



Idaho Falls Public Library Board of Trustees Meeting Minutes  
September 28, 2023 at 4:00 p.m. in Library Meeting Room 1

Called to order at 4:00 pm by Board Chair Mary Lund.

Present: Mary Lund, Kristin Hall, Claire Pace and Rodd Rapp. Hal Peterson and Councilmember Michelle Ziel-Dingman were excused. Director Robert Wright, Aleisha Stout and Beth Swenson were present.

No public comment was given.

Kristin Hall moved to accept the consent agenda. Rodd Rapp seconded the motion. The motion passed unanimously.

Claire Pace moved to have the staff reports added to the minutes. Kristin Hall seconded the motion. The motion passed unanimously.

Kristin Hall moved to accept the new application for funds from the Mae Neuber Foundation. Rodd Rapp seconded the motion. The motion passed unanimously.

Rodd Rapp moved to add this sentence to the Circulation Policy under Membership.

3. Property owner membership: People who own property within City limits are eligible for property owner membership by presenting proof of tax assessment for City property that they own within City limits. **"If your name doesn't appear on the tax document, proof of ownership is required."** Property owner membership is good for one (1) year and must be renewed each year.

Claire Pace seconded the motion. The motion passed unanimously.

Kristin Hall moved, pending legal review, to add the following paragraphs in place of the current appeals process language in the Collection Development Policy.

Words to be added:

"Appeals of the Library Director's decision shall follow the following procedures:

Any appeal must be in writing and received by the Library Director within ten (10) working days following the Director's decision.

If the Director receives the appeal at least five (5) working days before the next Board meeting, the appeal will be scheduled for consideration at the next meeting following receipt of the appeal. Appeals received with five (5) days of a scheduled Board meeting will be scheduled for the second meeting following receipt of the appeal.

The appeal is limited to the applicant's written Request for Reconsideration and shall not introduce new elements or content.

The appeal must clearly set out reasons why the decision by the Director should be overturned and shall be based on the Requester's written explanation of their objections and specific citations from the materials objected to; however, reasons for the appeal may include that the materials in question violate a local, State, or Federal law or a Library policy;

That the decision did not fairly address the basis of the Request for Reconsideration;

That there is a reasonable resolution of the concern that should have been addressed and was not;

or that the Request was misunderstood or unfairly considered.

Only the appellant or their designee will be able to present the appeal. Petitions, letters, testimonials, etc., will not be considered in the appeal process.

The appellant will present first and will be given a minimum of ten (10) minutes to present, followed by ten (10) minutes for the Director's response, and, if desired, a five (5) minute rebuttal by the appellant.

The Board Chair has the discretion to add or reduce time for the respective presentations to preserve principles of fairness to the issues and participants.

The Board shall be free to ask questions of any appeal participant at any time during the appeal and may request to see, hear, or refer to relevant materials, at their sole discretion.

Each member of the Board may give whatever weight or credence they wish to any materials and testimony presented in the appeal.

Following the appeal presentation, the Board shall deliberate and vote to sustain, modify, or overturn the Director's decision.

No appeal of the same book, video, graphic novel, or other Library material will be considered within three years of a previous Request for Reconsideration of the same item."

Rodd Rapp seconded the motion. The motion passed unanimously.

Claire Pace moved to approve the SilverStar 5-year contract with the library. Rodd Rapp seconded the motion. The motion passed unanimously.

Kristin Hall moved to pursue the fiscal year 2024 library projects. Claire Pace seconded the motion. The motion passed unanimously.

Claire Pace moved to proceed with Greater Idaho Falls Transit/GIFT library advertising wrap; to transport children from schools to the library for STEM projects, etc. Rodd Rapp seconded the motion. The motion passed unanimously.

Claire Pace moved to replace the ceiling between the administration office and the children's library. Rodd Rapp seconded the motion. The motion passed unanimously.

The Board would like more information for the office project before it moves forward.

The annual meeting will be held November 2, 2023 at 4:00 pm.

Meeting adjourned at 5:23 pm.

Staff report for this board meeting follow on the next six (6) pages.

rediscover reading



Idaho Falls Public Library

## Board Report for Thursday, September 28, 2023

Adult and Young Adult Services

### Programs

#### Program attendance from August 14, to September 22, 2023:

- Austen Ball: 1 event, 48 people
- Book-Making Classes: 2 events, 31 people total
- Chapter 2 Book Club: 1 events, 5 people total
- Chess Club Wednesdays: 6 events, 64 people total
- Chess Club Saturdays: 3 events, 23 people total
- Crazy Crafters: 6 events, 93 people total
- D&D Days (Dungeons & Dragons): 5 events, 75 people total
- Great Book Giveaway: 1 months, 137 entries total
- Knit Together: 6 events, 34 people total
- Meet the Author: 0 events, 0 people total
- Money Matters: 1 events, 8 people total
- Tours/Outreach: 1 event, 45 people
- Write Over Here: 6 events, 44 people total

#### Photos from recent programs



Figure 1 / Jane Austen Ball Practice - English Country Line Dance, September 19, 2023



Figure 2 / Jane Austen Ball Practice - English Country Line Dance, September 19, 2023



Figure 3 / Chamber of Commerce Outreach Visit, September 19, 2023

## Summer Reading Wrap-up

- Adult program: Signups – 853; Rewards given – 1,873; Days read: 42,717
  - 4,756 entries for 28 grand prizes
- Teen program: Signups – 492; Rewards given: 2,151; Days read: 25,831
  - 2,330 entries for 41 grand prizes
- Summer Reading weekly entries (1 ticket per visit): 4,385 over 12 weeks

#### **Extreme Book Nerd signups (total since January 4)**

- Adult Extreme Book Nerd: 405 registered; 54 completed
- Teen Extreme Book Nerd: 95 registered, 7 completed
- Book Nerd Your Way: 419 registered, 83 completed

#### **Upcoming programs**

- Austen Ball, 7pm
  - October 3: Dance practice
  - October 10: Ball
- Banned Books Week, October 1-7 (will have displays up in September)
  - Banned Books Club: October 4, 7pm
- Book-Making Classes, 6:30pm
  - October 25: Halloween books
  - November 15: Christmas Carol miniature book
  - December 6: Pop-up Christmas cards
- Book Club in a Bag voting
  - October 16: nomination end
  - October 24: voting begins
  - November 30 ish: voting ends
- Chapter 2 Book Club, 7pm
  - October 10: *The Remarkable Journey of Coyote Sunrise* by Dan Gemeinhart
  - November 11: TBD
  - December 12: TBD
- Money Matters, 6:30pm
  - October 11: Behind the scenes of banking
  - November 8: Credit cards
- Trick or Treat, throughout October
- Write Over Here
  - Tuesdays at 7pm
- Write Over Here for Teens
  - Thursdays at 4:30pm

#### **Upcoming special events in 2024**

- Extreme Book Nerd: Kick off on Tues, January 2, or Wed, January 3?
- March Madness: March 4-30
- April: National Library Week (celebrated all month, maybe)

## Staff

### Staffing

- Ashley Larsen was hired full time and started those hours on September 4.
- Summer Pages' last day was August 28.

### Meetings

- Staff met on September 11. Topics included: dress code, how to use functionality with Horizon, dealing with patrons, dealing with leaks in the building, and what we're currently reading.

### Professional development included:

- *You're Not Listening: What You're Missing and Why It Matters* by Kate Murphy
- *The 7 Habits of Highly Effective People: 30th Anniversary Edition* by Stephen R. Covey, with Sean Covey
- SirsiDynix: HznCirc-3100 Horizon Family Groups SELF-PACED
- Greater Idaho Falls Chamber After Hours
- Greater Idaho Falls Chamber luncheon with Idaho Lt. Governor Scott Bedke
- LITT Chats provided by ICfL: Graphic Novels; Teens and School Partnerships
- Laundromats and Libraries check-in meeting
- School Library Journal: Day of Dialog – Teen
- CapiraMobile by OCLC demonstration
- Lunch & Learn by the City of Idaho Falls – covered finance topics
- A Librarian's Guide to Homelessness webinars
- Various Ryan Dowd webinars
- Various collection development webinars
- Niche Academy webinars: Microsoft Publisher; Book Repairs

## Miscellaneous

### Comments from patrons:

- "I am SO lucky to be able to use this library! You're all so helpful. **Ten stars all around!!**" (reported by Liza Evans)
- A patron brought a drink specifically for Liza. It would have been the patron's sister's 39<sup>th</sup> birthday, so the patron was doing 39 acts of kindness. Liza was on her list, based on their interactions at the library.

Dave and Cathy Johnson are supporting a program at the Idaho Falls Art Council, and one of the benefits is that they get to have an ad in the event program. They have generously donated one of their ad spaces to the library. Beth and Liza are working with IFAC for design.

## Library Board Report - Children's Department September 28, 2023

### **Program Review (average attendance)**

- Book Babies: 38
- Dance Party: 40
- Little Makers: 34
- STEAM Club: 17
- Storytime: 43

### **Recent Programs**

- Summer STEM Kit: 750 given out during summer (1 per family of each kind)
- Pop in and Play, September 12<sup>th</sup>: 59
- Makes Cents Storytime, September 13: 21
- Kinderprep, first session, September 20: 25

### **Current Month Long Activities**

August: How Many Pages - 440

September: Book Character Hunt - 144

### **Upcoming Programs**

Fall into Reading Challenge: September 25 to October 21

Choose 5 non-fiction books from the challenge categories and complete the activity that goes along with the book

Month Long Activities

October: Jack-o-lantern Quest

November: Match famous art paintings

December – Write Santa a letter

- October 18<sup>th</sup>: Dance Party
- October 14<sup>th</sup>: STEM day with the INL STEM Bus, Makerspace, and STEM activities
- October 31<sup>st</sup> – Halloween Storytime
- November 9<sup>th</sup> – Art in the Library Family Activity

### **Trainings - Professional Development**

Add Movement to Your Math Toolbox by Suzy from Math & Movement

Avoiding Common Online Scams and Threats

Basic Book Repairs

Best Practices for Developing Employees' Soft Skills

Building Effective Learning Culture: Getting Started

Collection Development Basics

Creating a Safe Environment for Kids by ICfL

Dewey Decimal Classification System

Homeless De-Escalation 201: Nonverbal tools to eliminate conflict



Homeless De-Escalation 301: Preventing Conflict  
Homeless De-Escalation 401: Managing Your Own Emotions During Conflict  
Homeless De-Escalation 501: Verbal Tools for Conflict by Niche Academy  
How to Backup Your Coworkers During a Crisis  
How to Stand Out at Work  
Idaho Family Read Week by ICfL  
Internet Safety  
Leave Your Stress at Work; ICfL  
LITT: Early Learning – Materials that Support Learning Through Play; ICfL  
The Library as a Gallery Space; Info2Go!  
Traumatic Brain Injury

Homeless De-Escalation 301: Preventing Conflict by Niche Academy  
How to Backup Your Coworkers During a Crisis by Niche Academy  
The Library as a Gallery Space by Info2Go! (ICfL)  
How to Stand Out at Work by GovLoop Online Training  
Homeless De-Escalation 401: Managing Your Own Emotions During Conflict by Niche Academy  
LITT: Early Learning – Materials that Support Learning Through Play by ICfL  
Homeless De-Escalation 501: Verbal Tools for Conflict by Niche Academy  
Creating a Safe Environment for Kids by ICfL  
Idaho Family Read Week by ICfL