



Administrative Report
October 24, 2024

Personnel

Sam Mashburn has resigned from the library. We are currently interviewing to hire three part-time employees to fill that position.

Samantha Viehweg has requested to only work 30 hours week, so a part-time employee is be sought to work the extra 10 hours a week.

Draft Minutes

Posted at www.ifpl.org/board

Budget

The year-end financial report is posted on the board page. While not a complete picture, the report shows the library ended the year in good financial condition.

The FY2025 report for October is also posted to the board page.

Staff Reports

Posted online

Trustee or Councilmember Concerns

Unaware of any at this time. May be some raised at the meeting

Library Closure October 2025 for Idaho Library Association Conference

Am requesting the library closes for two days in October in order to host the 2025 Idaho Library Conference. This closure will allow the conference to be held in our library and for all staff to attend the conference. Most likely dates are the Thursday and Friday of the first or second week of October.

Donation of Items to the Museum of Idaho

The library owns several items that would be best suited housed in the Museum of Idaho. I am seeking permission from the board to transfer these items to the Museum.

Construction Projects

The garage project is in process.

Broadway landscape and the fencing is in process.

Annual Meeting Business

Election of Officers (Action item)

Trustees need to elect a Chair and Vice Chair of the board.

Policies need to be reviewed. (Action item)

Policies are linked off of the board page www.ifpl.org/board

If reviewed prior to the meeting it will speed up the meeting.

Set a regular meeting date (Action item)

The board needs to adopt a regular meeting date to be published. If the board adopted the same schedule as currently used then the regular meeting dates would be the first Thursday of November, December, January, February, March, April, May, June, and September.

Adjourn meeting