

Director's Report September 23, 2021

Personnel

Customer service training is ongoing among public service staff. Beth and Aleisha have been instructed to have staff meetings on a more frequent time frame.

Each staff member will meet over the next two months with the Library Director. During these meetings, individual staff members will gain an understanding of what is expected of them in their current positions. Each employee will discuss growth opportunities with the director. and begin to create a personal growth program that will improve their value to the library and performance in their position.

Due to funding uncertainties, there is a temporary pause in hiring new employees. This pause has created an inability to staff the desks when employees are sick or on vacation. Assignments will be realigned to resolve this inability and beginning October 1, all desks will be staffed at anytime the library is open.

Building

The bid for replacing the ramp railing surrounding the atrium will be opened on September 28, 2021.

The store room for Japanese artifacts is complete and artifacts are moved into the room.

Programming

In library programming has resumed, and meeting rooms are available for the public.

Computer Room

New chairs have been ordered and received for the computer room. Staff is compiling a plan for replacement of computers for both computer room and staff.

Agenda Items

Financial reports and minutes are listed on the board web page

Patron Code of Conduct Policy Revision

Volunteers have started to help in the computer room and elsewhere in the building. As it is anticipated that the number of volunteers serving in the library will continue to increase, it raises the issue of do volunteers help enforce the Patron Code of Conduct. In order to have volunteers help enforce the policy, a small change is needed. Replacing the word employee with staff will allow volunteers to help enforce the policy. I am requesting the word employee be replaced by the word staff member or library staff member where needed to clarify who has authority to enforce this policy. I have asked Russ to post a draft copy of the changed policy on the board page.

Iona Library Contract

After discussing the Iona contract with the City Attorney's office it is recommended that we give notice of termination to the City of Iona that the contract will not be renewed when it expires on September 30, 2022. The Iona Library could then be solely covered in the contract with the Library District. The Library used to have a separate contract with the District covering the cost for the Iona Library, but that was incorporated into the main contract around 2015. The contract with Iona should have been allowed to expire at that time, but due to an oversight it was not.

Contract with Bonneville County Library District

The board will discuss the contract with the Bonneville County Library District.

Executive Session

Trustees will begin the review process for the Library Director.