

JULY 14, 2005

The City Council of the City of Idaho Falls met in Regular Council Meeting, Thursday, July 14, 2005, in the Council Chambers at 140 South Capital Avenue in Idaho Falls, Idaho.

There were present:

Mayor Linda Milam
Councilmember Larry Lyon
Councilmember Bill Shurtleff
Councilmember Joe Groberg
Councilmember Ida Hardcastle
Councilmember Mike Lehto
Councilmember Thomas Hally

Also present:

Dale Storer, City Attorney
Rosemarie Anderson, City Clerk
All available Division Directors

CONSENT AGENDA ITEMS

Mayor Milam requested Council confirmation for the appointment of Jo Fikstad to serve as the City's Representative to the Utah Associated Municipal Power Systems; the appointment of Jody Siegler Hicks to serve on the Idaho Falls Planning Commission (Term to expire on December 31, 2007); and, the appointment of Cheryl A. Cox to serve on the Idaho Falls Planning Commission (Term to expire on December 31, 2006).

The City Clerk requested approval of the Minutes from the June 23, 2005 Special Council Meeting and the June 23, 2005 Regular Council Meeting.

The City Clerk presented monthly reports from various Division and Department Heads and requested that they be accepted and placed on file in the City Clerk's Office.

The City Clerk presented the following Expenditure Summary dated June 1, 2005 through June 30, 2005, after having been audited by the Fiscal Committee and paid by the Controller:

<u>FUND</u>	<u>TOTAL EXPENDITURE</u>
General Fund	\$ 541,590.03
Street Fund	18,929.84
Recreation Fund	11,984.87
Library Fund	48,608.57
Municipal Equipment Replacement Fund	116,534.50
Electric Light Public Purpose Fund	30,380.74
Sanitary Sewer Capital Improvement Fund	2,256.00
Street Capital Improvement Fund	778,860.83
Water Capital Improvement Fund	20,324.65
Airport Fund	110,503.95
Water and Sewer Fund	223,334.28
Sanitation Fund	2,463.32
Ambulance Fund	7,494.54
Electric Light Fund	3,277,365.66

Payroll Liability Fund	<u>2,428,966.62</u>
TOTALS	\$7,619,598.40

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The City Clerk presented several license applications, all carrying the required approvals, and requested authorization to issue these licenses.

The City Clerk requested Council ratification for the publication of legal notices calling for public hearings on July 14, 2005.

It was moved by Councilmember Lehto, seconded by Councilmember Groberg, that the Consent Agenda be approved in accordance with the recommendations presented. Roll call as follows:

Aye: Councilmember Groberg
Councilmember Hally
Councilmember Lyon
Councilmember Lehto
Councilmember Shurtleff
Councilmember Hardcastle

Nay: None

Motion Carried.

REGULAR AGENDA ITEMS

Mayor Milam requested Councilmember Groberg to conduct Annexation Proceedings Prior to Platting (Newman Property, Metes and Bounds Property described as Part of the Northwest Corner of the Northwest Quarter of Section 26, Township 2 North, Range 37, East of the Boise Meridian). At the request of Councilmember Groberg, the City Clerk read the following memo from the Planning and Building Director:

City of Idaho Falls
July 10, 2005

MEMORANDUM

TO: Mayor and City Council
FROM: Renée R. Magee, Planning and Building Director
SUBJECT: ANNEXATION PRIOR TO PLATTING – NEWMAN PROPERTY

Attached are the Annexation Agreement and Ordinance for 2.47 acres immediately south of and adjacent to Mill Road east of Bellin Road. This parcel is a residential enclave with one single family home. The Planning Commission considered this annexation request at its June 7, 2005 Meeting and recommended approval of the annexation and initial zoning of R-1. The staff agrees. This annexation request is now being presented to the Mayor and Council for consideration.

s/ Renée R. Magee

The Planning and Building Director located the subject area on a map and further explained the request. Following is a list of exhibits used in connection with this Annexation Prior to Platting request:

Slide 1
Slide 2

Vicinity Map showing surrounding zoning
Aerial Photo

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Slide 3 Site Photo showing west portion of site
Slide 4 Site Photo showing east half of site
Exhibit 1 Planning Commission Minutes dated June 7, 2005
Exhibit 2 Staff Report dated June 7, 2005

Larry Reinhart, 1740 Bramble Lane, appeared to state that he represented Mrs. Newman on this annexation. He stated that Mrs. Newman was willing to annex to the City of Idaho Falls in exchange for receiving City utilities.

There being no further discussion either in favor of or in opposition to this annexation request, Mayor Milam closed the public hearing.

It was moved by Councilmember Groberg, seconded by Councilmember Hardcastle, to approve the Annexation Agreement Prior to Platting for the Newman Property, Metes and Bounds Property described as Part of the Northwest Corner of the Northwest Quarter of Section 26, Township 2 North, Range 37, East of the Boise Meridian and, further, give authorization for the Mayor and City Clerk to sign said Agreement. Roll call as follows:

Aye: Councilmember Shurtleff
 Councilmember Hardcastle
 Councilmember Hally
 Councilmember Lyon
 Councilmember Groberg
 Councilmember Lehto

Nay: None

Motion Carried.

At the request of Councilmember Groberg, the City Attorney read the following Ordinance by title:

ORDINANCE NO. 2605

NEWMAN PROPERTY AND A PORTION OF 17TH SOUTH RIGHT-OF-WAY

AN ORDINANCE ANNEXING CERTAIN LANDS TO THE CITY OF IDAHO FALLS, IDAHO; DESCRIBING THESE LANDS; REQUIRING THE FILING OF THE ORDINANCE AND AMENDED CITY MAP AND AMENDED LEGAL DESCRIPTION OF THE CITY WITH THE APPROPRIATE COUNTY AND STATE AUTHORITIES; AND ESTABLISHING EFFECTIVE DATE.

The foregoing Ordinance was presented by title only. Councilmember Groberg moved, and Councilmember Hardcastle seconded, that the provisions of Idaho Code Section 50-902 requiring all Ordinances to be read by title, and once in full, on three separate dates be dispensed with, the Ordinance be passed on all three readings, and, further, give authorization for the Mayor and City Clerk to sign the necessary documents. Roll call as follows:

Aye: Councilmember Lehto

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Councilmember Lyon
Councilmember Hardcastle
Councilmember Groberg
Councilmember Hally
Councilmember Shurtleff

Nay: None

Motion Carried.

A public hearing was conducted to consider the initial zoning of the newly annexed area. There being no discussion, it was moved by Councilmember Groberg, seconded by Councilmember Hardcastle, to establish the initial zoning of the Newman Property, Metes and Bounds Property described as Part of the Northwest Corner of the Northwest Quarter of Section 26, Township 2 North, Range 37, East of the Boise Meridian as R-1 (Single-Family Residential) Zoning as presented, that the comprehensive plan be amended to include the area annexed herewith, and that the City Planner be instructed to reflect said annexation, zoning and amendment to the comprehensive plan on the comprehensive plan and zoning maps located in the Planning Office. Roll call as follows:

Aye: Councilmember Lyon
Councilmember Shurtleff
Councilmember Groberg
Councilmember Hardcastle
Councilmember Lehto
Councilmember Hally

Nay: None

Motion Carried.

Mayor Milam requested Councilmember Groberg to conduct a public hearing for consideration of a Conditional Use Permit (CUP) to allow single-family attached homes in an R-1 Zone, located generally on the south side of 25th Street, east of St. Clair Road, legally described as Lots 1 and 2, Block 1, Prestwich Country Estates Addition, Division No. 2. At the request of Councilmember Groberg, the City Clerk read the following memo from the Planning and Building Director:

City of Idaho Falls
July 10, 2005

MEMORANDUM

TO: Mayor and City Council
FROM: Renée R. Magee, Planning and Building Director
SUBJECT: CONDITIONAL USE PERMIT – SINGLE FAMILY ATTACHED IN R-1, LOTS 1 AND 2, BLOCK 1, PRESTWICH COUNTRY ESTATES

Attached is a site plan and application for twin homes on Lots 1 and 2, Block 1, Prestwich Country Estates. This property is located on the southeast

corner of 25th Street and St. Clair Road. The Planning Commission recommended approval of this site plan with the conditions the Board of

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Adjustment approved, the necessary variances and the property be replatted to reflect the site plan. The Board of Adjustment has approved the variances, and building permits will not be granted prior to the recording of the revised plat. This application is now being submitted to the Mayor and Council for consideration.

s/ Renée R. Magee

The Planning and Building Director located the subject are on a map and further explained the request. Following is a list of exhibits used in connection with this Conditional Use Permit request:

Slide 1	Vicinity Map showing surrounding zoning
Slide 2	Aerial Photo
Slide 3	Aerial Photo – Close Up
Slide 4	Site Plan
Exhibit 1	Planning Commission Minutes dated June 7, 2005
Exhibit 2	Staff Report dated June 7, 2005

The Planning and Building Director stated that Staff has found this Conditional Use Permit request to be in compliance with the provisions for single-family attached homes.

Ryan Loftus, 10265 North Dorian Avenue, appeared to state that the variances have been granted by the Board of Adjustment. The Final Plat is in the process of being approved, provided the Conditional Use Permit is granted.

There being no further discussion either in favor of or in opposition to this Conditional Use Permit request, Mayor Milam closed the public hearing.

Councilmember Groberg stated that the land to the south of this is a County island. It is appropriate to develop this land as suggested.

It was moved by Councilmember Groberg, seconded by Councilmember Hardcastle, to approve the Conditional Use Permit for Single Family Attached Housing on Lots 1 and 2, Block 1, Prestwich Country Estates Addition. Roll call as follows:

Aye: Councilmember Groberg
Councilmember Hally
Councilmember Lehto
Councilmember Lyon
Councilmember Shurtleff
Councilmember Hardcastle

Nay: None

Motion Carried.

Mayor Milam requested those to come forward who had issues for the City Council that were not otherwise listed on the Council Agenda.

Angela Swacina, 129 Melbourne Drive, appeared to share the following statement and information with the Mayor and City Council:

Re: My Response to Bev Kemp's response on the Foundation
Chronology

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Although I don't feel that this is the best way to address what I consider the problems with the Library Board that set up the Foundation and the Foundation itself, at this time it is the only way I have to make my points known.

I was originally just going to ask that the sections of the Library Board minutes concerning the Foundation be entered into the record. After reviewing the minutes I now feel that I would like them entered in their entirety. I request this because many times other issues would also come up and the Board would decide to work on it at the next meeting only to never do so. Also, to save other taxpayers who might be interested in the decisions of the Library Board who are unable or don't want to pay the \$7.40 copying charge I had to in order to get these records.

According to the chronology given to Bill Shurtleff by Bev Kemp she responded by putting together her response from Board minutes and her own notes. Why after the Foundation was established did she not use the actual minutes and records that by the Foundation's own bylaws (Section 6 shall be kept at the office of the Corporation correct books and records of the activities and transactions of the Corporation including a minute book) state are to be kept? Why because there never were any minutes or meetings of this organization!

Bold face type indicates words from Bev's Foundation chronology report:

June 27, 2002

Nancy Donahoo brought the rental book concept to the Board. Lance Schuster made a motion to establish a rental collection.

I do not see a motion made by Lance to establish a rental collection. What I do see is Bev stating she would like a legal precedent and that the issue of "exploration of a rental collection" be placed on the next month's agenda. I also see some concerns by Idaho State Librarian Frank Nelson concerning the establishment of a rental collection.

July 25, 2002

An opinion was sought from Dale Storer, the City Attorney, regarding the legality of the rental collection concept. He felt that it would be a better idea to set up a Foundation, solicit donations and buy books with those dollars, then deposit the rental fees to separate Foundation account. Lance agreed to setting up the Foundation with the assistance of Shan Perry acting as City Attorney.

Lance moves at this meeting to establish a rental collection with a provision that we don't endanger our ability to receive grants and not to exceed the present collection development funds. In plain English, using taxpayer dollars. I see nothing about setting up a Foundation in these minutes. I see nothing about Lance agreeing to set up the Foundation. I see nothing about an opinion from Dale Storer. What I did find was that an opinion from Dale Storer was requested on September 16, 2002, his reply was dated September 18, 2002 and states "the proposed rental procedure would not comply with

Idaho Code.” Dale then recommends to raise the issue with the Foundation – which does not exist by the way – to have the Foundation buy the books and

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the revenues therefrom be returned directly to the Foundation. "Short of that type of arrangement, I do not believe rental fees could otherwise be directly charged by the Idaho Falls Public Library." Why if the Foundation is separate from the Library is the City Attorney as stated by Bev working on setting it up? This separation is the reason I could not obtain access to the Foundation minutes as I was informed it was a private Foundation as such did not need to disclose their information to the public.

According to the minutes of September 26, 2002, "rental collection" is "on hold" because we are waiting to be set up as Foundation". Dale Storer's legal opinion is that we should purchase and fund the rental collection through the Foundation.

December 5, 2002

At our regular board meeting the incorporation papers and bylaws were looked over, signed an given to Lance for submission to the State.

What the minutes actually state: The Idaho Falls Library Board will serve on the Board of Directors for the Foundation, and as many as 6 more people may be added to the Board of Directors. We want to get a wide range of community input for the direction the Library should go in the future. If the Board approves the bylaws, the City Attorney (not Lance as stated will file with the Secretary of State). When it is official we will apply for 501(c)(3) status. It will take a few months to complete the process. We can move forward now. The rental collection money will be handled by the Foundation. We have a \$3,000.00 donation from an anonymous donor for seed money to start the rental collection. I will now quote from a reply given to the Attorney General's Office by Bev Kemp concerning a complaint against the Idaho Falls Public Library Foundation. "The Idaho Falls Public Library Foundation was not formally established until May 21, 2003. However, in the interim and anticipating a quick establishment of the Foundation, the Library purchased the rental collection books with public funds and began the rental charges." This shows total disregard for the legal opinion sought and given earlier by the City Attorney. She tells the Attorney General's Office she was expecting a quick establishment while stating in the minutes that it will take a few months to complete the process. There has never been anyone else ever involved in the Foundation except the Library Board, so much for 6 additional people and wide range of community input. In the minutes it states "we have a \$3,000 donation from an anonymous donor for seed money to start the rental collection". In the response to the Attorney General's Office, Bev states "...due to my lay-person's misunderstanding, the rental books from the rental collection were initially purchased by the Library with public funds, with the understanding that the Foundation would repay the Library. This repayment, in fact occurred in September, 2003. Again, I emphasize that the \$1,000 contribution made to the Foundation by the local businessman in the latter part of June, 2003 was the amount of the 9-11-2003 check from the Foundation - an amount that the Library Director told me was more than enough to cover the purchase price of the rental books that the Library has purchased. Let me address her lay-person's misunderstanding, first of all

there was a lawyer on the Library Board, secondly, any reasonable person could understand the City Attorney response not to operate a rental collection

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using City dollars. Note also how supposedly the donation according to the Library Board minutes was for \$3,000 in December of 2002 not June of 2003 for \$1,000. How could anyone believe such a convenient round figure of \$1,000 to be accurate for reimbursement is beyond belief to me. Bookkeeping?!

January 23, 2003

The Foundation will reimburse the Library for book purchases.

The minutes actually state “the rental collection is up and running with a small select number of titles. It is funded with private funds”. The fact is the Library should never have been in a position to be reimbursed! There was no private funds as stated at this time.

February 27, 2003

First rental money given to me by Nancy and Angela Swacina.

This is true. What is not stated is that I had been asked by Bev to take care of the bookkeeping for the rental collection money. I refused, stating that the Foundation was not set up properly and that the books were being purchased with tax money not with private funds as stated in the signage accompanying the rental books. At this time I also made Bev aware that I felt there was an honesty issue with the Director Nancy Donahoo. I have a witness who can attest to this conversation if necessary.

March 27, 2003

Community members will be solicited to serve.

The minutes state: “The Library Board is collecting names of people who might be interested in serving on the Foundation Board. Forms have been filed with the State on 501(c)(3) status. Bev will be opening an account at the Bank for the Foundation, and the rental collection money will go into that account. It was suggested that a letter be sent out to Foundation Board applicants to let them know the status of the Foundation. Bev stated that she would put them together and Sybil will send them out”. I ask now were there ever any applicants and did Bev really put together a letter to send to them? Also, why is the Foundation doings in the Library Board minutes at all? Remember, this is a separate entity. Also, if such letters were sent out was Library (taxpayer) postage used? I know when in the Fall of 2002 coupons touting rent one get one free rental coupons were mailed out to publicize the rental collection the Library postage meter was used, because over my objections – I had called Susan Mills to complain – I was the employee told to do it.

April 24, 2003

Reported at Board Meeting that paperwork finally mailed to state. It had been in Shan’s Office.

Why is City Attorney handling this anyway?

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September 11, 2003

I wrote a \$1,000.00 check to the Idaho Falls Public Library which Nancy assured me would cover the books purchased thus far.

A year after the Library started to rent books they are reimbursed for a totally undocumented figure of \$1,000.00 and no one sees anything wrong with this? I would like to see documentation for this figure. From the August 28, 2003 Library Board Meeting: "The Library Foundation will consist of the Idaho Falls Public Library Board Members and others from various sectors of the community. The Library Foundation will serve as a grant writing and fund-raising entity and will be available to get public input from a broad spectrum of the community." Where are the "other", and how many grants were written?

August, 2004

Foundation's incorporation is administratively dissolved by the State for failure to file annual report. I take full responsibility for this oversight. The paperwork was mailed to the Library.

Of course the paperwork was mailed to the Library. That is where according to the Foundation's bylaws its principal office is located. What a silly excuse!

May 9, 2005

No City tax dollars have ever been deposited with the Foundation.

This is a true statement, however, City tax dollars were used to buy books for a rental collection despite being told that it was a violation of Idaho Code to do so. Also, tax money was used to publicize the collection, buy book covers, bar-codes, etc. I know that the stickers put on the rental books alone came to over \$150.00 because I was sent to pick them up.

I have been terminated from my job at the Library after 12+ years by the new Director hired by the same Library Board who were also the Foundation Board Members (except 1), but according to the City it was in no way retaliation for my whistle blowing activities. In numerous letters, I can produce if anyone is interested I questioned not only the Foundation, but the Library Board's failure to deal with the previous Director, who after being investigated for financial irregularities resigned for personal reasons.

s/ Angela Swacina

Angela Swacina

MEETING MINUTES
Idaho Falls Public Library
Board of Trustees
4 December 2003

Those Present: Beverly Kemp, Board Chair; Susan Mills; Mary Klingler; Donna Rolfe; Bob Barnes; Nancy Donahoo, Library Director; Trent Rowley; Roger Evans, Technology Coordinator; Rena Ferguson, Assistant Director; Russ Brown, and Alice Crocket.

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Approval of bills and minutes:

There were a few questions on some of the items in the bills. 1. The furniture that was purchased for processing. 2. The PC that was purchased for Roger. There were no corrections to be made to the minutes. The Idaho Falls Library Board unanimously approved the bills and the minutes.

Annual Report of the Library Director:

This was handed to the Board in the last meeting and they were instructed to read and identify any changes that needed to be made to the Annual Report. The changes that were identified are as follows: They would like to add how much of the money for the new circulation desk was collected from donations. They would also like the names of those in the Eastern Idaho Library Consortium added to the report. The Idaho Falls Library Board unanimously approved the Annual Report to the Library Director.

The issue of who the report is going to be available for was also addressed. They would like to see it go to the media, public, and the City Council. The Library mailing list also needs to be mailed a copy and we need to make sure that it is on the Library website.

Library Budget Update:

December 1, 2003 we went on to the City's billing and purchasing system. This is something that will help the Library with the timeliness and surety of our purchasing and billing. We are trying to get everything over to the new system but it is a process that could take a few weeks. Because there are multiple approvals given to each PO than the process of ordering something is going to take longer which will make it necessary to plan well in advance things that the Library is going to need. In this new system the City takes care of getting the prices and bids. We do have field PO's which allows us to purchase emergency items that are under \$500.00 without going through the full process. One thing that will help the Library keep track of funds it has on hand is that the minute the PO is created the money is encumbered. We can see every check cut whether or not it came through our offices.

To keep track of grants we have received we have set up new line items (grant expense). Three grant expense lines have been created. These show how grant money came in and how the money went back out again.

At the end of the first month both the revenue and expenses are down. Seasonal employees have overspent but this will decrease when we fill open full time positions.

Eastern Idaho Library Consortium:

Joint Use Agreement – This is what regulates and governs the consortium. It will not be voted on today but will be put on January's agenda. It will also need to be sent to the City Attorney for review and approval.

Where did it (Joint Use Agreement) come from? It was patterned after another agreement. A committee in the consortium with Judy Duey, from the Madison Library who is also an Attorney and who headed the committee formed the agreement. Financial issues are determined by how much money or interest you have invested in the system. Nancy stated that she has no concerns. She just does not want to let other people in the system to change it. The system equipment is going to be covered by the consortium reserve fund.

Handicap Parking:

This issue wanted to be addressed by Angi's mother. Her mother is in the ISU so this will go on next month's meeting agenda.

Foundation Account:

It is sitting at 539.26

Because of time constraints they skipped the Director's Report.

Citizen's input:

Alice Crocket – She worked in the Junior Department in the past. She wanted to know why there is not harmony in the Library and why there are people leaving the Library. Question about the books and why she can find books at Marshal Library but not here. She wanted to know about the rental collection. Beverly Kemp – rental – These are high demand books we have them in our regular collection. It has been done with other libraries and the City Attorney said it would be ok if we purchased it with private funds. We will build the collection at the same rate as the rest of the collection. Nancy came in and explained how we get books into the Library and the amount of time it takes to get things to the shelves.

Russ Brown – Confused at the idea of the rental books and why someone would give money for this. He wanted to know if we found a donor for that collection or if someone just came forward with the idea. He

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said he was happy for 36 years and 4 months as a library patron. He has had great help but has questions about the Library becoming a social center. Over the last 9-12 months there has been a decline in the amount of readable books. He says that books that are on the new book shelves are old books. He also says he can only find a book every 4-5 trips and that the fiction is not good quality. Nancy – We are not substituting the good books but we have donations of the bad books.

Board has to deal with a closer for Christmas. Close 3:00, 24th and be closed the 25th and 26th. Get the memo from Randy saying this is OK. The Idaho Falls Library Board unanimously passed the motion to close on above stated hours.

Meeting Adjourned.

Submitted,
Trent Rowley

MEETING MINUTES
Idaho Falls Public Library
Board of Trustees
23 October 2003

Those present: Beverly Kemp, Board Chair; Susan Mills; Mary Klingler; Donna Rolfe; Bob Barnes, Council Liaison; Nancy Donahoo, Library Director; Trent Rowley; Roger Evans, Technology Coordinator; and Al Skinner, Checkpoint representative.

Approval of bills and minutes:

Given that this was the first Board Meeting in the new fiscal year, no bills were presented for approval. A correction to the minutes which had not been recorded. Other editorial changes were offered. The Idaho Falls Public Library Board unanimously approved a motion to approve the minutes with stated changes.

Annual Meeting:

Board Chair Kemp then closed the regular meeting of the Library Board of Trustees and opened the Annual Meeting of the Library Board, as required by Idaho state law.

Library Policy Changes:

The Library Board must ratify changes that have been made to Library policies approved over the last year. Policies presented for ratification included Circulation and Interlibrary Loan. Questions arose concerning the issue of one time card users checking out expensive materials and then failing to return the items. The motion was made to ratify the changes as presented today with the stipulation that some things will be revisited at a later date. The motion passed with unanimous vote of the Library Board.

Appointment of Board Chair for the next year:

Beverly Kemp was re-appointed by the Board Members as Chair for another year. Mrs. Kemp indicated that this would probably be the last year she would be willing to serve in this capacity.

Annual Report from the Library Director:

An Annual Report had been written up and given to each member of the Board. Although this is not required by the State, it is something that the Idaho Falls Public Library Board would like to have prepared and distributed each year. Copies of the written annual report will also be submitted to the City Council. It is to let the City know what is going on with the Library.

There being no further business for the Annual Meeting, Board Chair Kemp closed this session and reopened the regular monthly meeting of the Library Board for October.

Library Budget Update: (End of page)

MEETING MINUTES
Library Board of Trustees
Idaho Falls Public Library

September 25, 2003

Those Present: Library Board Chair Beverly Kemp, Susan Mills, Mary Klingler, Donna Rolfe, Mayor Linda Milam, City Council Liaison Bob Barnes, Assistant Director Rena Ferguson, Trent Rowley, Library Director Nancy Donahoo, Ruby Messerli, and County Library Board Chair Bill Manwill.

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Approval of bills and minutes:

A correction was offered indicating that Mary Klingler was present at the previous meeting which had not been recorded. Clarification was requested pertaining to repair of the electric cart and purchases at Sam's Club. The Idaho Falls Library Board unanimously approved the bills and minutes as corrected.

Library Foundation:

An additional \$36 has been added to the Foundation bank account from rentals. A discussion concerning possible rental of books on tape and CD ensued. The Director was asked to investigate costs and feasibility of adding books on tape or CD to the rental collection.

2003-2004 Library Budget:

Discussion shifted to issues relating to the new fiscal year budget and the anticipated revenues to be received. In particular, the topic concerning the number of people expected to be using the Library was addressed. Grant revenue and expenses will be kept separate from the other revenues and expenses during the fiscal year. Cleaning personnel have been placed on payroll rather than contracting those services.

After discussion relating to a 3% COLA increase in payroll and approval of step and grade levels, a motion was made by Susan Mills, seconded by Mary Klingler to approve the 3% COLA and the step and grade levels indicated in the personnel budget. The motion was approved by the Board unanimously.

Library staff had proposed a change in days the Library is closed pertaining to Sundays before holidays recognized on Mondays. There would be no cost involved. When a legal holiday falls on a Monday the Library would be closed on the Sunday preceding the holiday. The Library will also be closed on Easter Sunday. The motion to approve was made by Donna Rolfe, seconded by Mary Klingler, and unanimously approved.

Questions have been raised by a few County residents as to whether the Library (end of page)

Revised as per Board correction 10-23-2003

Minutes of the Idaho Falls Public Library Board Meeting August 28, 2003

Members Present: Nancy Donahoo, Beverly Kemp, Susan Mills, Donna Rolfe, and Bob Barnes

Excused: Lance Schuster

Staff Attending: Rena Ferguson, Trent Rowley, and Sybil Beebe

Visitors: Bill Manwill (Bonneville County Library Board), Lisa Keller, Alice Lundberg, and Elizabeth Burrell

Approval of Bills and Minutes: A motion was made to approve the bills and minutes with one correction to the minutes of the August 14 Meeting. In the second paragraph from the bottom of the first page, the first sentence should read - *These proposals were brought before the Board today by Bob Barnes, Mills/Klingler.* The motion passed.

Foundation Report: The Library Foundation will consist of the Idaho Falls Public Library Board Members and others from various sectors of the community. The Library Foundation will serve as a grant writing and fund-raising entity and will be available to get public input from a broad spectrum of the community. The Foundation's assets are \$1,606.80 as of the end of July. Books purchased for the rental collection will be paid for by the Foundation.

Merchant Book Donations: One of our patrons, Elizabeth Burrell met with the Board today and informed them that she has been busy asking for donations for the Library in the form of books from local bookstores and for other items from various organizations within the City of Idaho Falls. Elizabeth was thanked for her efforts and applauded on her ingenuity to come up with such a great plan. She was asked to make contact with the Friends of the Library and to continue to meet with Nancy and the Library staff so that "we are all on the same page". We would like to make sure that everyone has a clear picture of what Elizabeth is trying to achieve. The FOL have been so good to us over the years, and we certainly don't want them to feel slighted in any way. Nancy mentioned that the FOL will be meeting on Thursday, September 4, at 7 P. M. in Conference Room 2 at the Library. Elizabeth Burrell may be reached at 522-5932.

Lance Schuster has resigned from the Library Board because he has bought a new house in the County. His resignation is effective on August 31. We will be advertising for the open position on the Board.

City/County Library Negotiations: A copy of the proposed City/County contract is attached to the minutes of the August 28 meeting. The contract will have to go through Dale Storer's office for his approval before it can be finalized.

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Board members read through the proposed contract and made their suggestions for changes which included the following: **1. SERVICES AND FACILITIES.** The word "special" should be deleted from the final sentence under #1. A motion was made by Mary Klingler and seconded by Susan Mills to delete the term "special" in the last line of #1. The motion passed.

Under **2. TERM,** the Idaho Falls Public Library Board is comfortable with a 6-year contract, but we need to make sure that it meets current Idaho statutes.

Under **5. BOARD OF TRUSTEES,** a motion was made by Susan Mills and seconded by Mary Klingler for an insertion of a reciprocity of an ex officio Idaho Falls Public Library Board Member to the Board of Trustees of the Bonneville County Library District. The motion passed.

Under **6. ANNUAL REPORT,** a motion was made by Susan Mills and seconded by Donna Rolfe to substitute the official titles of the two documents requested by the Bonneville County Library District which are the "Idaho Falls Public/Bonneville District 2002 Idaho Public Library Survey" and the "City of Idaho Falls, Idaho Comprehensive Annual Financial Report" and to change the final sentence in 6. to state that "The LIBRARY shall also make available its annual audit within 15 days of receipt of the audit." The motion passed.

A motion was made by Mary Klingler and seconded by Susan Mills to approve the contract according to the corrections and changes made in the proposed contract and subject to Dale Storer's consideration. The motion passed.

When Bev Kemp's and Bill Manwill's signatures are on the contract, Nancy Donahoo will be able to decide when to begin Library card registration. Dale should notify Bill and Bev when the contract is ready for their signatures.

City/Library Budget Fiscal Year 2003-2004: Nancy gave Board Members a handout on the City's Expenditures for 2003-2004. She mentioned that the MEA has negotiated a 3% cost of living increase effective October 1, 2003. We will have to "dig deeper" to adjust for the 3% increase. The City Council will vote on the proposed budget at tonight's Council Meeting. We will bring revisions in the Library's budget to the Board Members in September.

Librarian's Report: Nancy publicly thanked Rena Ferguson for her dedication to the work of moving to *Horizon* and for all of the time she has spent on the new computer system. She has gone to great lengths to insure that the system is functioning properly and that the consortium libraries are comfortable with the changes. Nancy has placed a formal letter of appreciation in Rena's personnel file for a job well done.

A copy of the *Collection Development Policy* was given to Board Members. Nancy mentioned that we don't collect highly technical publications because the Tech Library is available to fill those needs. We aren't here to be the Library for the school districts. We are here to encourage reading by parents and children, and we try to provide a balanced collection. We use standard tools for our collection development that the Board has agreed upon. We had to make value judgments this past year on what we could purchase. With the County coming back in, Rena will review the *Collection Development Policy* with the staff to see if we need to make some adjustments in the current Policy.

We will be ordering the annual publication for the Home School Resource Guide.

Liz Herrmann is the Family Literacy Coordinator for the Library. We are considering the use of Conference Room I for her office.

We will be changing the amount we charge for rental collection books from \$3/book to \$2/book. These books check out for an 11-day period. As long as the collection pays for itself at \$2/book, we will charge the \$2 fee.

Citizens' Input: Lisa Keller thanked the Library Board Members for their courtesy in allowing patrons to attend Board Meetings. She questioned whether the librarians are being ignored as the resources they are.

Nancy stated that we have made every effort to improve communication among the staff. We encourage continuing education and cross-training in different departments so that our people are trained to do different tasks. We are bringing in internships. We are also making every attempt to involve the staff in the decision-making process at the Library.

The Library Board encourages visitors to attend the meetings so they can get an overall picture of the Library. We want citizens to be aware that we try to be realistic with our budget. It is a balancing act to spend our money wisely. The Board promised that they would not lay off permanent staff members when the County did not have a contract with us this past year, and they had to make some unpopular choices to keep the regular employees employed throughout the past year.

The meeting adjourned, and an executive session of the Board was held to discuss personnel issues.

Respectively submitted,

s/ Sybil Beebe
Sybil Beebe

JULY 14, 2005

LIBRARY USE AGREEMENT

THIS AGREEMENT is made by and between the Board of Trustees of the Idaho Falls Public Library, a board appointed by the Mayor and Council of the City of Idaho Falls, pursuant to the provisions of Chapter 26, Title 33, Idaho Code, hereinafter called the "LIBRARY", and the Bonneville County Library District, a public corporation, hereinafter called the "DISTRICT";

WHEREAS, the LIBRARY is willing to provide certain services and facilities set forth hereinafter;

WHEREAS, the DISTRICT is willing to purchase such services and facilities;

WHEREAS, the fiscal year of the LIBRARY is October 1 through September 30.

W I T N E S S E T H:

1. SERVICES AND FACILITIES. The LIBRARY agrees to make available to all residents of Bonneville County, Idaho, and permit the use of, in the same manner as residents of the City of Idaho Falls, with no distinctions, all public services and facilities of the Idaho Falls Public Library, including, but not limited to, the books, reference services, collections, maps, audiovisual equipment and aids, computers, conference and meeting rooms and all other services, facilities and equipment generally made available for public use. Special services to Swan Valley will be continued under this agreement.

2. TERM. The term of this Agreement shall be deemed to commence on October 1, 2003, and shall terminate on September 30, 2009.

3. CONSIDERATION. In consideration of the delivery of the services and facilities set forth above, the DISTRICT agrees to pay an annual consideration to the LIBRARY in an amount equal to 36% of the City of Idaho Falls ad valorem property tax library levy or \$451,000.00 (whichever is greater), for each fiscal year during the term of this Agreement and for each year during the term. All amounts due and owing by the DISTRICT to the LIBRARY shall be due and payable as follows:

a. ½ of the annual consideration due on February 1 of each year.

b. ½ of the annual consideration due on August 1 of each year.

4. RULES AND REGULATIONS. The services, facilities, and equipment shall be provided and made available subject to all reasonable public rules, regulations, and policies promulgated by the Library Director or the Board of Trustees of the Idaho Falls Public Library. Such rules must be in accordance with Section 1 of this Contract.

5. BOARD OF TRUSTEES. One member of the Board of Trustees of the Bonneville County Library District shall be entitled to attend all regular or special meetings of the Board of Trustees of the Idaho Falls Public Library, and shall be entitled to participate as an ex officio member of the Board of Trustees of the Idaho Falls Public Library, but shall not be entitled to vote on any matter brought before the Board of Trustees.

6. ANNUAL REPORT. On or before January 1 of each year following the end of each full fiscal year during which this Agreement is effective, the Library shall deliver in writing to the DISTRICT an annual report showing in detail the manner in which the consideration set forth herein has been spent and a statistical report of County/City usage, during the preceding fiscal year. The LIBRARY shall also make available its annual audit upon request by the DISTRICT.

7. DEFAULT. Time and strict and faithful performance of each and every Covenant and condition set forth herein are expressly made the essence of the Agreement. If the DISTRICT defaults in the payment of any portion of the consideration set forth herein, or defaults in the performance of any covenant, obligation or condition hereof, and if such default shall not be cured within a period of thirty (30) days after written notice shall have been sent by certified mail to the DISTRICT, the LIBRARY may, at its sole option, declare this Agreement to be terminated and may cease to deliver and provide the services and facilities set forth hereinabove, and may also, at its sole election, pursue any other remedy at law for the breach thereof.

8. NOTICES. All notices required by this Agreement shall be mailed to the following addresses:

The Idaho Falls Public Library
Attention: Library Director
457 West Broadway
Idaho Falls, Idaho 83402

Board of Trustees
Bonneville County Library District
P. O. Box 51282
Idaho Falls, Idaho 83405

JULY 14, 2005

Delivery of any notice permitted or required herein shall be deemed to be complete upon its deposit in the United States Mail, by certified mail, return receipt requested, addressed to the other party at the address set forth above.

9. INTERPRETATION. This Agreement shall be governed, construed, interpreted and enforced in accordance with the laws of the State of Idaho.

10. MERGER. This Agreement contains the entire agreement between the parties and all prior representations and negotiations between the parties shall be in writing and signed by the parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

IDAHO FALLS PUBLIC LIBRARY

DATED: _____

By: _____
Chairman, Board of Trustees

BONNEVILLE COUNTY LIBRARY
DISTRICT

DATED: _____

By: _____
Chairman, Board of Trustees

**Minutes of Special Meeting of the Library Board
August 14, 2003**

Members Present: Beverly Kemp, Nancy Donahoo, Susan Mills, Donna Rolfe, Bob Barnes, and Mary Klingler; **Excused:** Lance Schuster

Visitors: Two reporters from Channel 3 News; Reporter from the *Post Register*

Staff Attending: Trent Rowley and Sybil Beebe

New Business: This special meeting of the Library Board was called for consideration of a contract between the Idaho Falls Public Library and the Bonneville County Library District.

Bob Barnes reported that he and Lance Schuster met with Bill Manwill and Gary Marshall from the County Library Board on August 4 to determine what would be mutually acceptable for both parties involved in terms of contribution. They all agreed that a public library should welcome all people. After discussion, they came up with three options:

- 1) A contribution of \$451,000 based on the 60/40 split in population. Under terms of this option, the District would pay \$451,000 or 36% of the City's Property Tax contribution to the library, whichever is higher.
- 2) A 10-year projected revenue, and contribution based on their projection.
- 3) A contribution of \$451,000 and a fixed % increase each year.

These proposals were brought before the Board today by Bob Barnes. The Bonneville County Library District would like to propose a long-term rather than a short-term contract. We will need to check with Lance Schuster and our City Attorney to determine if we can contract for more than one year. Some Board Members were under the impression that Idaho law would only permit a one-year contract. Bob suggested that if it is legal, a 5-year term would be reasonable and fiscally responsible.

Board Members agreed that we need to get on a fixed dollar basis. We want to get away from language in a contract that has caused problems in the past.

A question was asked as to what the tax levy rate is for the City. This levy rate determines the City's contribution to the Library. The levy rate is .000629407. It is dropping.

Board Members gave their consensus of approval for the first proposal. Some of their concerns were that we need to go with the longest term of a contract as is possible. The Library Board sees the potential for economic growth in the community, and it will be more practical to go with the 1st option. Nancy would like to see that we have a County Board Member attend our Board Meetings with an ad hoc voice without a vote. We will see that each County Board Member receives an agenda for our meetings and minutes from the

meetings so we have better communication between the Boards. It was also suggested that we host an Open House to welcome back the County patrons.

JULY 14, 2005

The Bonneville County Library District will be meeting on August 18 at 5:30 p.m. in Conference Room 2 at the Library. Bob Barnes will plan to present our Board's position at the meeting which is 1) option 1; 2) a legally reasonable and fiscally responsible term of contract; 3) payments of the contract to be made to the Idaho Falls Public Library in two payments – preferably in January and July; and 4) no deposit collection in Swan Valley. If the County wants contractual services, those services should be offered throughout the County with appropriate price tags placed on those services. The \$1,200 we have received for the deposit collection in Swan Valley has not been cost effective. A motion was made by Mary Klingler and seconded by Susan Mills for Bob Barnes to present this information to the County at its meeting on August 18. The motion passed. Bob Barnes will e-mail the Idaho Falls Public Library Board Members with what he will be “taking” to the County's Board Meeting.

The meeting adjourned at 1:00 p.m.

Respectfully Submitted,

s/ Sybil Beebe
Sybil Beebe

***Minutes of the Idaho Falls Public Library Board Meeting
July 24, 2003***

Members Present: Beverly Kemp, Nancy Donahoo, Susan Mills, Lance Schuster, Donna Rolfe, Mary Klingler, and Bob Barnes (Council Liaison)

Staff Attending: Rena Ferguson, Trent Rowley, and Sybil Beebe

Visitors: Media representatives from the *Post Register* and Newswatch 3; Lisa Keller (Library Patron)

Bills and Minutes: Bills for the month of July and Minutes from the June 26 Meeting of the Library Board were approved as written, Klingler/Mills.

Foundation: We have received \$1,475.80 that has been placed in the Foundation account. Letters to the prospective Foundation Board Members have been prepared.

Budget FY 2004: A binder was given to Board Members for their perusal regarding library personnel structure and proposals. Trent Rowley was thanked for his work on the personnel information.

To fully implement the proposed library personnel changes, it would cost approximately \$107,000. This would upgrade positions and allow for a manager and assistant manager in each department. Dian Antonson recently retired, and with the opening of this “slot” we would like to fill it with a full-time Computer Tech. Coordinator. Nancy would like to fill this position because there is a need for overall coordination in the IT Department and among the libraries that are involved with the consortium. Hardware and software coordination will also be necessary. The personnel proposal that was given to the Board is an attempt to bring salaries in line with responsibilities. Some positions may be downgraded and some reclassified if the Board approves the proposal. Randy Allen is reviewing our job descriptions to make them consistent with similar City of Idaho Falls positions. If the Board Members have questions, they are encouraged to call or e-mail Nancy. Board Members asked that they be given time to look over the proposal and will plan to discuss it at their next Board Meeting. The item will be placed on the agenda for August.

Informal statistics were collected on the average # of people coming into the Library between 9-10 A.M. and between 8-9 P.M. It was discovered that we had very low public demand between 9:00 and 10:00 a.m. The Reference Department only showed about 15 people in the building between 8:00 and 9:00 p.m. Most of those people were on the Internet. These statistics reflect that it would be feasible to change the open hours of the Library. We would like to offer a better use of man hours and open between 10:00 a.m. and 8:00 p.m. on Monday-Thursday and open between 10:00 a.m. and 6:00 p.m. on Friday and Saturday. It was also proposed that we open between 2:00 p.m. and 6:00 p.m. on Sunday. There is public demand for Sunday hours. It was noted that opening on Sundays would benefit the Hispanic Community. We would like to implement this schedule as soon as possible. A question was asked as to whether there would be enough staff members who were not “grandfathered” in to cover the Sunday shift. The Board does not want to violate that clause. Nancy thinks that we will have enough staff members to cover. The Board feels that they have a moral obligation to allow those who were “grandfathered” in who didn't want to work on Sundays to not have to work Sundays.

The Board asked when we would like to implement this change in hours. It will be necessary to adequately publicize the change in hours before implementation. We want to make sure that we have more than adequate staff available to cover the high demand hours. All Board Members were in agreement that the change in daily hours would be a good idea, but there was some hesitation on whether or not it would be an efficient use of electricity and staffing to open on Sundays. If we choose to open on Sundays, it is suggested that careful numbers be kept so that we can revisit the Sunday hours issue in January. If we determine that Sunday hours are not being used, they could be eliminated in January. The policy will be that patrons must “use it” or “lost it”. A motion was made by Mary Klingler to adopt the proposed hours of operation

changes, and that Sunday hours should be reviewed at the January 2004 Meeting of the Board. An implementation date for the changes will be September 2. Susan Mills seconded the motion. The motion passed with three Board Members in favor of the motion and one “nay” vote from Lance Schuster.

Children's Head
Popular Head

JULY 14, 2005

- Librarian I
Circulation Head
Reference Librarian
Teen Librarian
Children Librarian
Business Manager
Grade 8
 - Administrative Assistant
Grade 7
 - Library Assistant II
Grade 6
 - Library Assistant I
Grade 4
 - Clerk
Grade 3
 - Page
Seasonal
No Grade
-

**CUSTOMER SERVICE POLICY
OF THE IDAHO FALLS PUBLIC LIBRARY**

Our Commitment to YOU!

We will –

Provide a comfortable environment for you that is conducive to study, research, and reading pleasure.

Provide all citizens with the opportunity to use our resources for pleasure and for the pursuit of knowledge.

Encourage children with our story times, reading programs, class tours, enrichment programs, and individualized service to enable them to develop a love for reading and the pursuit of knowledge.

Listen carefully to your needs and respond to them in an appropriate manner. We will be receptive to your ideas and will do our best to incorporate those ideas into our service plan.

Provide the assistance you need, or we will put you in contact with someone who can.

Do our best to provide resources or help you to locate materials that will meet your present research needs and future informational needs. Our use of technology and electronic resources enhance our current services and help us identify new services to meet the changing needs of our patrons.

Offer you opportunities for instruction and education about our resources and services.

Give courteous, prompt, and accurate service to all of our patrons. We take pride in our work and recognize that the work we do is important to the community.

Adopted on 6/12/03

By the IFPL Board.

Idaho Falls Public Library Board Meeting

Thursday, June 26, 2003

Noon

Library Conference Room 2

A G E N D A

1. Approval of Minutes
2. Revised Position Classification
3. Foundation
4. Budget Fiscal Year 2004
5. Dynix Horizon
6. Director's Update

JULY 14, 2005

***Minutes of the Idaho Falls Public Library Board Meeting
June 26, 2003***

Members Present: Beverly Kemp, Nancy Donahoo, Susan Mills, Lance Schuster, Donna Rolfe, Mary Klingler, and Bob Barnes

Staff Attending: Sybil Beebe and Trent Rowley

Visitors: LaVon Reed (Channel 3), Ted Watanabe (Library Patron)

Bills and Minutes: A motion was made by Mary Klingler and seconded by Donna Rolfe to approve the minutes from the June 12 Meeting of the Library Board. Two corrections were made to the minutes – a “typo” on page two and a correction on page one regarding Trent Rowley’s responsibilities. The minutes were approved as corrected.

Library Foundation: There was nothing new to report.

Position Classifications: Nancy would like to reclassify some of the staff positions at the Library and determine a hierarchy of the positions. She wants to make sure that we define the nature of what the employees do and that we are in compliance with the law. Reviewing and rewriting job descriptions are part of our long term goal. A draft of the hierarchy was given to the Board. Nancy asked for a consensus from the Board to proceed with the drafting of job descriptions and setting up of a hierarchy of positions. The Board wants to be kept informed of how this restructuring will affect the Library’s budget. The Board sees the reclassification and hierarchy as reasonable approaches. They gave their consensus to proceed.

Budget FY 2004: A sheet is attached to the minutes regarding color copiers/printers. We have come to the conclusion that we could charge \$.25/copy and exceed the revenues previously obtained from the copiers. “Changing to the color copiers/printers will allow the patrons more access to our facilities and better quality machines to work with. This will also allow us the possibility of implementing automated swipe card technology in the future.” A motion was made by Lance and seconded by Donna to approve the reduction in the cost of color copies. The motion passed.

Lance recently spoke with Gary Marshall. Negotiations with the County should be underway the first week in July. The Board thanked Lance for his efforts.

Dynix Horizon: We are very pleased with how well the Dynix Horizon computer system is working. We “came up” and were upgraded within the time frame. We had four Dynix people here for five days. Nancy went to ALA in Toronto, and a press conference was held announcing that a public library consortium was functioning on the new Horizon system. Our consortium is the first customer internationally to get Horizon 7.3. Dynix guarantees that we will receive a substantial discount on modules that are purchased in the future, and they (Dynix) will be here to help us with any problems we may encounter with our new system.

Our consortium will be eligible for LSTA funding in the future. We will be able to apply for the funding which can be used to purchase more modules.

The Board Members expressed their pleasure that everything with the computer system has gone so well and that the Library is “on the map”. They did ask that we make sure that instructions on using the computer system are clarified on our home page so that patrons can easily access our system.

Citizens’ Input: Ted Watanabe (a Library patron) was present at the Board Meeting and expressed his concern because we no longer carry the *Seattle PI* and the *New York Times*. He does not understand “how the Board can throw away \$400,000 from the County”. Board Members explained what it costs to service County residents and that the County was not paying its fair share. Nancy explained that the *New York Times* is currently available full text on the computer and that the staff can show Mr. Watanabe how to access it. *Seattle PI* will be available as soon as funds allow.

Bev Kemp reported that she received a complaint from a citizen that a staff member was using a cell phone in the building. Bev feels that the citizen probably saw one of the Dynix staff members using a cell phone during the time the computer system was being installed.

Susan received a complaint from a patron that the quality of the fiction collection is going down. Nancy explained that it is going down if you try to keep up with the demand for best sellers. We do not buy more than four copies of best sellers. We try to choose what is most in demand. As funding allows, we will increase our collection.

The meeting adjourned at 1:30 p.m.

Respectfully Submitted,

s/ Sybil Beebe
Sybil Beebe
Secretary

JULY 14, 2005

Copier Options

Current Situation:	\$2,735.36	Teen
	\$2,515.92	Reference
	\$ 300.00	Junior
Total	<u>\$5,551.28</u>	
New Proposal:	\$6,272.00	Color Copier
	\$ 408.00	Digital (Junior)
Total	<u>\$6,680.00</u>	
Total Change	(1,128.72)	

Color Copies

Per Copy Cost:	\$ 0.176	
Copies per month:	3,000	
Maintenance:	\$ 0.089	
Paper:	\$ -	
Per month cost:	\$ 0.087	\$261.36
Charge per copy:	\$ 0.25	
Revenue per month:	\$ 221.64	
Revenue per year:	\$2,659.68	
Break even point:		1,623
	Actual BE	1,624

Black and White

Per Copy Cost:	\$ 0.061	
Copies per month:	5,400	
Maintenance:	\$ 0.013	
Paper:	\$ -	
Per month cost:	\$ 0.048	\$261.36
Charge per copy:	\$ 0.10	
Revenue per month:	\$ 208.98	
Revenue per year:	\$2,507.76	
Break even point:		3,001
	Actual BE	3,001

Note:

Junior will not have to buy a public printer because the printer works as a printer/copier/scanner/fax

Maintenance for the machines is all included in the cost per copy:

This is a substantial savings because we do not have to buy toner or other supplies.

We will be moving the digital copier from the third floor to the Popular department and we will be making that copier into a printer also. This will allow the entire Library to be digital and every department will have its own copier and printer. This will allow the patrons more access to our facilities and better quality machines to work with. This will also allow us the possibility of implementing automated swipe card technology in the future.

The color copier will allow patrons to print or copy digital color at a fraction of the price of other businesses. Through the promotion of this new service we are confident that this new copier will match and/or exceed the cost which will be incurred and exceed previous revenues obtained through copies at the Library.

Minutes of the Idaho Falls Public Library Board Meeting June 12, 2003

Members Present: Nancy Donahoo, Beverly Kemp, Susan Mills, Lance Schuster, and Mary Klingler;
Excused: Donna Rolfe and Bob Barnes

Staff: Rena Ferguson, Sybil Beebe, and Trent Rowley (Management Intern)

Approval of Bills and Minutes: Bills for April 24-May 29, 2003 and minutes from the April 24 and May 8 Meetings of the Board were approved as written, Mills/Klingler.

Library Foundation: Bev Kemp announced that the Foundation is now official. We received documentation back from Boise, and the Foundation was assigned an EIN number. We can now officially open a checking account for the Foundation. Mary Klingler and Beverly Kemp will have signature authority for the checking account.

Bev will be sending out letters to prospective Foundation Board candidates. We will plan to "gear up" in the fall of 2003.

Summer Hours: Nancy reported that once schools close, Library usage is heaviest from 10 a.m. to 3:30 p.m. Evening usage is low. We will be documenting the number of people using the Library during the evenings so that we can determine if the Library should change summer evening hours on certain low usage days. She mentioned that nationwide, there is concern among libraries about safety when libraries close at 9 p.m. instead of 8 p.m. The Board will look at statistics on June 26.

Nancy introduced Trent Rowley to the Board Members and stated that he has been assigned certain tasks such as asking the Bonneville County Library Board for their audits for the past five years. He has also been working on the budget for FY 2004. His responsibilities include participation in meetings and "shadowing" Nancy.

JULY 14, 2005

Customer Service Policy: Sybil presented a draft of a Customer Service Policy that the Customer Service Committee has been working on for the past few months. She explained that the Committee came up with a written survey for patrons to fill out. From the results of the survey, a Customer Service Policy was written. Board Members were asked to read and comment on the draft of the Policy. A couple of changes were made in the draft of the Policy, and a motion was made by Mary Klingler to approve the Customer Service Policy with the two changes. Susan Mills seconded the motion. The motion passed.

Dynix Horizon: Nancy mentioned that the Board has been aware that we need to update our computer server. We were offered a fantastic deal from Dynix if we were to migrate to the Dynix Horizon system within 30 days. We would be able to save \$150,000 in engineering fees. Twenty libraries in Eastern Idaho would be included in the system and would share the costs. This consortium of libraries would go "live" at the ALA Meeting in Toronto. Eastern Idaho Technical College would be part of the consortium, and Nancy expects that Idaho State University would eventually merge with the consortium. Nancy realized that this plan needed to be completed on short notice and that the Library Board would not be meeting until June 12. She felt that we would lose out on the deal if we sat and did nothing. We are at a point where we can back out on the system if the Board does not approve. Dynix is #1 and has an excellent track record. Setting up this system would enable us to receive future grant funding and would prepare us for the future. We would be considered the premier Library in the nation on this new system. "It will put Idaho Falls Public Library on the map."

Board Members asked how much money is available in the fund balance account. As of the beginning of FY 2003, we had over \$360,000 in funds set aside. Nancy said she will be applying for grants to assist with the payment on the computer system, and we could pay back the reserve fund + interest through the grants.

Rena informed the Board that "We need this system". She feels it will be beneficial for all departments in the Library.

The Board asked how much the cost would be for the Idaho Falls Public Library. The Board was informed that the cost would be \$89,000.

After discussion, Lance Schuster made a motion to approve the purchase of the Dynix Horizon computer system and to adjust the budget accordingly. Mary Klingler seconded the motion. The motion passed. The Board wanted it to be clear that they were giving their approval and blessings on the system.

Nancy told the Board that the Library will need to close on Saturday, June 14 so that we can install the necessary equipment and wiring. The staff members will need some time to practice with the new system on the mornings of June 16 and June 17. She requested that the Library not open until Noon on those two days. The Board saw no problem with that request but did ask that press releases go out to inform the public of the closures.

The Board would like to do something nice for the staff after the work is completed. They will discuss this at their Meeting on June 26.

Budget Fiscal Year 2004: There has been no contact with the Bonneville County Board since the last meeting of the Idaho Falls Public Library Board. Lance and Bob have both tried to make contact with Bonneville County, and they have received no response. Revised budgets for FY 2004 were given to Board Members for their perusal.

New job descriptions and classifications of positions are being prepared, and those will be brought before the Board on the 26th of June. It may take 3-5 years to implement the changes.

Susan asked about the janitorial position that had previously been approved by the Board. Nancy stated that we have run into some difficulties in getting the position approved at a Grade we feel is appropriate. We may ask the Board to lobby for the position at a later date.

Librarian's Report: The Maintenance Department will be preparing part of the basement for storage of City documents. This will not be charged to the Library. We have received lots of positive comments from various City departments on this storage area we are providing. "We are learning to play well with others."

Maintenance is also "shoring up" security and changing some locks in the basement. We will need to install metal studs in the computer room walls in the basement in the near future, and we will need to put in more electrical circuits.

The meeting adjourned at 1:30 p.m.

Respectfully submitted,

s/ Sybil Beebe
Sybil Beebe

Administrative Assistant

JULY 14, 2005

**Minutes of Idaho Falls Public Library Board Meeting
May 8, 2003**

Members Present: Beverly Kemp, Susan Mills, Lance Schuster, Donna Rolfe, Mary Klingler, City Council Liaison Robert Barnes

Staff Present: Nancy Donahoo

Media Representatives: Post Register and Channel 3 News

No minutes or bills were distributed as this special meeting was convened with one agenda item: Budget Consideration.

The Library's 2003 Budget 1st request must be submitted to the City by June 9th. Authorization was given to Nancy to prepare this preliminary budget to be presented to the Board on June 12th.

In order to facilitate due consideration of the budget we will meet twice in June – on Thursday, June 12 at Noon and again on our regular fourth Thursday, June 26, also at Noon. Committee review of Department budgets begin that day.

Factors affecting the budget were discussed:

1. No contact has been made by the Bonneville County Library District concerning the contracting for services for although they met on May 5th.
2. The Board was polled and Lance, as our lead negotiator was authorized to discuss a contract of \$451,000 for the coming year.
3. The 2000 census shows 11,908 households outside the City of Idaho Falls but in Bonneville County. At \$42.00 per household fee, \$500,136 should have been collected to purchase library service.

It was agreed that the preliminary budget would be prepared assuming County participation as City statute requires that no more than the authorized budgeted amount be spent during the fiscal year. The understanding is that, in the event the County chooses once again to not contract for services, we will actually operate on a budget reflecting the real amount of projected income.

The meeting adjourned at 4:55 p.m.

Respectfully Submitted,

s/ Beverly M. Kemp

Beverly M. Kemp

For

Sybil Beebe – excused as meeting was outside normal work hours

**Minutes of Idaho Falls Public Library Board Meeting
April 24, 2003**

Members Present: Nancy Donahoo, Beverly Kemp, Susan Mills, Lance Schuster, Donna Rolfe, Mary Klingler, and Council Liaison Robert Barnes

Staff Attending: Rena Ferguson, Gary Mills, and Sybil Beebe

Approval of Bills and Minutes: Minutes from the March 27 Meeting of the Board were approved with a correction in the amount of the grant applied for from US Bank. The amount should be \$35,000 instead of \$10,000. Bills in the amount of \$117,760.72 were approved for payment, Schuster/Rolfe.

Official paperwork for the Library Foundation has been mailed by the City Attorney's Office to the State of Idaho. Bev Kemp is opening an account with the Bank of Idaho for the Foundation in which funds from the rental collection will be deposited. We will get an Employer Identification Number assigned to the Foundation. No one has been appointed to the Library Foundation Board because we are just getting things put together. It will take awhile to get everything in place.

Lost and Claims Returned Materials: Nancy explained how the **Lost and Claims Returned Materials** sections of the Circulation Policy actually works. Rena rewrote this section of the Circulation Policy to clarify the procedure. Nancy emphasized that it is very important that the staff consistently enforces the policy. It will make it easier on everyone if we always enforce the policy. The Board wants to be sure that

the policy is clear to the patrons and that a copy of the policy is available at the Circulation Desk for them to see.

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Rena thinks that the **Claims Returned** policy can work. We have observed a few problems with it in the past, but we should be able to have it work for us. Rena is wondering if the Dynix Computer System may have some problems that are causing the Claims Returned function to work improperly. She will check into it. It would be better to “fall down on the side of the patron” who says he/she has returned the item than to immediately declare it lost. Everyone agreed that it is important to make sure that the policies are very clear so that patrons can understand them. Rena wanted everyone to know that the information she put together on the **Lost and Claims Returned** material was just for informational purposes only. It was not the final draft of the policy. Nancy would like the Board to approve what Rena put together so that we can have rules in place that can be followed. The wording can be rewritten later if necessary. Lance suggested that it would be a good idea for Nancy to have the ability to make exceptions to the written policy. The rest of the Board thought it would be appropriate to give the Director, Associate Director, and Circulation Department Head the discretion to make exceptions. A motion was made by Lance Schuster and seconded by Mary Klingler to approve **the Lost and Claims Returned** material section to be incorporated into the Circulation Policy with the addition of the statement that the Director, Associate Director, and Circulation Department Head have the discretion to make exceptions to the policy. The motion passed.

City/County Update: The deadline for people to file to be on the County Library Board was last Friday. Kathy Martin didn't file to continue as a Board Member. Someone else did file, and that person is considered to be elected to the County Board position if no one files as a write-in candidate by May 2. On May 5, the County Board will meet to certify the new Board Member.

Bob Barnes and Nancy spoke on the progress that has been made on negotiations with the County. Bob and Nancy met with Bill Manwill and Gary Marshall to discuss the issues. Shortly afterward, Nancy went on medical leave, and no one seemed anxious to get together to talk again. Two days ago, Bill Manwill contacted Bob Barnes and said that they needed to get things going. He told Bob that he thought the County Board would not have a problem with giving the Library \$418,000. Bob said that he might be able to “buy in” to the \$418,000 and then that would give us a year to negotiate.

Nancy feels that the amount given to the Library by the County should be based on population rather than circulation. About 38% of the population is in the County, and 62% is in Idaho Falls. If we take 38% of the 2002-2003 fiscal year's property tax funding, we come up with \$451,248.48. The County's possible offer of \$418,000 is 35.21% of the property tax revenue of FY02-03. The Idaho Falls Public Library Board did not feel that the \$418,000 would be a viable offer, and it was noted that this offer was not voted upon at a meeting of the County Board. For an offer to be valid, it should be in writing and voted upon by the membership of the County Board.

Bev has spoken with several City residents recently who have said that they feel the County should give the Library what it costs to serve the County residents and should give us a capital buy-in for the building. Another suggestion was that the County should set up a branch library in Ammon as a show of good faith and as a capital investment in the Library. The County Board will probably say that it cannot justify paying more to the Library because of the household fee structure they set up (\$42 per household). The County Board is to meet on May 5. Bob Barnes said that he would ask for an official offer from the County that our Board can consider. Nancy stated that she wants a deadline of June 30 so that we can finalize our budget for the City Council's approval. If the City wants to participate, their final opportunity to do so will be on June 30.

Lance stated that he will plan to attend the meeting of the County Board on May 5.

Director's Report: Nancy reported that we have applied for several grants – one through Wells Fargo Bank, one through the Hazen Foundation, and a Bi-Centennial Lewis and Clark grant. If we are awarded these grants, we will be able to add books to our collection and provide programming for youth and adults. We have also applied for a Humanities Council grant to do a “Let's Talk About It” series on Western History. Ginny Gale is working on a Fred Meyer grant to purchase materials for the young adult collection.

Nancy is encouraging the Library departments to plan for the future. She wants them to determine what their priorities are. Those plans will be taken to a meeting for peer review by other staff members. The Board will be invited to participate in the process. The process will take 6-12 months to complete.

Times have changed. Approximately 58% of parents in Idaho Falls are employed. This means that we may need to have additional times set aside for our story times. Since so many parents are employed, we may need to go to child care institutions and “bring the Library” to the children.

The Customer Service Committee at the Library will be putting together packets for new homeowners with a book bag, service brochure, book mark, etc. These will be distributed by a group of local realtors. The Customer Service Committee has conducted a survey of library patrons to determine what they like and dislike about the Library. Board Members were given a copy of the survey results and a copy of a guideline put together by the Committee for the staff. The Committee will have a Customer Service Policy ready for the Board to look at during its May Meeting.

Nancy is planning a meeting next week in which she will discuss the City's Code of Conduct with the staff. She believes that "capability without the right attitude and behavior" is not adequate. She is planning to have bi-weekly staff meetings, weekly management meetings, and regular department meetings to enhance communication.

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Citizens' Input: The only citizens' input was mentioned earlier regarding citizens calling the Board about their ideas on the City/County issues.

The meeting adjourned at 1:30 p.m.

Respectfully Submitted,

s/ Sybil Beebe

Sybil Beebe

Secretary

**Minutes of Idaho Falls Public Library Board Meeting
March 27, 2003**

Members Present: Rena Ferguson, Beverly Kemp, Donna Rolfe, Susan Mills, Lance Schuster, Mary Klingler, and Bob Barnes (Council Liaison)

Staff Attending: Gary Mills, Ann Nichols, Betty Shipps, and Sybil Beebe

Visitors: Lisa Keller (Patron) and Frank Nelson (Idaho State Library)

Approval of Bills and Minutes: Minutes from the February 2003 Meeting of the Board and bills from February 27-March 20, 2003 were approved as presented, Klingler/Rolfe.

Interlibrary Loan Policy: Board Members were given copies of the changes proposed in the Interlibrary Loan Policy and a copy of the old Interlibrary Loan Policy. Ann Nichols mentioned that the change would mean going from not lending audiovisual materials to lending the materials. The proposal would be among Pocatello, Rexburg, and Idaho Falls.

The Board had some concerns about whether or not the "flow" might mean that we would become a "net lender". Ann said, "That could very well be the case, but we don't know to what extent." The Board would like to see a net lending ratio in place.

Ann mentioned that one concern is that we could expect that damage would probably occur to some of the material if it were lent to other libraries. She said the items would be replaced or repaired at the discretion of the lending library. It would be the borrowing library that would pay for the damages. If we don't lend to Madison and Marshall, they won't lend to our Library.

We have 600-650 items on interlibrary loan (in and out) during a month. The number is rising each year.

Bev Kemp asked the Board to be thinking about the Interlibrary Loan Policy for a month. She would like the Library to keep statistics on net borrowing and lending numbers for Idaho libraries and beyond. She would also like us to look at how many books are borrowed each month by each library.

A motion was made to accept the proposed changes to the Interlibrary Loan Policy as presented, Klingler/Schuster. The motion passed.

Ann Nichols was thanked by the Board for her work on the policy and for the wonderful job she has done with the adult winter reading program. We have had 400 adults sign up for the program. Ann asked the Board Members to draw the winter reading program winners at the volunteer luncheon.

Foundation: Some questions were raised regarding the Foundation as to where we are and where we are going. Bev explained that setting up the Foundation was a twofold idea. The Foundation would become the fund-raising arm of the Library. In addition, the Foundation will look at where we have been, where we are going, and where we should go in the future.

The Library Board is collecting names of people who might be interested in serving on the Foundation Board. Forms have been filed with the State on the 501(c)(3) status. Bev will be opening an account at the bank for the Foundation, and the rental collection money will go into that account. When the Foundation Board is set up, the Foundation will elect its own treasurer.

It was suggested that a letter be sent out to Foundation Board applicants to let them know the status of the Foundation. Bev stated that she would put them together, and Sybil will send them out.

Reciprocal Borrowing: Frank Nelson spoke with the Board regarding a draft of a Reciprocal Borrowing Agreement that has been put together by the LiLI Board. LiLI (Libraries Linking Idaho) is a Board connected with the Idaho State Library. The draft has been sent to the Library community for comments. What the Reciprocal Borrowing Agreement would provide is walk-in service for all participating libraries. Patrons would be required to have a library card. It would not give access to State residents who don't support

libraries. This idea has been around for a long time. The State Library would like the Library community to be aware of it and comment on it. Rena mentioned that if we expand our cooperative efforts with a consortium, this might be something we would need to look at.

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Director's Report: A Spanish Language Grant is being written by the Library staff for approximately \$35,000. This would supply Spanish language materials, a Rosetta Stone program, and lap top computers. It would also provide funding for outreach programs.

The Library has created an insert for the April electric bill. The Junior Department and the Teen Department wrote the insert regarding the Summer Reading Programs available at the Library.

Gary Mills spoke to the Board about the Senior Health Fair that is scheduled at the Library on April 26. He and his wife are putting the program together for the community. They will use the browsing area, conference rooms, and study rooms at the Library for the Health Fair. They are finalizing the logistics of the event.

The circulation desk extension has been installed, a section of new carpeting has been added to the children's department, and rubber matting has been placed on the floor behind the circulation desk. Those additions should complete the circulation desk moving project.

The Friends of the Library were very generous to the Library and gave us two new computers for the Junior Department. In addition, they paid \$1,000 for Summer Reading Program prizes, \$1,200 for movie public performance rights, \$1,500 for Junior shelving, and \$1,520 for shelving units for the main floor.

We have collected \$64 thus far in Internet usage fees (9-day period). We have had few complaints about the fee. Most people are happy to be able to use the Internet.

We are working with the City to advertise for the custodial position at the Library.

The Board Members asked how Nancy is feeling. Rena told them that she seems to be doing well and will be back at work on 4/7.

Nancy is working on a parenting center grant that is due on 3/31. Liz Herrmann is also working on the grant. Everyone is really excited about the parenting center.

The Board thanked Rena for "filling in" while Nancy has been away.

Citizens' Input: Lisa Keller, a patron of the library since 1991, asked to speak with the Board about some of her concerns. She first told them how much she appreciates the good work that has been done at the Library. The librarians are so helpful and genuinely care about the patrons. She said she likes the change, but she is concerned because fines are being placed on cards when a book is declared lost. She feels that the "Lost Book" policy needs to be clear about the fees. Charging fines on lost books is not mentioned on our website information. She feels there is a "dishonesty factor" involved when the policy has not been made clear to the public or to all of the librarians. She feels that the problem is with how the policy is being enforced. She feels she has been rebuffed by the Director, and she said she knows of others who have also been "rebuffed". She sees a real lack of communication between the Director and the public and between the Director and the staff. She asked that the Board look at the issue because she senses that the staff members feel "disregarded" and do not feel like they are part of the system. She said that no one has verbally complained, but she and others have noticed that most of the staff members are not happy. She then thanked the members for their time. Betty Shipps answered some questions about the Lost Books policy. She said that Dynix software system does enter fines on the lost books. The Board asked that the Lost Books policy be clearly defined and enforced every time.

The meeting adjourned at 1:00 p.m.

Respectfully Submitted,

s/ Sybil Beebe
Sybil Beebe
Secretary

***Minutes of the Idaho Falls Public Library Board Meeting
February 27, 2003***

Members Present: Beverly Kemp, Nancy Donahoo, Susan Mills, Lance Schuster, Mary Klingler, Bob Barnes, and Donna Rolfe

Staff Attending: Rena Ferguson and Sybil Beebe

Approval of Bills and Minutes: A motion was made by Mary Klingler and seconded by Donna Rolfe that bills for December 5-February 21 be approved for payment and minutes from the January Meeting of the Board be approved as written. The motion was passed.

Bev Kemp mentioned that circulation is down, but electronic usage is up. This appears to be the trend in libraries around the nation.

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We are looking into methods (through the help of Dynix) that will enable us to track City/County Library use. Eleven thousand County patrons' cards were deleted on October 1, 2002. We have sold approximately 757 thus far this fiscal year. About one half of those patrons are from Ammon.

Allowing Non-Profit Groups to Hold Fund Raisers at the Library: Nancy asked the Board Members if they would permit the Library to allow non-profit groups to sell food and other items at the Library for fund-raising projects. No action was taken by the Board on this issue. They would like to examine such ventures on a case-by-case basis. Any vending of a food or product will need to be approved by the Board.

Custodian/Maintenance Specialist: The Library would like to hire a Custodian/Maintenance Specialist (full-time). Information was sent to the Board regarding this position. The Custodian would be available during the day for maintenance needs, and he/she would shovel the snow at the Library Monday-Friday. This position would eventually save us money because some of the maintenance work could be done "in-house" rather than asking City Maintenance to do the work. The Board Members inquired as to what steps need to be taken to hire an employee. Nancy said that the Division Directors will need to approve the position. This shouldn't be a problem, because if the Library can prove that we have the budget for the position, the Division Directors will approve it. After Division Director approval, we will ask for applications of potential employees. We will go through an interview process and determine the "best" person for the job.

Board Members asked where the money that we are short for the position (approximately \$4,900) will come from. Nancy said we will be adjusting the accounts in the budget, and we will be able to move the funds around to adjust for such changes. A motion was made by Lance Schuster and seconded by Susan Mills, that we proceed to get the Custodian/Maintenance position approved by the Division Directors and plan to cover the additional salary from another budget category. The motion passed.

Director's Report: Nancy handed out a reciprocal borrowing agreement for libraries in Idaho. She is not sure where the material came from. The Board would like to table discussion on this matter until they have time to read the material. Bev said they would table the discussion for at least a month.

Nancy Donahoo and Bob Barnes met with Bill Manwill and Gary Marshall to try to open communication between the Idaho Falls Public Library and the Bonneville County Library District. Bob stated we are trying to look at both sides of the issue. He feels that communication between both parties can resume. Bonneville County has asked us to gather some data. The Board will have Frank Nelson provide the County with the information they are requesting.

One question Bonneville County raised was if the percentage (35.14%) that they were asked to pay in the 1996 Library Use Agreement was figured on the totals of both the property and sales taxes. Bev stated that it was figured on the ad valorem property tax.

At the end of the meeting with Bonneville County, a proposal was made that the County Board would meet with Bob Barnes and a member of the Idaho Falls Public Library Board to talk. Bob asked the Idaho Falls Public Library Board if they would be willing to proceed in this direction. The Library Board agreed to talk. Bob stated that he thinks the County sincerely wants to have library service. The County Board will be meeting on 3/3/03 at the Road and Bridge Building at 5:30 p.m. Lance Schuster agreed to be the Library Board's representative. He said that he believes the long-term solution would be to have a County Library District where all patrons would pay equally.

Bev stated that someone mentioned an innovative idea to her. If the "hang-up" is the City's investment in this building, maybe a branch library in Ammon, funded by the County, would be the answer.

Nancy informed the Board that the final part of the circulation renovation will be the installation of rubber tile behind the circulation desk and installation of a section of carpeting in the front section of the Junior Department. It will be installed after hours.

The Teen planning group has identified 26 goals and tasks that they would like to see completed. The number 1 goal is safety. They will focus on the first six goals during their first year. Teen Room staffing is in place for all hours the Library is open.

We will do background checks on all people who will be working with the Teens. After conducting a background check on a certain male individual, it was determined that he would not be a suitable candidate with the Teens. He became quite angry. If he continues to be aggressive, we will trespass him from the Library.

Rena Ferguson informed the Board Members that our mainframe computer was installed in 1997. It is necessary that we upgrade the computer. After 2005, we will no longer have hardware maintenance available on it. The Library needs to plan for the migration to a PC-based system. Dynix now has a system available called Horizon. Horizon is a PC-based system.

A couple of weeks ago, several staff members from Idaho Falls met in Pocatello with a group of librarians from around the region who have formed a consortium called EILNet. EILNet has already migrated to Horizon. Frank Nelson and Gina were also in attendance from the State Library. Frank and Gina essentially stated that we will not be able to get an LSTA grant to assist us in migrating to Horizon unless

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we are willing to expand and be more cooperative with the surrounding libraries. The group will meet in Idaho Falls on March 6. We will discuss the pros and cons of the consortium. We will discuss whether or not it will be cost-effective to have the server in Idaho Falls and have telecommunication. We want to have the day-to-day control of the system "in house".

Nancy will be having surgery next Thursday. She will be "out of commission" for a week, and then she will keep in touch by e-mail. She will be out of the building for approximately six weeks.

Bev asked if there has been any backlash on the 50-item check out limit. Nancy said the only people who have complained are the home schoolers.

The banner regarding cell phone usage has been ordered and should be here next week.

Bev asked that the Foundation be placed as an item on the agenda for each meeting.

Citizens' Input: None.

The meeting adjourned at 1:25 p.m.

Respectfully Submitted,

s/ Sybil Beebe
Sybil Beebe
Business Manager

BOARD MINUTES – JANUARY 23, 2003

Members Present: Nancy Donahoo, Beverly Kemp, Susan Mills, Mary Klingler, and Bob Barnes – Council Liaison.

Staff Attending: Rena Ferguson

Members Excused: Lance Schuster, Donna Rolfe

Approval of Bills and Minutes: Bev opened the meeting and explained that due to a death in Sybil's family the bills would be on hold till next week. The minutes had been sent by e-mail and Mary moved to approve the minutes and Bev seconded the motion. Minutes were approved.

We then moved to the Directors report, Nancy handed out a list of projects currently being worked on. Bev explained the opening of the teen room on New Year's Eve had went really well. Nancy answered questions concerning the Vista volunteer who is not being paid by the Library and the Green Thumb volunteers is a federal program. We will be receiving 2 Green Thumb employees next week. Brian had tested the wireless network transmitter in the building and we may only need one transmitter. Bev asked if the cell phone ban was going to be in the meeting rooms also, Nancy answered yes and that we have some large banners being made that explain that the Library is a cell phone free zone.

The new Internet acceptable use policy has a change in it for users without a Library card. This change needs to be approved by the City Council and then needs to be advertised twice in the local paper. Bev asked for a statement from Dale to accompany the policy to City Council. On Page 4 of the new Internet Use Acceptance Policy there is a typo, it needs to be changed from holds to holders. This change in policy means that we would no longer have free use of the Internet for visitors, it is still free for Library card holders. Bev asked for staff training to be held on the new Internet policy. It was moved by Mary and seconded by Susan to accept and implement the new Internet policy. This motion passed.

Discussion then took place on what a maximum checkout limit should be that everyone would feel comfortable with. This limit is an attempt to try to encourage people to bring back Library materials and would be part of the circulation policy. Susan moved that we place a limit of 50 items on a single Library card and with no overrides. This motion was seconded by Mary. This motion passed.

Nancy discussed the need for the Library staff to start shutting down at 15 minutes prior to the building closing. This may necessitate restricting Library card applications until the next day. There was agreement among the Board Members that staff could start closing at 15 minutes prior to total closure.

Nancy continued the Director's Report by explaining that there would be a press release on the Library's cell phone free zone. Talk continued concerning the pay phone located by the new Teen Room. Bev explained that the phone may be needed for teens to call their parents on. The rental collection is up and running

with a small select number of titles. It is funded with private funds. Bev requested a copy of all deposits and withdrawals of all transactions going on in the savings account.

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Meeting was adjourned.

Respectfully Submitted,

Rena Ferguson
Assistant Director

***Minutes of Idaho Falls Public Library Board Meeting
December 5, 2002***

Members Present: Nancy Donahoo, Beverly Kemp, Susan Mills, Lance Schuster, Donna Rolfe, Mary Klingler, and Bob Barnes – Council Liaison

Staff Attending: Sybil Beebe

Visitor: Pat Hogan – retired lawyer who resides in Bonneville County

Approval of Bills and Minutes: Bills for November were approved for payment, and minutes from the October 24 Meeting of the Board were approved as written, Mills/Rolfe.

Bev Kemp announced that the Board would convene the Annual Meeting to approve the changes made in the policies and procedures during the last fiscal year.

Annual Approval of Policies and Procedures: Changes and additions were made to the following policies during the last Fiscal Year (October 2001 – September 2002):

1. Unattended Children and/or Disruptive Patron Policy – A paragraph discussing the procedure the staff should follow to handle disruptive adults was added to this policy in 4/2002. Also added was subparagraph “d” under Section 2 of the policy.
2. Exhibits Guidelines – Two sentences were deleted from the Exhibits Guidelines in 4/2002. The first sentence read “However, business cards and prices may accompany displays...” The second sentence read “The Library will insure materials on display for up to \$500 for loss or damage.”
3. Library Closure in the Event of a Power Outage – This policy was drafted in June 2002 and approved by the Board at their June Meeting.
4. Circulation Policy – There were several revisions in 7/2002. Patrons will be blocked from using Library services if they owe more than \$5 or have items more than 30 days overdue, and accounts with long overdue materials on them will be sent to the City Prosecutor’s Office. Under Organization Borrowers, non-profit entities such as schools and churches will be able to renew their Library cards each year. The \$5 processing fee for lost items will be eliminated from the policy. Check-out time for videos and DVDs was lowered to 10 days. Non-resident fees were raised to \$82 + tax per year, and Senior Citizen fees were raised to \$62 + tax per year. In September, it was decided to change the check-out time for videos and DVD’s to 11 days. We no longer mail cards to new patrons because we verify their addresses with power bills. They are no longer limited to 3 items at check-out.
5. Collection Dev. Policy – One sentence was inadvertently left in the Internet Section of this policy. It was voted to remove this sentence on 1/24/02.

A motion was made by Donna Rolfe and seconded by Mary Klingler to approve the policies and procedures with the corrections made during the past year. The motion passed. Sybil will distribute copies of the corrected procedures to the Board in January.

Patron Code of Conduct: We have written up a **Patron Code of Conduct** for the Board’s approval. We want to deal with the behavior of a person, not the individual. We want to have grounds to take action. One of the main reasons this was written is to allow us to take action if someone is sleeping in the Library. (This does not include babies or small children.)

This Code of Conduct, under #6, states that “Patrons will use personal telephones only in the lobby of the Library. Ringers on pagers and cell phones will be muted in the Reading Rooms.”

Under #7, “Minors under the age of 10 years old must be accompanied by a parent or guardian. Loud or disruptive children and their responsible adult may be asked to leave.” This is somewhat unenforceable, but if they are “out of line”, we can do something about it. In **most** cases, Nancy said that she will assume the responsibility to take action.

During the Board discussion Susan asked if we would change the word “inappropriate” (in the second sentence under #2) to “unacceptable”. Nancy agreed that we will do so. A motion was made by Mary

Klingler and seconded by Susan Mills to accept the **Patron Code of Conduct** with the change of the word “inappropriate” to “unacceptable”. The motion passed.

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Foundation Bylaws and Incorporation: Nancy and Lance put a packet together regarding the Bylaws and establishment of a Foundation to meet 501(c)(3) requirements. The Foundation will become the fund-raising organization for the Library and can be used for long-range planning. Lance drafted the Articles of Incorporation and Bylaws to create our own Foundation. Its primary purpose will be to serve the Idaho Falls Public Library and its financial interests. The Idaho Falls Public Library Board will serve on the Board of Directors for the Foundation, and as many as 6 more people may be added to the Board of Directors for the Foundation. We want to get a wide range of community input for the direction the Library should go in the future. We need to clarify our vision. If the Board approves the Bylaws, the City Attorney will file with the Secretary of State. When it is official, we will apply for 501(c)(3) status. It will take a few months to complete the process. We can move forward now. The rental collection money will be handled by the Foundation. We have a \$3,000 donation from an anonymous donor for seed money to start the rental collection.

Bev Kemp thanked Lance for the work he has put into setting up the Bylaws and Incorporation papers. A motion was made by Mary Klingler and seconded by Donna Rolfe to adopt the Bylaws and Incorporation papers as presented. The motion passed. Bev Kemp will sign the papers for the Board.

The Board will bring names of potential Board of Directors Members to their January Meeting. They should not limit the membership to City residents.

Internet Acceptable Use Policy: It was decided that a separate Internet Use Policy should be written because the former policy was included within the Collection Development Policy. Nancy said that there was one addition she would like the Board to consider – to allow the Library to advertise and charge \$2.00 for one-half hour of Internet and computer access for non-cardholders. Out-of-state visitors can use a visitor's pass, but in-state users have no way to access the computers. It was reported that 137 visitors used the computer during a slow month. The fee would be cheaper for occasional users than the price of a non-resident card. It would be used on a first come, first served basis. A motion was made by Lance Schuster and seconded by Mary Klingler to give Nancy permission to pursue the course of action for charging a fee for Internet use. The motion passed. We will need to advertise in the *Post Register* regarding the hearing on the fee.

Teen Room Memo of Understanding: Nancy reported that this is not meant to be a loophole for County residents. Teens between the ages of 12 and 18, who reside in Idaho Falls or Bonneville County, and use a Teen card, will be allowed to check out books and have Internet Access. A Vista volunteer will be assigned to the Teen Room. A motion was made by Donna Rolfe and seconded by Mary Klingler to accept the Memo of Understanding. The motion passed. An indemnity clause will be added to the Library card sign-up form for Teens. Lance will look over the form before it is used. Craig Lords has offered to loan the Library equipment that Personnel uses to make the Library cards. We won't have to purchase the equipment.

Cell Phone Free Zone: We will be moving to a wireless system in the Library. It will be more cost effective for us to use the City's fiber optic line. We should be able to save \$9,000 - \$12,000 a year on this system. We will move to the system after January 1.

We would like to see the Cell Phone Free Zone go into effect on December 20. We will put about a ½ page flyer to explain that our new computer system requires that there be no cell phone use in the building. The Board also stated that it is rude to use cell phones inside a public building anyway. Nancy said she will be the one to confront people with the issue when it arises. A motion was made by Mary Klingler and seconded by Susan Mills to approve the Cell Phone Free Zone area. The motion passed.

Director's Report: Nancy updated the Board on the projects she has been working on over the past month. She mentioned to the Board that the Library may need to close for a day or two while the wall is being removed from the Junior Department and the security gate is reinstalled.

We will be postponing Daytona Dayton's plans for "Together Everyone Achieves More." We will have other functions in the Teen Room such as a mock election for City Councilmembers.

The Library received a \$15,000 grant from CHC for the Teen Room. We have ordered 7 computers for that area. We would appreciate donations of games. In the near future, we will offer a chess class for Teens. A Ubio Tournament will be held in January and February.

We will be applying for a 21st Century Community Learning Center grant in the amount of \$300,000. This can be renewed over five years. We could pay the staff with federal funds.

The Migrant Council may be donating Rosetta software to the Library for 4th-12th grade students.

Our parking lot lights are working properly now.

We have approached other City Divisions and offered to handle their records management. Data Processing will develop a program on what is shelved where, and if records are historically significant, we can digitize

them. Once they are scanned, you can search by a word in the documents. We will need a chain link fence in the basement to reserve the area for the records. We will eventually seek grants to purchase an archival vault for the records. Everything we digitize will be available through our website.

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Citizens' Input: Mr. Hogan mentioned that he enjoyed the meeting and is glad to see that the Library is doing well.

The meeting adjourned at 1:30.

Respectfully submitted,

s/ Sybil Beebe
Sybil Beebe
Business Manager

**Minutes of the Idaho Falls Public Library Board Meeting
October 24, 2002**

Members Present: Nancy Donahoo, Beverly Kemp, Susan Mills, Lance Schuster, Donna Rolfe

Member Excused: Mary Klingler

Staff Attending: Rena Ferguson, Alta Buxton, Bonnie Cromwell, Ginny Gale, Angela Swacina, and Sybil Beebe

Visitors: Charity Woolf and Reta Niblack

Bills and Minutes: Bills and minutes were approved as written, Mills/Schuster.

Director's Report: The police were called on an abuse issue. The young patron was afraid of her father and hid in the bathroom. A follow-up call was made that evening, and everything seemed to be alright. Police were also called to issue a "no trespass" order on a gentleman with a deteriorating mental condition. The man is from out of state and had been using the Internet for a couple of months. He had been taking pictures of patrons and staff members without permission. Several staff members and patrons were frightened and felt threatened by the man. If he returns to the Library, he will be arrested. We are documenting names and addresses of out-of-state people who are using the Internet so that we can keep a count and have that information available if it is needed.

A question was asked as to how we are doing with the janitorial cleaning. Nancy reported that the staff is happy with the work that Steve Winder is doing. He is here for a half day while the staff is here, so we are able to keep an eye on things. Bev suggested that we wait until January to go through the bid process for a janitor. Nancy stated that Sharon Roh and Dale Storer will go over the proposed contract so that everything is in order.

Charity Woolf is working at the Library helping Ginny Gale and Angie Swacina with the Teen area. She works for the Bonneville Youth Council. Those three ladies were present at the meeting to talk about the Teen meeting (pizza party) which was held Tuesday evening. We had a great turnout, and the Teens were real excited to participate in planning for the future. Everyone seemed to have a wonderful time. There were about 130 people in attendance.

Before the end of the event, the Teens were calling it "their" room. A couple of them even picked up a book to look at. They will be invited back to select a name for the group and to "get the ball rolling". We are looking for volunteers and are hoping for a lot of support from the community. This will be a learning experience for the Library. "We will learn by doing." The publicity for the Teen Room has been outstanding. The *Post Register* published an article, and Channels 3 and 8 were here to film and report on the event.

Nancy and Charity have been going to the District 93 schools to promote the Teen area. The principals of the schools have been real supportive. They were given a sheet of goals that we have in mind, and one of the principals said he would send some information home with the students so that their parents can learn more about the program. The issue of the County contract was "big" in all of the principals' minds. Nancy said we are trying to reach out to the youth in the community through our Teen Room to provide computers for them to use for the Internet, etc. The mechanics of this will need to be worked out.

Two adult volunteers will be in the Teen Room to monitor the Teens. We will "back off" from all-day monitoring after we see how things are going. We will have the police drive through the parking lot several times each day so that their presence is noticed. The only real concerns that were expressed at the first Teen meeting were how to handle fighting and how to make the Library a safe place for everyone. We realized that we will have to have someone monitoring the ramp and parking lot during the "big" events because we had some minor incidences in the atrium and parking lot. A Memorandum of Understanding is being formulated to "cover all the bases".

If we receive the grant we applied for from CHC, check out of the Teen books (with a Teen membership card) will be done in the Teen Room. County Teens won't be able to check out elsewhere if they don't have an out-of-city card. Bev Kemp has reservations about what books the Teens are checking out, because we do

not want them to check out for family members in the County who have not purchased an out-of-city card. Lance also expressed concern that we will be serving out-of-city patrons who don't have Library cards.

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Nancy said that we are looking for letters of support from educators. The more support we can get, the easier it will be for people to open their checkbooks for the Teens. We expect that we will be able to get funding for the Teen Room from many sources.

Citizens' Input: Several organizations, such as the Joshua Smith Foundation, have asked that the Library waive the Library card fee for some of the group homes and low income people who are members of their groups, located outside the City limits. The Board decided that we cannot make exceptions for the Library card fee on an income basis. The alternative high school has purchased some cards for their students, so other organizations can also purchase a few cards for their participants. The entire Board was in agreement. **No exceptions will be made without bringing the matter before the Board.**

Bruce Rose has contacted us and said that the City of Ammon would like to contract with us. More news about this is forthcoming.

Bev mentioned that the Library has been asked to host "First Night" activities. The Board will allow venues in the meeting rooms. There will be a "kick off" of the Teen Room on December 31. This will not be a First Night activity.

Reta Niblack attended the Board Meeting and expressed several of her concerns. She had not known that there was a time limit on the electric cart. A 30-minute limit sign has recently been placed on the cart. She said she always tried to make sure that the staff knew it was available for use at any time. She hated to have the staff members take the time to move the cart around.

Reta also mentioned that before the end of the County contract, she was able to use two untimed word processing stations. Now those are not available. A time limit has now been implemented on the computers, so she can't use them for as long as she used to be able to use them. Bev stated that there was always a time limit imposed on the computers, and that time limit is now being enforced.

Reta also brought up the fact that she has been using other people's Library cards. Nancy stated that there is really no way we can monitor who is using a person's card, but that we will implement the Internet and word processing rules from now on.

Hole in the Wall into Junior Department: Alta spoke to the Board about the need for a hole in the wall into the Junior Department. She said it makes sense to have it available. With the cutbacks in staff, one checkout desk will work much better. This would eliminate the need for a person to "man" the checkout desk in the Junior Department.

Bonnie Cromwell spoke on how it would benefit the Junior Department by having the hole in the wall because the space left after the Circulation Desk is gone would allow for enough room to set up a parenting center. It would also allow more space for bookshelves. The shelves are crowded, and more room is needed for books. The Junior Department would be able to move their computers around so that when they are having class tours, the entire class would be able to stand around the computers at the same time. Another reason Bonnie would like to have the Circulation Desk moved is so that Circulation could monitor the activities at the fish pond.

Nancy stated that we have looked at all options for the Circulation Desk. Only two are viable. One is to move the desk and put in the new entrance to the Junior Department, and the other is to do nothing at all. She mentioned that we have factored in \$20,000 for building upgrades this fiscal year. Lance stated that he thinks that having a central Circulation Desk is a good idea, but we should do it right. In addition to the wall into the Junior Department, he feels that we need to take out the angled wall behind where the desk would go to allow more room for the Circulation staff. We also need to allow for proper heating and lighting in that area. It should be in compliance with ADA and fire code.

After additional discussion, the Board set the budget limit for the Circulation Desk project at \$20,000 and asked that the staff determine the time line for the project.

The rest of the October Meeting Agenda will be postponed until the first Thursday in December at Noon. Bev asked that Board Meetings be limited to one hour because several Board Members have day jobs.

The meeting adjourned.

Respectfully Submitted,

s/ Sybil Beebe
Sybil Beebe
Business Manager

Members Present: Beverly Kemp, Nancy Donahoo, Donna Rolfe, and Mary Klingler
Members Excused: Lance Schuster and Susan Mills

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Visitors: Russell Swensen – Bonneville County Library Board; Daytona Dayton; Cortney Ralston – Post Register

Staff Attending: Rena Ferguson and Sybil Beebe

Bills and Minutes: Mary Klingler made a motion to accept the minutes and bills as written. Donna Rolfe seconded by motion. The motion passed.

Director's Report: Bruce Rose resigned from City Council, so we do not have a liaison from the Council to the Library Board. After the new Councilmember is chosen by the Mayor, she will reassign Council liaisons to the various departments.

We will be going through a bid process for a cleaning contract. As a condition of the contract, we will require that the cleaning service spend at least part of their cleaning time here during the hours the staff members are working.

The Maintenance Department plans to have the parking lot lights installed this week.

There were 2,156 children involved in the Summer Reading Program this year. Of that number, 1,136 were City residents, and 1,020 were County residents.

We would like to thank Angela Swacina for preparing a presentation for Channel 8 on "Banned Book Week". She also submitted an article for the *Post Register*. The material was very well received.

Ann Nichols will be in charge of a winter adult reading club that will run from January 1 through March 31. This will be geared for adults 18 and older. They will read a minimum of three books, and participants will be eligible for a drawing (dinner certificates, hotel stays, etc.). Sherry Shaw will also help with the reading club. Participation will be open to Library cardholders only.

The police were called to the Library on Tuesday afternoon when a father was violent in the Library toward his son. The staff took appropriate action by calling police and separating the father from the son until police could arrive. The only additional action we might take in the future is to call Child Protective Services. Bev Kemp thanked the staff for the professional manner in which they helped to diffuse the situation. Nancy also commented that the staff did an excellent job. We will be working on guidelines for the staff to follow in case similar situations occur again.

Bev Kemp suggested that we need to put some kind of a box at the Circulation Desk so that suggestions from patrons can be placed in the box. The Board also suggested that the staff wear name tags so that patrons can identify those who work at the Library.

Nancy is planning to conduct a staff meeting during the first week of October so that the above issues can be discussed with the entire staff in attendance.

We had a call from a lawyer who was concerned because an estates planning session was held at the Library for the elderly. He had concerns that we should not have such meetings here. There is not too much that can be done in this regard because this is a public building, and it is open to all types of functions. One thing we can do is require that those who are holding the meetings put a disclaimer in their advertisements that states that the Library does not sponsor the activity.

We ordered a banner that will be placed on the front lawn of the Library that shows our new 25th anniversary logo and will enable people to easily notice that this is the Idaho Falls Public Library. It was to arrive the week of our anniversary, but was delayed.

Citizens' Input: Several Board Members have received comments from citizens that they are upset about the Sunday closing and about the economic issue between the Library Boards. They received several good reports about the paint color upgrades and the extra cleaning that has been done.

Bev Kemp thanked Sue Moody and Bonnie Cromwell for taking their time to come in over the Labor Day weekend to handle the Junior Department painting project. The Board sincerely appreciates all of their efforts.

The Reference staff received a written compliment from a patron for all of the help she has received with her research. She expressed how helpful and kind the Reference staff members were. Copies of the letter will be placed in their files.

Another citizen asked that we increase the video check out time. It is too hard for some of the patrons to keep track of the different check out dates. Rena will check to see if we could increase the check out time to 11 days for the videos. Nancy mentioned at this point that we might want to rethink whether or not we

should limit the number of items that can be checked out. The Board said that this was an issue that should be decided upon by the staff.

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Daytona Dayton called Nancy with ideas on what can be done to get both Boards on the "same page". She invited Russell Swensen, a member of the Bonneville County Board to the Board Meeting to hear about some of the ideas. She submitted a proposal "TEAM Library Community Contest" for the Boards to consider. (See attached proposal for more information. The Idaho Falls Public Library Board thought this would be a great idea, but the members want for the entire Board to review the proposal. They also felt that the time frame was too tight to deal with right now. They suggested that January – March would be a good time to implement some of these ideas. Russell Swensen also agreed that this plan sounds like a good idea. This item will be placed on the agenda for the Board's October Meeting. The Board Members gave their permission for Nancy and Daytona to meet for discussion on Daytona's plans.

Bonneville County Contract: No new offers are on the table.

2003 Budget: A summary of the Fiscal Year 2003 budget was sent to Board Members. The City Council adopted our budget at \$1.8 Million. This will allow us to dip into our reserve fund if necessary. We re-evaluated our revenue categories and made some changes. We reduced the meeting room revenue and a few other categories. On the expenses side, we cut some periodicals and reference materials and laid off 10 temporary employees. We kept two seasonal employees because of their longevity and experience. Two work study students will also stay on at the Library. All permanent full-time and part-time employees will remain employed. Standing orders for reference books, etc. will be re-evaluated to determine what is really necessary. We will be doing fund raisers to help make up for the deficit in our materials expenditures.

Three Library positions were upgraded because of the responsibilities those three employees have assumed during their tenure at the Library. All permanent employees were given a 3% raise for the next year.

Purchase Orders: Purchase orders for the Library will be submitted to the Board for weekly approval. Three staff members will review the purchase orders before they are submitted. Sybil will keep a spreadsheet to show each department where it stands on a weekly basis.

Nancy feels there is a good spirit of cooperation among the Library staff because everyone is willing to fill in the scheduling holes and shelve the books.

Nonresident Card Fees: We will need a ruling from Dale Storer on whether we can sell cards for multiple years. The Board would like the card to be family card (one card only).

Nancy asked if the Board would like to look at charging \$1 per 20 minutes of computer time. This fee would be ½ of Mail Boxes' fee. At one hour/week of Internet use, it would be cheaper for non-residents to purchase a card.

The Board agreed that patrons should have one card per family, and they must present the card when checking out or using the Internet. The person who is the property owner should receive the card. The children can use the card, but they must have the card with them when they are checking out. No other names will need to be on the registration. They agreed that there would be no time payment nor "working off" of Library card expense. Present labor laws would prohibit this. If patrons do not have a card, they will not be able to use the Internet and computers. Nancy was asked to check with Dale Storer regarding a guest pass for snowbirds and tourists.

Rental Collection: The rental collection is "on hold" because we are waiting to set up as a Foundation. Dale Storer's legal opinion is that we should purchase and fund the rental collection through the Foundation.

Flying the Flag 24/hours/day: About a year ago, the Mayor asked the City Departments to save energy. In order to help with the energy conservation, it was decided that we would not light the flags at night. The Mayor wishes for the Library to continue this policy. Brian Hide will raise the flag in the mornings and take it down each evening at 5:30 p.m. If patrons ask why we do not fly the flag 24 hours/day, we should tell them that we are following the Mayor's directive to save energy.

New Entrance into Junior Department: We received three bids for knocking a hole in the wall into the Junior Department. One was a no bid, the second was \$8,500+, and the third was more than \$9,000. The Board had previously approved the cost if we could keep it around \$5,000. The Board did not want to take a vote on the construction project today because two Board Members were missing. Nancy mentioned that we really want to use only one Circulation Desk because of the staff cutbacks. Board Members suggested that we install the new desk but leave the wall as is for now. We could try for outside funding for the hole in the wall. Bev again mentioned that she did not want the Board to vote on the matter until we had the full Board in attendance.

Ongoing Book Sale: Five Hundred Dollars have been placed in a bank account from the ongoing book sale. We will check with the Friends of the Library to see how often they would like to us to give them their money.

Scooter Time Limits: We have had some complaints from patrons who would like to use the electric cart but have been unable to do so because one of our patrons uses it all day long. It was suggested that we

place a sign on the scooter to limit use to ½ hour. It was mentioned that we might be able to check out the cart to a patron for 30 minutes, and it would be due after the 30 minutes. This will be placed on the agenda for the October 24 Meeting of the Board.

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The meeting adjourned.

Respectfully Submitted,

s/ Sybil Beebe
Sybil Beebe
Secretary

**Minutes from the August 15, 2002 Meeting
of the Idaho Falls Public Library Board**

Members Present: Beverly Kemp, Nancy Donahoo, Donna Rolfe, Mary Klingler, and Lance Schuster

Members Excused: Susan Mills

Visitors: Teresa Clark – Storytelling Guild of Eastern Idaho, Inc.; Bill Manwill – Bonneville County Library Board; and Paul Menser – *Post Register*

Staff Attending: Rena Ferguson and Sybil Beebe

Approval of Bills and Minutes: A motion was made by Mary Klingler and seconded by Donna Rolfe to approve the bills and minutes as presented. The motion passed.

Director's Report: Nancy Donahoo reported that the contract with Sunrise Carpet Cleaning will expire the end of the month. Steve Winder from Frontier Cleaning will be doing cleaning for us until we put the contract out for bid. He is working in the building from 7 A.M. – Noon, Monday-Saturday.

The Bonneville County Youth Development Council, in cooperation with the Library, is working on a grant with CHC to fund an after school program for Teens. If we are able to attain the grant, the current periodicals will be moved from the Magazine Reading Room to the upstairs level. This would allow for the Teens to move into the former Magazine Reading Room. We would also like to have peer tutoring available for the Teens. After discussion, the Board Members gave their “go ahead” for this project provided a memorandum of understanding (joint powers) is established which states that the Bonneville County Youth Development Council will provide adequate adult supervision at all times, or the Idaho Falls Public Library will not provide the space. Nancy believes that as we reach out with our partner in the community, the Teen Room will become an asset to the community.

The Board instructed Nancy to discuss the liabilities and legalities of the project with Personnel and Dale Storer. The Board wants to approach the Teen Room from a “probationary” standpoint (probably 1 year).

The Library has been given access to utility records which can be used to locate patrons' addresses to help in the collection of fines. Most patrons are coming in and paying their fines, and there are few complaints. The complaints we have received are related to the fact that overdue notices were sent to some children instead of their parents. Most people are displaying a high level of acceptance of the policy change.

We have been “sprucing up” the building with a fresh coat of paint. We are hoping to have a lot of it completed by the 25th Anniversary celebration on September 17. We will be asking children in School District 91 to bring in their artwork for the celebration.

Citizens' Input: Bev Kemp reported that Susan Mills is on vacation but had a comment to make. She received some calls from patrons about the arrangement on the main floor. Some patrons are having difficulty finding things. The Board thought it might be helpful to have a handout available that would assist people in locating items in the Library.

Donna Rolfe reported that she received several questions from County residents asking “How much?” (will it cost for an out-of-city Library card).

Bev reported that a copy of a letter mailed to the Bonneville County Board was received from James Hogan (a County patron). He feels that a disservice is being done to Bonneville County residents because negotiations on a contract with the Library have ceased.

Contract with Bonneville County Library District: Lance Schuster and Bev Kemp stated that they have nothing new to report. We haven't given up, but no new ideas have come to the table. The contract expires the end of September.

The Library's budget for next year reflects the same level of income as this year, but without the County contract. We will notify the public of our funding sources after October 1. Bill Manwill reported that the County will need to have its budget finalized within a week.

Sunday Closure: Board Members received a packet of information about Sunday openings. It was apparent from the information that the Library is underutilized on Sunday. Last month the vote by the Board to open on Sundays was 2-2.

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The Board wants the public to have plenty of notice if the Library does not open on Sundays, and staff scheduling needs to be planned. A motion was made by Donna Rolfe to open on Sundays. Discussion took place, and Lance Schuster pointed out that economics favor Sunday closure. It is our estimate that the Library would save \$54,000 by closing on Sundays. Lance also mentioned that the majority of the staff members aren't in favor of working on Sundays. Mary Klingler agreed that financial savings is a necessity. Because of a lack of a second to the motion, the motion died.

Lance Schuster moved to remain closed on Sunday. Mary Klingler seconded the motion. A proxy vote was left by Susan Mills in favor of Sunday closure. The motion passed.

Ongoing Book Sale: Some of the Friends of the Library feel that an ongoing book sale would be an excellent idea especially for travelers who aren't around for the four sales each year. Nancy will be meeting with the Friends of the Library to discuss the matter. This item will be placed on the agenda for the Board's September Meeting because the Board does not want to take formal action until the Friends have discussed it.

Moving of Circulation Desk to the Lower Level: Correctional Industries is constructing a new circulation desk which we would like to place in the lower level of the Library. They have measured the area where the desk would go, and the maintenance department has also looked at the plan. We feel this would make better use of the area. We would like to have a centralized check out area so that all items are checked out at one location. We could reallocate the Circulation Department people to other areas when they are not assigned to the desk. The estimate for the desk was \$3,500, and the estimate for demolition and creation of an opening into the Children's Department is approximately \$5,000. The money for a new Circulation Desk was given as a memorial to the Library. We feel that these expenses are within our budget parameters. We will need to make sure that lighting and heating arrangements meet OSHA standards. The changes will allow for the Processing Department to move into the existing Circulation space upstairs. Most of the work will be completed after hours. Nancy was given permission from the Board to proceed with the project.

Idaho Falls Public Library Foundation: Teresa Clark from the Storytelling Guild of Eastern Idaho, Inc. was present at the meeting and explained that she is a member of the Storytelling Guild and has a 501(c)(3) status. She mentioned that she is a member of a guild with a 501(c)(3) without a Board, and the Library has a Board without a 501(c)(3) status. If the Library Foundation were to become the umbrella over the Storytelling Guild, we would have a win-win situation for both parties. The Storytelling Guild with the Bonneville County Museum are looking into a grant with the Arts Council to host a storytelling festival. This would bring lots of tourists to Idaho Falls, and we could highlight our Junior Department. There would be numerous opportunities for the Library with this connection to the Storytelling Guild. It is a natural mesh for the Guild and the Idaho Falls Public Library. We will be able to avoid waiting "forever" for a 501(c)(3) status. Lance Schuster said he would be glad to look at the Guild's paperwork to make sure everything is in order. Permission was given for Nancy to proceed with this plan.

Coffee Cart: We would like to contract with someone in the food service industry to run a coffee cart in the lower hallway of the Library. This item will be placed on the September agenda for the Library Board.

Bev informed the Board that the issue previously mentioned at another Board Meeting concerning an employee receiving an honorarium for work done on Library time is now a "dead" issue. The honorarium has been returned.

The meeting adjourned at 6:05 p.m. It was announced that the Board will meet on September 26 at Noon.

Respectfully Submitted,

s/ Sybil Beebe
Sybil Beebe
Administrative Assistant

Meeting of the Board of Trustees of the Idaho Falls Public Library
August 15, 2002

I will be out of town and unable to attend the meeting. Please include the following in the minutes:

3. Citizens' Input – I have received a couple of comments about the reorganization of the New Book Section. Previously books in this area were shelved according to genre; i.e., all fiction in one place, and it was very convenient and easy to find new acquisitions – "one stop shopping". Now it appears as if the new books are placed haphazardly among books that appear to be randomly chosen from other sections of the Library.

4. Sunday Closing – After reviewing the statistics on Sunday usage for 1998 – 2001, I will (regretfully) vote to close the Library on Sunday.

Thank you,

s/ Susan Mills

JULY 14, 2005

31 July 2002

Honorable Linda Milam, Mayor
Members of the Idaho Falls City Council
308 Constitution Way
P. O. Box 50220
Idaho Falls, Idaho 83405

RE: Library Contract Renewal with Bonneville County

Dear Ladies and Gentlemen:

I feel certain that you have read with interest the various reports on the Library's negotiations with the Bonneville County Library District Board to provide Library services to County residents after October 1, 2002. Please allow me to take a moment of your time to make you aware of the process we have undergone and the Idaho Falls Library Board position throughout negotiations.

The previous contract with Bonneville County actually expired on September 30, 2001. The Idaho Falls Library Board agreed to a one-year operating agreement at the same payment level (\$391,000) as the previous year to allow time for exploring all options and gather public input. The IF Library Board felt that making decisions to alter the status quo in the last month of the fiscal year would have a negative impact on the school districts and students. Curriculums had already been set at the secondary level including assignments requiring Library usage.

Included in the wording of the first contract in 1981 was this statement:

"The consideration for each successive fiscal year thereafter shall be the total cost of providing the services and facilities set forth herein above during each fiscal year plus _____ percent thereof, similarly payable in equal monthly installments in advance."

The cost of serving County residents is approximately \$700,000 per year. However, the IF Library Board has never asked for anything even close to actual costs, in spite of the statement in the original contract recognizing the need to reimburse for actual expenses. Funds received from the Bonneville County Library District Board have not necessarily kept up with percentage increases paid by the City or inflationary costs. Having not had any increase in the last two years, the Library Board deemed it essential to receive an increase in the new contract with provisions, in any successive years covered by the new contract, for other increases. Additionally, it was reasonable to request an increased amount proportionate to the amount by the City of Idaho Falls in an effort to achieve parity.

A variety of proposals and counter proposals were offered back and forth between the Idaho Falls Library Board and the Bonneville County Library District Board. At the June Meeting of the IF Library Board, Bill Manwill brought to the table an offer for the County to pay \$400,000 per year with a 3% increase over each successive year of the contract period. This represented a \$9,000 increase over the level amount paid over the last two years, but was significantly less than that which had been calculated and requested by the IF Library Board. However, the IF Library Board requested that an additional provision be included whereby the Bonneville County Library District Board would make a 'good faith effort' during the twelve months of the upcoming fiscal year to examine options and alternatives to secure permanent funding for library services without having to go back through the same arguments annually. Options could include but were not limited to examining the establishment of a 'donut district', realigning district boundaries with IFPL increasing the legal service area, and changing the method that Bonneville County used to calculate Library service fees. The Bonneville County Library District Board, at their meeting on July 15, 2002, voted to reject the latest proposal and offered no other counterproposal. Since the County Library Board has not elected thus far to renew the contract for Library services, all residents of Bonneville County will be assessed an annual fee for a Library card on or after October 1st if no contract is in place.

Idaho Falls is not the first City to face the issue of County resident use of a City Library facility and related expenses. Over ten (10) years ago, the Denver Public Library Board took action that set non-resident fees for Library cards at \$350. In addition, Denver Public Library had security guards at all entrances; those without Library cards were not even allowed to enter the Library facilities.

The Idaho Falls Library Board has no intention of blocking anyone from using the physical Library facilities. However, Internet and other electronic information resources will only be available to those with valid and current Library cards. County students will be able to use print reference resources to assist them with their studies; they just won't be able to check items out.

Currently, the non-resident fee at the Idaho Falls Public Library is \$62.00 plus tax; a lower amount is charged for senior citizens. With approximately 11,556 County residents of the total 31,792 County population holding Library cards, thought was given to what percentage could be expected to hold Library cards for a fee and where the fee needed to be set to give a reasonable amount of revenue without pricing

the card beyond where it could be afforded. The IF Library Board decided to set the fee at \$82.00 for a family card; senior citizen cards would be available at \$62.00 each. The fees will not be set in place until after the appropriate public hearings are held.

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In summary, the present Library Board and Director have determined that it is no longer practical to subsidize service to County residents and have determined to set a fair market value on the Library services provided. In addition to ending the subsidy of County residents, this will create a sound financial basis for future partnerships in the community, whether they be with municipalities or private entities.

The Idaho Falls Library Board and Director are happy to meet with you should you desire to discuss this issue further or have other questions that might arise. Your ongoing support for this public Library has been and is greatly appreciated.

Respectfully submitted,

s/ Beverly M. Kemp
Beverly Kemp, Chair
Idaho Falls Library Board

BOARD MEETING- JULY 25, 02

Present: Schuster, Rolfe, Kemp, Mills.

Excused: Klingler

Staff present: Donahoo, Ferguson

Others: Kristy Hessman – Post Register, Sarah Johns – Ch 8, Frank Nelson – State Library, Bill Manwill - County Library Board

Bev Kemp opened the meeting and asked for approval of the bills and the minutes from the last meeting and the special meeting. Sue Mills had a question concerning the bill for our Work Study students, she then made a motion to approve the bills and minutes and Donna Rolfe seconded the motion. This motion passed.

Nancy Donahoo gave the Director's Report. A local station will be taping a segment for our 25th anniversary. The carpet has been put down and some furniture has been moved. Bev asked if the staff was paid for the time off the same way as if it had been an electrical outage. Nancy replied that yes they had. Bev also asked if Bruce Rose could be acknowledged on our new Library letterhead as the City Council representative.

Bev then asked for citizens input, Bev has received phone calls and e-mail. One phone call asked why the new Director doesn't live in Idaho Falls. Bev told the caller that under Section 8C of the City's Personnel Manual there is no requirement that personnel live within the City limits.

Next on the agenda was the establishment of a rental collection. The question was asked if the Library established a rental collection would that negate our status as a free and public Library and negate our ability to apply for LSTA funding from the State Library? Nancy explained what other libraries do and that we would still have duplicate titles of the rental books in our popular collection. She said that the Library would spend the month of August preparing for it and publicizing the new collection. The new collection would have a \$3.00 rental fee, with a 10 day check out period. You could extend the checkout time for another 10 days for another \$3.00. The late fee would be 50 cents a day. The rental collection would be located near the front door and have labels on them that designate them as part of the rental collection. After they are no longer popular and if they are not needed in the general collection they would be sold either at the Friends book sale or at the on-going book sale.

Nancy has submitted the first resolution to the City Council for items to go to the Friends book sale. Lance asked about the duplication if the Friends had their book sale and the Library had an on-going book sale. Donna asked who would run the on-going sale.

Nancy told the Board that the on-going sale would help travelers and others have access to books for sale between the Friends sales. The on-going sale would be located on a cart or rack and they would be purchased at the check-out desk.

Bev asked Frank Nelson what his reservations might be concerning the rental collection. Frank explained that the Idaho State Library Board sets the policy for the State of Idaho and we would be ineligible for grant funds if we charge fees for services.

Frank said that most rental collections are handled by either the local Friends of the Library group or by establishing a Library Foundation. Nancy suggested establishing a Library Foundation. Lance moved that we establish a rental collection with a proviso that we don't endanger our ability to receive grants and not to exceed the present collection development funds. Donna seconded the motion. Motion passed.

Lance moved that we sell the surplus books. Sue seconded the motion. This motion passed.

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The Library has sent out over 3,000 notices of long overdue items, late fees and lost books. Roughly \$5,000 has been collected. We need to be able to block Library services to people owing more than \$5.00 or have books that are more than 30 days overdue. At the end of 60 days the account would be turned over to the City Prosecutor's Office. Lance suggested to send as few as possible. Nancy explained that she wishes to concentrate on the higher fees first.

It was moved by Susan that we block patrons from the use of Library services if they owe more than \$5.00 or have items more than 30 days overdue, and that accounts with long overdue materials on them be sent to the City Prosecutor's Office. This motion was seconded by Donna. This motion passed.

It was moved by Lance that we add a category to business cards to allow non-profit entities such as schools and churches to have Library cards renewable each year. This motion was seconded by Susan. This motion passed. It was suggested that there only be one card per business or group and that home addresses also be listed on the application form.

Susan moved that the \$5.00 processing fee for lost items be removed. Donna seconded the motion. This motion passed.

A copy of a revised Library card application was passed around. Lance asked if our City Attorney had approved this. This new application would be for new patrons only. Lance moved that we adopt the new application form if the City Attorney approved it. Sue seconded the motion. This motion passed.

Susan moved that we lower the check-out time on videos and DVDs to 10 days. Donna seconded this motion. Motion passed.

We have received a copy of the Bonneville County Library Board's Minutes from their last meeting. Bill had read our proposal to the County Board Members. Lance read their minutes from their July 15th Meeting to our Board Members. The City Library Board's proposal was rejected with no counter proposals. Lance expressed that we are still open to suggestions. Bev asked where does the County Board go from here. Bill explained that they will continue to pursue providing Library services, their budget will have no household fee in it. Lance suggested that we approach the City of Ammon to provide them with Library services. Bev said we have no action to take because there is no counter proposal. Lance has no other offers to make to the County. Alternative funding will replace County money in the Library budget. Bev explained that the County Library Board needs to notify their district residents of this decision.

A new Library card fee structure was discussed by the Board. This fee structure would affect every one outside of the City limits starting October 1st. Susan made a motion to increase the household cards to \$82.00 with a senior citizen household card increase to \$62.00. Donna seconded this motion. Motion passed.

It was decided at this point to table till the next meeting items 9 and 11 on the agenda. These items concerned the moving of the Circulation Desk and the establishment of a coffee cart. Lance had to leave at this point and the Board thanked him for his work on the contract. Before leaving, Lance said that he was in favor of closing on Sundays.

Nancy told the Board that the Library was under-utilized on Sundays. After discussion Donna moved that the Library stay open on Sundays, Sue seconded it. The motion has a split vote with Donna and Sue voting for it and Bev and Lance voting against the motion. No decision was reached on Sunday opening and will be revisited at the next Board Meeting on August 15th. This meeting will be considered the meeting for that month and it will be held at 4:30 p.m. A special agenda will need to be put out for this meeting. Bev suggested that there no longer be lunches served at Board Meetings starting next month.

The meeting adjourned at 2:10 p.m.

Respectfully submitted,

Rena Ferguson

MEMORANDUM

TO: Sybil Beebe
FROM: Lance J. Schuster
RE: County Library Contract
DATE: July 3, 2002

I enclose a letter I wrote to the Bonneville County Library District. Please mail this letter to them. I also ask that you forward a copy of the letter to Bev Kemp. Thank you for your assistance. Please contact me if you have any questions.

JULY 14, 2005

Idaho Falls Public Library
July 3, 2002

Bonneville County Library District
P. O. Box 51202
Idaho Falls, ID 83405

RE: County Library Contract

Dear County Library Board:

The City Library Board met today to review your June 24, 2002 proposal. The City Library Board voted to reject the Bonneville County Library District's proposal as outlined.

We would, however, offer a counterproposal which we believe offers a long-term solution to the disagreement between the City and County Library Districts. Our proposal is that the County continue to pay 35.14% of the City's ad valorem property tax and that the County Library use good faith efforts within the first twelve months of the contract to redraw its boundaries, form a "doughnut" district around Idaho Falls, or adjust the boundaries in relation to the City Library District (see Idaho Code § 33-2711A) and tax those persons in the new district or reformulated district on an ad valorem basis equivalent to the ad valorem taxation paid by City residents.

This proposal is similar to the second of two proposals offered by the City on May 31, 2002 and would immediately result in the County paying approximately \$400,000 during the upcoming fiscal year. More importantly, however, we believe that this proposal addresses the fundamental philosophical belief that the long-term solution to the disagreement as to whether County residents are paying their fair share is to tax those individuals in the area around Idaho Falls on an ad valorem basis. We would hope that the County Library District shares the same goal of a long-term solution.

We look forward to your consideration of this proposal and to your timely response.

Very truly yours,

s/ Lance J. Shuster
Lance J. Schuster

LJS/

Cc: Bev Kemp
Sybil Beebe

***Minutes from the Special Meeting of the
Idaho Falls Public Library Board
July 3, 2002***

Members Present: Beverly Kemp, Nancy Donahoo, Lance Schuster, Susan Mills, Donna Rolfe, and Mary Klingler

Visitors: LaVon Reed and Lance Bandley – KIDK TV; Kristy Hessman – *Post Register*; and, Bill Manwill – Bonneville County Library District

Staff Attending: Rena Ferguson and Sybil Beebe

Contract with Bonneville County: Lance Schuster reported on two proposals that were made to the Bonneville County Library District by the Idaho Falls Public Library. Our Board proposed a contract that would increase the percentage of ad valorem property tax paid by the County from 35.14% to 37.14% of the City's ad valorem tax. This would mean an increase of approximately \$35,000.

The second proposal would be to increase the percentage of ad valorem property tax paid by the County from 35.14% to 36.14% which would mean an increase of approximately \$24,000 along with a promise made by the County to redraw the boundaries and form a doughnut district. Why was this proposed? The long-term solution is to reform the County Library District so that the County residents can be charged Library fees on an ad valorem basis. Using the property tax basis for payment by residents within that doughnut district would make the fees fair. The farmers are not willing to pay on an ad valorem basis, so formation of a doughnut district would separate them from the ad valorem property tax basis.

There could be a couple of problems with the doughnut district. 1) The current District would need to be dissolved; and, 2) A referendum would need to be held.

One notion that has not been discussed is that there is a statute that would allow for the boundary lines between districts to be adjusted. The two districts could decide on the boundaries. Those areas outside the boundaries of the doughnut district could tax on a household fee basis. Inside the boundaries, patrons

JULY 14, 2005

would be taxed on an ad valorem basis. A joint petition would need to be prepared by the two Library Districts. We might get some resistance from the County Commissioners or the City Council. The bottom line is that we need to establish a position where the City and County residents are taxed on an equal basis.

Bill Manwill stated that the County has a counter offer with a payment of \$400,000 with a 3% increase each year for a 3-year agreement. At the end of three years they would be agreeable to an extension. The motion for this offer from the Bonneville County Library District came out of the response from their survey published in the Post Register. The survey results (93 participants) showed that the County residents do want Library service, but they do not support ad valorem tax. They want to be charged on a household fee basis. This was "across the board". It included agricultural people as well as Ammon, Lincoln, and Iona residents. Bev Kemp mentioned that if you were to "run the numbers", it would be cheaper for a lot of those residents to pay on an ad valorem basis instead of a household fee basis. Bev stated that "We are not asking for a percentage of our gross budget, we are asking for ad valorem". Some County patrons feel that they are receiving a premium because they didn't have to pay for the building. Bill said that the County patrons emphatically stated that they don't support ad valorem.

The Idaho Falls Public Library Board Members agreed that they will need to revisit the non-resident fee process. We need to have two hearings and Council approve to change the fee, so we need to start the process now. According to law, we do not have to serve anyone but City of Idaho Falls patrons. We have the latitude to set the fee at whatever we want it to be. We could even have a fee that would be "x" amount of dollars for property worth "x" amount of dollars (different amounts for different property values). Presently, the annual fee is \$62 + tax per household and \$27.50 + tax for senior citizens. The rise in non-resident fees will be placed as an item on the agenda for the July Meeting. We want to establish equity "across the board".

Lance Schuster stated that the Idaho Falls Public Library Board has no objection to the payment schedule of the County as stated in the contract. Payment of one-half the fee in February and one-half in August is acceptable. The Idaho Falls Public Library Board considers that the language below that statement is no longer valid, and Board Members do not want the language in the contract.

All parties agreed that the best service for everyone would be provided through the Idaho Falls Public Library. No one would be happy if the County were to build their own Library. The County needs to realize that our costs continue to rise, and those costs are in line with the operating costs of comparable Libraries. Utilities are going up, and we cannot continue to operate with a loss. We need to "sell" the service for what it costs.

State law mandates that libraries should be funded on an ad valorem tax basis. After extensive research, it appears that only one other library in the entire nation is funded on a basis other than ad valorem. Bill Manwill stated that in 1978-80, ad valorem districts failed, and the "County Board can only do what their patrons want them to do".

A motion was made by Lance Schuster and seconded by Susan Mills to reject the County's offer as it stands. The motion passed.

On a cost-per-circulation basis, it costs the Library \$700,000 to service present Bonneville County patrons. The mil levy rate for 2002 is .009639679. The Library's portion of it is .000637328. If you multiply this out on \$100,000 you come out at a \$62 rate. If you were to multiply the number of County users (approximately 10,000 by the \$62 rate, this would come up to \$620,000 to service County residents. (This is assuming that we would stay at the \$62 rate and that they would all buy a card.) The Board feels that it is only fair to increase the rate because the County needs to equally pay for equal service.

After much discussion, it was decided that we should make a counterproposal to the Bonneville County Library District. The motion was made by Lance Schuster that the County continue to pay 35.14% of the City's ad valorem property tax and that the County Library use good faith efforts within the first twelve months of the contract to redraw its boundaries, form a "doughnut" district around Idaho Falls, or adjust the boundaries in relation to the City Library District and tax those persons in the new district or reformulated district on an ad valorem basis equivalent to the ad valorem taxation paid by City residents. Susan Mills seconded the motion. The motion passed.

The meeting adjourned at 1 P. M.

Respectfully Submitted,

s/ Sybil Beebe
Sybil Beebe
Secretary

Members Present: Nancy Donahoo, Beverly Kemp, Lance Schuster, Donna Rolfe, Mary Klingler, and Susan Mills

JULY 14, 2005

Bev Kemp introduced Mary Klingler as our new Board Member. Mary comes to the Board with lots of experience in City of Idaho Falls matters because she is a former City Councilmember. She has served on numerous committees within the City and uses the Library on a regular basis.

Visitors: Bill Manwill – Bonneville County Library District; Frank Nelson – Idaho State Library Eastern Field Office; Kristy Hessman – Post Register

Staff Attending: Rena Ferguson and Sybil Beebe

Approval of Bills and Minutes: A motion was made by Lance Schuster and seconded by Susan Mills to approve the bills for payment in the amount of \$120,693.76 and the minutes as written. The motion passed.

Director's Report: Nancy Donahoo presented the Board with a list of items she is including in her Director's Report. In the future, the items will be mailed to the Board in advance of the meeting. The copy of her report is attached to these minutes.

Citizens' Input: Bev reported that a teacher/principal at the 7th Day Adventist School has routinely received a business card for the school. Recently she was told that she could not have a card because schools don't pay taxes in the City of Idaho Falls. Currently, business cards are issued to businesses which pay taxes to the City of Idaho Falls. This matter will be on the agenda for the Board's July Meeting.

Electrical Power Outage Policy: It is the Board's opinion that because employees come to work "on good faith", they should be paid if they are in the work schedule and a power outage occurs which would necessitate the closure of the Library.

A proposed "Policy for Library Closure in the Event of a Power Outage" was looked at by the Board. In the last sentence of the proposed policy, it reads "the present department heads will determine closure". The Board Members would like this to read, "The department heads present in the building will determine closure". A motion was made by Susan Mills and seconded by Donna Rolfe that the proposed policy with the corrected last sentence be made official. The motion passed. This Policy is attached to the minutes.

Brief Synopsis of Budget: Rena Ferguson reported that our budget was given to the City Controller on June 10. She mentioned that electrical rates will be going up 15-25%. The announcement on the rate hike was brought up after the budget was submitted.

A counter offer was received from Bonneville County. This was not listed as a line item on the agenda because the items on the agenda must be published 24 hours in advance of the meeting so that the public has time to hear them. The agenda was sent to the Board last Thursday, and the County offer was received yesterday afternoon. This did not allow enough time to mail out a new agenda. Bev Kemp mentioned that the Board will need to schedule a meeting as soon as possible to take action on the offer. We will send out copies of the agenda to KIDK and to the *Post Register*. Copies of the agenda will be posted on the Library's bulletin board and on the board at the City building. Because the Idaho Falls Public Library Board and Bill Manwill were in attendance at this meeting, no agendas will need to be sent out to them. The meeting will be held on Wednesday, July 3 at Noon.

Bev stated that when executive sessions of the Idaho Falls Public Library Board are held, the only matters discussed are personnel issues. No formal action can be taken during executive sessions.

Teaching a Class: Staff members have had questions about what the City's policy is on City employees teaching a class during normally scheduled work time. They have expressed concerns that employees spend their time working on extracurricular activities while other staff members take over their work load. This work pulls the Library employee from their regularly scheduled tasks. They also receive stipends from outside sources for their teaching. It was mentioned that employees are not allowed to keep payment for jury duty, so why should the staff be allowed to keep payment for teaching during normally scheduled work time? The Board is concerned that this impacts the morale of the staff.

The Board Members decided that these matters on teaching classes or performing other duties should first be brought to the attention of the employee's department head. We are embracing departmental management style, so these issues should next be discussed in an interactive way with other department heads and the Director. Then the matter will go before the Board. This will allow us to control the process without having a policy in place that could never be broad enough to cover every issue.

Alternative Revenue: One of the biggest problems that Nancy sees, regardless of whether or not we have a contract with Bonneville County, is the increased cost of everything. These increases diminish our buying power. We try to keep up with the public demand, but we cannot be all things to all people. We need to determine who we are to be serving. When we have to make cuts, we will make the cuts from the bottom of the priority list. Staff reduction is not the way to address this nor is cutting the book budget the answer. We need to set our priorities and look for alternative funding. Part of this includes determining whom we

should stop from checking out at the front desk when they owe "X" amount of money or have not returned books. (See "Alternative Revenue" attachment.)

JULY 14, 2005

We need to find a consistent way to enforce the policy. We could possibly have the computer set up so that there are no checkouts if an item is more than 30 days past due or if a card has a fine of \$5.00 or more. There would be certain persons designated who could override the blocks.

Lance Schuster suggested that perhaps Dale Storer (City Attorney) and Kimball Mason (Prosecutor) could pursue these problem cards. Sending out a letter promising an ensuing court case could stimulate people to pay their fines and return their books.

Nancy will give Lance a list of names of the people who are tardy and owe too much in fines. He will speak with Dale Storer to see if we would be willing to pursue the matter. In the interim, Nancy would like for the staff to take action. A motion was made by Donna Rolfe and seconded by Mary Klingler that the staff should be allowed to act during the interim (the time when we are waiting for the Attorney and Prosecutor to take action), and that the issue should be placed on the agenda for the July Meeting of the Board so that it can become official by August 1. The motion passed.

Rental Collection: Nancy mentioned that a large portion of the budget goes for popular items and best sellers. When a book is ordered a hold may be placed on that book. We had more than 100 holds on the 4th Harry Potter book. We purchased 35 copies, and there was a minimum 60-day waiting period. You can wait up to six months for some of the best sellers. She believes that if part of the Library's role is to provide a basic collection, then the question is raised if patrons are best served by waiting for such a long period of time. To help alleviate this problem, Nancy would like to propose that the Library pursue a rental collection. (See Alternative Revenue attachment.) Initially, the rental collection would contain only books. We could add books on tape at a later time.

Frank Nelson stated that to apply for federal funding, a library must "provide at no cost a basic collection". Nancy brought up the point that there is a difference between a broad basic collection and something that will meet the demand for high turnover. She is hoping that Frank will agree that a rental collection does not violate federal laws. Frank said he couldn't say if we would receive a grant or not if we have a rental collection.

Initial investment for this collection would be taken from the regular book budget. There would be no additional costs, but additional revenue would come in. Some people in the community might say we are charging and there is no longer free library service, but we will just give these people an alternative. If they want to wait, they can be placed on a hold list. If they want to read the book right away, they can pay the rental fee. We would like to try the rental collection approach beginning September 1 and scrutinize it for a year. Then we could apply for federal funding the next year.

Bev Kemp stated that she would like a legal precedent. We will place the issue of "Exploration of a Rental Collection" on the agenda for the Board's next meeting.

25th Anniversary Celebration: The Library is celebrating its 25th Anniversary this year. We would like this to be a year-long celebration. We will use a logo for the 25th Anniversary on all correspondence sent from the Library during the year. A "kick-off" Open House is scheduled at the Library on Tuesday, September 17 beginning at 5 P.M. We will have events scheduled for children early on in the evening and continue from there. We will also schedule tours of the Library.

The Idaho Library Association encourages library card sign-ups during the month of September. We are planning to visit schools during Back to School nights to provide an opportunity for parents and children to sign up for Library cards. We want to take ourselves "out of these four walls and into the community". In the near future, we also plan to visit nursing homes and care centers.

The Board agreed to meet on Wed., July 3 at Noon and then on the 4th Thursday of July at Noon.

The meeting adjourned at 1:20 p.m.

Respectfully Submitted,

s/ Sybil Beebe
Sybil Beebe
Secretary

The Airport Director submitted the following memos:

JULY 14, 2005

City of Idaho Falls
July 11, 2005

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Mike Humberd, Director of Aviation
SUBJECT: CONSENT TO ASSIGNMENT

Attached for City Council approval is a Consent to Assignment between Arnold Walker and C3 Enterprises for the Walker Engineering building at the Airport Industrial Park. All terms and conditions of the original lease remain in effect.

The Airport Division recommends approval and requests the Mayor be authorized to execute the document.

s/ Mike Humberd

It was moved by Councilmember Lyon, seconded by Councilmember Hally, to approve the Consent to Assignment of Hangar Lease Agreement from Arnold Walker dba Mechanical and Recreational Products aka Walker Engineering to David Cram, C3 Enterprises, LLC. and, further, give authorization for the Mayor and City Clerk to execute the necessary documents. Roll call as follows:

Aye: Councilmember Hardcastle
Councilmember Lehto
Councilmember Shurtleff
Councilmember Hally
Councilmember Lyon
Councilmember Groberg

Nay: None

Motion Carried.

City of Idaho Falls
July 11, 2005

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Mike Humberd, Director of Aviation
SUBJECT: LEASE AGREEMENT WITH SIMMONS OUTDOOR MEDIA

Attached for City Council approval is a Lease Agreement with Simmons Outdoor Media to place billboards on airport property along the Interstate 15. This is a new agreement with the City and all Ordinance restrictions will be complied with. The term of this agreement is for ten years and the City will receive 50% of the advertising sold.

The City Attorney has seen and approved this document.

JULY 14, 2005

The Airport Division recommends approval and requests the Mayor be authorized to execute the document.

s/ Mike Humberd

Councilmember Groberg requested to know how the City got into this. Councilmember Lyon stated that the City has owned this property for a long time. Apparently it is great property to construct billboards on. The Airport Director was approached by Simmons Outdoor Media with a proposal to place billboards along this stretch of interstate and a contract was developed. This would allow the Airport to use one of its resources to derive some additional income. One of the important things for the citizens of Idaho Falls to understand is that our Airport is different from other municipal airports in that it is not subsidized by the General Fund. This provides a model for emulation to other City governments as well as to other parts of our government. Councilmember Hally explained that the spacing of the billboards is such that it will not be congested. Mayor Milam stated that there is a Sign Ordinance that provides for sign spacing. Councilmember Groberg requested to know whether consideration was given to the precedent of other City frontage. Mayor Milam explained that the Airport is a separate enterprise fund. It is not, for example, park property. The Airport is a commercial operation and would thereby be appropriate for these signs. Councilmember Lehto requested to know whether this proposal went through the review process with the Planning and Building Division. Councilmember Hally stated that a discussion was held that the Zoning Ordinance would have to be complied with for these billboards. Councilmember Shurtleff stated that Simmons Outdoor Media would have to get a building permit to install a billboard and at that time all codes would have to be complied with.

It was moved by Councilmember Lyon, seconded by Councilmember Hally, to approve the Lease Agreement with Simmons Outdoor Media and, further, give authorization for the Mayor to execute the necessary documents. Roll call as follows:

Aye: Councilmember Shurtleff
Councilmember Hardcastle
Councilmember Hally
Councilmember Lyon
Councilmember Groberg
Councilmember Lehto

Nay: None

Motion Carried.

The Municipal Services Director submitted the following memos:

City of Idaho Falls
May 10, 2005

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: S. Craig Lords, Municipal Services Director

SUBJECT: CABLE ONE, INC. – ORDINANCE TO ADOPT THE FRANCHISE
AGREEMENT

JULY 14, 2005

Attached for your consideration is the Ordinance to adopt the Cable One Franchise Agreement.

s/ S. Craig Lords

At the request of Councilmember Lehto, the City Attorney read the Ordinance by title only:

ORDINANCE NO. 2606

AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO PROVIDING FOR THE ADOPTION OF A FRANCHISE AGREEMENT BETWEEN THE CITY AND CABLE ONE, INC.; DIRECTING THE CITY CLERK TO PUBLISH SAID ORDINANCE PRIOR TO ITS ADOPTION; PROVIDING FOR SEVERABILITY AND ESTABLISHING EFFECTIVE DATE.

The foregoing Ordinance was presented by title only. Councilmember Lehto moved, and Councilmember Groberg seconded, that the provisions of Idaho Code Section 50-902 requiring all Ordinances to be read by title, and once in full, on three separate dates be dispensed with, the Ordinance be passed on the second and third readings, and, further, give authorization for the Mayor and City Clerk to sign the necessary documents. Roll call as follows:

Aye: Councilmember Lehto
Councilmember Lyon
Councilmember Hardcastle
Councilmember Groberg
Councilmember Hally
Councilmember Shurtleff

Nay: None

Motion Carried.

Mayor Milam recognized the presence of Dean Jones from Cable One, Inc. and stated that he has been an excellent person to deal with in developing the Franchise Agreement. The City Attorney stated that he agreed with Mayor Milam and continued by saying that Mr. Jones is a consummate gentleman and has been very professional.

Dean Jones, 144 East 100 North, Blackfoot, Idaho, appeared to state that it has been a pleasure to work with the Mayor and City Council, as well as with the City Attorney and the Municipal Services Director. He said that he feels that they have put together an agreement that will work well for both sides. Cable One is working for the best interests of the community. He stated that Cable One promises to continue to work with the professionalism that they have tried to display in the past and to provide the best services available. Cable One will try to advance as fast as possible as technologies improve to serve this community.

JULY 14, 2005

City of Idaho Falls
May 10, 2005

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: S. Craig Lords, Municipal Services Director
SUBJECT: POLE ATTACHMENT AGREEMENT

Attached for your consideration is the Pole Attachment Agreement.

It is respectfully requested that Council approve and authorize the Mayor to sign the Agreement.

s/ S. Craig Lords

It was moved by Councilmember Lehto, seconded by Councilmember Groberg, to approve the Pole Attachment Agreement with Cable One, Inc. and, further, give authorization for the Mayor to execute the necessary documents. Roll call as follows:

Aye: Councilmember Lyon
Councilmember Shurtleff
Councilmember Groberg
Councilmember Hardcastle
Councilmember Lehto
Councilmember Hally

Nay: None

Motion Carried.

City of Idaho Falls
July 11, 2005

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: S. Craig Lords, Municipal Services Director
SUBJECT: BID IF-05-18, ONE (1) NEW MUNICIPAL STREET FLUSHER MOUNTED ON A NEW 2005 OR NEWER CAB AND CHASSIS

Attached for your consideration is the tabulation for Bid IF-05-18, One (1) New Municipal Street Flusher Mounted on a New 2005 or Newer Cab and Chassis.

It is the recommendation of Municipal Services to reject all bids and request authorization to re-bid at a later date. None of the bids submitted met the required specifications.

s/ S. Craig Lords

JULY 14, 2005

It was moved by Councilmember Lehto, seconded by Councilmember Groberg, to reject all bids for the New Municipal Street Flusher Mounted on a New 2005 or Newer Cab and Chassis and, further, give authorization to re-bid at a later date. Roll call as follows:

Aye: Councilmember Hally
Councilmember Groberg
Councilmember Lehto
Councilmember Shurtleff
Councilmember Hardcastle
Councilmember Lyon

Nay: None

Motion Carried.

City of Idaho Falls
July 11, 2005

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: S. Craig Lords, Municipal Services Director
SUBJECT: BID IF-05-20, ONE (1) ARTICULATING TELESCOPING AERIAL
DEVICE – 105’ SINGLE BUCKET – NEW OR DEMO UNIT
MOUNTED ON 2004 CAB AND CHASSIS

Attached for your consideration is the tabulation for Bid IF-05-20.

It is the recommendation of Municipal Services to accept the low bid of Terex Utilities to provide a 2004 Sterling Acterra Cab and Chassis mounted with a 2003 Terex Aerial Device for an amount of \$217,406.00 with trade-in Unit No. 374. The unit they will furnish is a demo unit with new vehicle warranty.

s/ S. Craig Lords

It was moved by Councilmember Lehto, seconded by Councilmember Groberg, to accept the low bid from Terex Utilities to provide a 2004 Sterling Acterra Cab and Chassis mounted with a 2003 Terex Aerial Device for an amount of \$217,406.00. Roll call as follows:

Aye: Councilmember Groberg
Councilmember Hally
Councilmember Lyon
Councilmember Lehto
Councilmember Shurtleff
Councilmember Hardcastle

Nay: None

Motion Carried.

JULY 14, 2005

City of Idaho Falls
July 11, 2005

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: S. Craig Lords, Municipal Services Director
SUBJECT: IDAHO FALLS EQUIPMENT MAINTENANCE FACILITY

Attached for your consideration is the tabulation for the Idaho Falls Equipment Maintenance Facility. Municipal Services recommends awarding the contract to Shook Construction in the amount of \$2,159,810.00.

It is respectfully requested that Council approve the bid to Shook Construction and authorize the Mayor to execute the contract.

s/ S. Craig Lords

It was moved by Councilmember Lehto, seconded by Councilmember Groberg, to accept the bid from Shook Construction Company, Inc. in the amount of \$2,159,810.00 to construct the Idaho Falls Equipment Maintenance Facility and, further, give authorization for the Mayor and City Clerk to execute the necessary documents. Roll call as follows:

Aye: Councilmember Hardcastle
Councilmember Lehto
Councilmember Shurtleff
Councilmember Hally
Councilmember Lyon
Councilmember Groberg

Nay: None

Motion Carried.

The Planning and Building Director submitted the following memo:

City of Idaho Falls
July 10, 2005

MEMORANDUM

TO: Mayor and City Council
FROM: Renée R. Magee, Planning and Building Director
SUBJECT: 2005 NATIONAL ELECTRICAL CODE

Attached is an ordinance prepared by the City Attorney's Office adopting the 2005 Edition of the National Electrical Code. The adoption of the 2005 Edition will bring the City into compliance with State law. This Division respectfully requests the adoption of this ordinance.

s/ Renée R. Magee

JULY 14, 2005

At the request of Councilmember Groberg, the City Attorney read the following Ordinance by title only:

ORDINANCE NO. 2607

AN ORDINANCE REPEALING AND RE-ENACTING SECTION 7-8-1 AND REPEALING SECTION 7-8-2 OF THE CITY CODE OF IDAHO FALLS, IDAHO; ADOPTING THE 2005 EDITION OF THE NATIONAL ELECTRICAL CODE; PROVIDING FOR THE PROSECUTION UNDER PRIOR ORDINANCES; PROVIDING FOR THE SEVERABILITY OF THE SECTIONS AND SUBSECTIONS OF THE ORDINANCE; PROVIDING FOR THE EFFECTIVE DATE OF THE ORDINANCE.

The foregoing Ordinance was presented by title only. Councilmember Groberg moved, and Councilmember Hardcastle seconded, that the provisions of Idaho Code Section 50-902 requiring all Ordinances to be read by title, and once in full, on three separate dates be dispensed with, the Ordinance be passed on all three readings, and, further, give authorization for the Mayor and City Clerk to sign the necessary documents. Roll call as follows:

Aye: Councilmember Groberg
Councilmember Hally
Councilmember Lehto
Councilmember Lyon
Councilmember Shurtleff
Councilmember Hardcastle

Nay: None

Motion Carried.

The Police Chief submitted the following memo:

City of Idaho Falls
July 11, 2005

MEMORANDUM

TO: Mayor and Council
FROM: J. K. Livsey, Chief of Police
SUBJECT: COUNCIL AGENDA ITEM

I respectfully request the attached ordinance amending City Code 1-4-1 of the City Code of Idaho Falls, Idaho increasing the fine for a misdemeanor to an amount not to exceed one thousand dollars (\$1,000.00); providing for severability; preserving prior ordinance; and, establishing an effective date.

s/ J. K. Livsey

JULY 14, 2005

The City Attorney stated that this fee amount was last changed in 1976. The \$300.00 fee has been significantly eroded by inflation. The State Legislature recognized this and during the past Legislative Session provided authorization for all Cities to increase the amount of a misdemeanor up to \$1,000.00 at the discretion of the sentencing judge. This ordinance takes up the authority granted by the State Legislature.

Councilmember Lyon requested to know whether the City Council could set an amount for a misdemeanor up to \$1,000.00. The City Attorney stated that the City Council could set an amount less than \$1,000.00 if they so chose.

At the request of Councilmember Hardcastle, the City Attorney read the following Ordinance by title only:

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE 1-4-1 OF THE CITY CODE OF IDAHO FALLS, IDAHO; INCREASING THE FINE FOR MISDEMEANOR TO AN AMOUNT NOT TO EXCEED ONE THOUSAND DOLLARS (\$1,000); PROVIDING FOR SEVERABILITY; PRESERVING PRIOR ORDINANCE; AND ESTABLISHING AN EFFECTIVE DATE.

The foregoing Ordinance was presented by title only. Councilmember Hardcastle moved, and Councilmember Hally seconded, that the Ordinance be passed on the first reading only. Roll call as follows:

Aye: Councilmember Hally
Councilmember Hardcastle
Councilmember Lyon
Councilmember Lehto
Councilmember Groberg
Councilmember Shurtleff

Nay: None

Motion Carried.

The Public Works Director submitted the following memos:

City of Idaho Falls
July 11, 2005

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Chad Stanger, Public Works Director
SUBJECT: ANNEXATION AGREEMENT AMENDMENT - DAGGETT HEIGHTS ADDITION, DIVISION NO. 1

Attached is a proposed amendment to the Daggett Heights Addition, Division No. 1 Annexation Agreement. As proposed, the amendment allows the City to

reimburse the Developer for utility connection fees collected from adjacent property owners when connected to lines installed by the Developer.

JULY 14, 2005

Public Works requests approval of this amendment; and, authorization for the Mayor and City Clerk to sign the documents.

s/ Chad Stanger

It was moved by Councilmember Shurtleff, seconded by Councilmember Lyon, to approve the Amendment to the Annexation Agreement for Daggett Heights Addition, Division No. 1 and, further, give authorization for the Mayor and City Clerk to execute the necessary documents. Roll call as follows:

Aye: Councilmember Shurtleff
 Councilmember Lyon
 Councilmember Groberg
 Councilmember Hardcastle
 Councilmember Lehto
 Councilmember Hally

Nay: None

Motion Carried.

City of Idaho Falls
July 11, 2005

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Chad Stanger, Public Works Director
SUBJECT: PROPERTY EXCHANGE – ELKHORN ESTATES SUBDIVISION

Attached is a resolution declaring the City's intent to exchange certain real property with an adjacent property owner, Becky Gili; and, establishing a date, place and time to conduct a public hearing for considering same. The exchange, as proposed, allows adjustment of boundaries between Elkhorn Estates Subdivision and the City's storm pond, benefiting both parties.

Public Works recommends approval of this resolution.

s/ Chad Stanger

**RESOLUTION NO. 2005-8
DECLARING INTENT TO EXCHANGE REAL PROPERTY**

BE IT RESOLVED that pursuant to the provisions of Title 50, Chapter 14, Idaho Code, the City Council of the City of Idaho Falls, Idaho, hereby declares its intent to exchange certain real property owned by the City and more particularly described in Exhibit "A" attached hereto, for other real property owned by Becky Gili, which property is more particularly described in Exhibit "B" attached hereto and by this reference made a part hereof. Such

proposed exchange will be without monetary or other consideration and without a formal appraisal.

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BE IT FURTHER RESOLVED, that a public hearing be conducted on the 11th day of August, 2005, at the hour of 7:30 p.m., at the City Council Chambers, 140 South Capital Avenue, Idaho Falls, Idaho, for the purpose of considering such exchange and that the City Clerk be and hereby is directed to publish a Notice of Hearing and a summary of such declaration in the official newspaper not less than fourteen (14) days prior to the date of such hearing.

DATED this 15th day of July, 2005.

CITY OF IDAHO FALLS

s/ Linda M. Milam
Linda M. Milam
Mayor

ATTEST:

s/ Rosemarie Anderson
Rosemarie Anderson
City Clerk

EXHIBIT "A"

Part of Section 26, Township 2 North, Range 37 East, B. M., Bonneville County, Idaho, described as follows:

Beginning at a point on the north right-of-way of the Porter Canal point being S. 00° 11' 20" W. 2593.73 feet along the section line and N. 88° 47' 18" E. 325.52 feet and S. 87° 40' 02" E. 142.09 feet and S. 77° 28' 15" E. 250.97 feet all from the NW Corner of said Section 26 and running thence N. 37° 41' 39" E. 152.50 feet; thence S. 75° 32' 21" E. 345.34 feet; thence S. 47° 03' 39" W. 177.79 feet to the northerly right-of-way of the Porter Canal; thence along said right-of-way N. 73° 45' 21" W. 309.87 feet to the point of beginning.

EXHIBIT "B"

Part of Section 26, Township 2 North, Range 37 East, B. M., Bonneville County, Idaho, described as follows:

Beginning at a point that is S. 00° 11' 20" W. 2593.73 feet and N. 88° 47' 18" E. 325.52 feet and S. 87° 40' 02" E. 142.09 feet and S. 77° 28' 15" E. 250.97 feet and N. 37° 41' 39" E. 152.50 feet and S. 75° 32' 21" E. 345.34 feet all from the NW Corner of said Section 26 and running thence N. 47° 03' 39" E. 790.45 feet; thence S. 01° 13' 59" W. 90.62 feet; thence S. 47° 03' 39" W. 685.73 feet; thence N. 75° 32' 21" W. 77.16 feet to the point of beginning.

It was moved by Councilmember Shurtleff, seconded by Councilmember Lyon, to approve the Resolution declaring the City's intent to exchange certain real property with an adjacent

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property owner, Becky Gili; establishing August 11, 2005 at 7:30 p.m. in the City Council Chambers at 140 South Capital Avenue, Idaho Falls, Idaho, as the public hearing date, time, and place; and, further, give authorization for the Mayor and City Clerk to execute the necessary documents. Roll call as follows:

Aye: Councilmember Lyon
Councilmember Shurtleff
Councilmember Hally
Councilmember Groberg
Councilmember Hardcastle
Councilmember Lehto

Nay: None

Motion Carried.

City of Idaho Falls
July 11, 2005

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Chad Stanger, Public Works Director
SUBJECT: EASEMENT VACATION/RELOCATION – LOTS 2 AND 3, BLOCK 1, FIRST AMENDED PLAT OF DOE ADDITION

Public Works requests authorization for the City Attorney to prepare the documents needed to vacate and relocate an easement located in Lots 2 and 3, Block 1, First Amended Plat, DOE Addition.

s/ Chad Stanger

It was moved by Councilmember Shurtleff, seconded by Councilmember Lyon, to give authorization for the City Attorney to prepare the documents necessary to vacate and relocate an easement located in Lots 2 and 3, Block 1, First Amended Plat, DOE Addition. Roll call as follows:

Aye: Councilmember Lehto
Councilmember Groberg
Councilmember Hardcastle
Councilmember Shurtleff
Councilmember Hally
Councilmember Lyon

Nay: None

Motion Carried.

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There being no further business, it was moved by Councilmember Shurtleff, seconded by Councilmember Lehto, that the meeting adjourn at 8:20 p.m.

CITY CLERK

MAYOR
