUPERVISORS REPORTS:

Reference:

- The ILL department lent 157 titles last month.
- Amy Campbell won a scholarship to spend a week in June in the Ukraine to study Post-Soviet Librarianship.
- The Poetry Wall has 50 poems on display. At the end of the month, these poems will be put in a binder and added to the library's reference collection. Also on display are items from Germany, information on diabetes, and books about countries in turmoil. Free-standing sign holders have been ordered for reference displays.
- This month's movie is "**Fooling with Words**" which will be shown on April 23.
- Gaila distributed information about the upcoming ILA conference which will be held on May 6th at the Sho-Ban School in Fort Hall.

Circulation:

- Ann Mercaldo had eye surgery and was out for a week.
- Greg Grasso interviewed David Baldacci which aired on the radio program Monday evening, April 18th. The program also included Kathann Hendricks' interview of Brenda Baumgartner Stanley, local newscaster and author.
- Supervisors attended computer training at city hall for a new payroll and benefits program.
- Karen Schneider, from Idaho Home Health and Hospice will be a guest on the television show.

AGENDA

- Eric discussed the proposed changes to the collection development policy.
- Andy Guerra moved to approve the changes, and Christine Stevens seconded and discussion followed.
- Ann Smalley suggested that the policy be broken into smaller paragraphs and the sections be numbered so as to allow easier reading.
- ~~Ann Smalley~~ ^{Andy Guerra} moved to amend the new changes and Christine Stevens seconded. Motion was carried.
- Eric discussed changes to the "Request for Reconsideration Form", formerly called the "Patron Opinion Form". Since this is a form, rather than a policy, it does not need board approval.

- Craig Cooper, our city liaison, discussed the funds that bonds will bring into the city. The Council desires to put \$500,000.00 into the capital fund for upcoming building and repair projects such as reproofing city hall. He indicated that for the upcoming year, city employee salaries will not be cut, and may include a small raise. Benefits will also be maintained. The city council will soon look at the proposed budgets.
- Eric mentioned that it is time to revisit our long range plans. A coordinator and committee will need to be formed. Discussion followed and it was agreed that a standing agenda item at board meeting would be set to report on the plan and its implementation. This will be discussed further in May.

Meeting adjourned at 5:29 p.m.

Respectfully submitted,

Susan Van Der Horn
Associate Director

Eric Suess
Director's Report
May 17, 2011

- I have enclosed for your affirmation the Cell Phone Policy, as it contradicts our Acceptable Behavior Policy.
- Articles continue to appear in the ISJ. So far Kathryn (2), Anne, Greg, John and I have written articles.
- Carpeting in front of the children's program room and in the administrative offices has been replaced. We are scheduled to replace the surface behind the circ desk shortly.
- Several staff members attended the regional ILA conference on May 6th at the Junior/Senior High School on the Fort Hall Reservation. It was an excellent assembly and was co-organized by Gaila and her sister who did a stupendous job!
- I was not successful in being re-elected to ALA Council. With 1890 votes, I was only 28 votes shy of being elected. I'm still very much involved with ALA committee work, as I serve as a Director on the Intellectual Freedom Round Table's (IFRT) board, am Chair of the IFRT Publications Committee and am still serving on the Committee on Legislation's Subcommittee on Grassroots Advocacy.
- We have received the grant for the landscaping behind the library. I've turned in the information they needed (to accept the grant). It will be given to the Friends of the Library who will use it to pay for the work to be done.
- By meeting time I will have presented our budget to the City Council (Thursday 5/12). Our biggest priority will continue to be carpeting.