

**LYNX! Directors Meeting**  
**April 17,2020**  
**Virtual Meeting**

CALL TO ORDER: William called the meeting to order.

PRESENT: Tara Bartley (TFPL), Gretchen Caserotti (MLD), William Lamb (MHPL), Lacey Welt (CPL), Shanna Decker (BPL), Kristine Miller (BPL), Brad Smith (BPL), Lindsey Pettyjohn (GCPL), Laura Primrose (HPL), Mary DeWalt (ACL), Steve Bumgarner (EPL), Alyce Kelly (EMM), Tam Svedin & Jana Cutforth (KPL), Claire Connley (NPL)

SECRETARY APPOINTMENT: Claire offered to serve as secretary and was approved. Gretchen motioned; Tara seconded. Motion passed.

AGENDA REVIEW: An amendment was made to move Reopening up to immediately after Financials. Tara moved to approve; Kristine seconded. Motion carried.

Approval of Minutes:

- January 17, 2020
- March 24, 2020
- March 31, 2020

Kristine motioned to approve, with amendment to the 24<sup>th</sup>; Alyce seconded. Motion passed.

LYNX! FINANCIALS: Kristine presented the financials.

Kristine - Quarters 1 and 2 were close, \$253 expense in Quarter 2 was for printing of new baby brochures. Innovation users fee is seen in Quarter 1. Support fees are included for Barbs' salary. Boise pays a portion.

Hardware software, charge for shared Polaris, hardware & software. No surprises.

Gretchen moved to approve; Mary seconded. Motion carried.

Polaris Report

Shanna - Upgrade is set for April 24 for the training database, production will be on 28<sup>th</sup>. This would be a good time to use legal and preferred name field for Circ. Brad - current name field is becoming preferred and will be filled in by default after upgrade. Could copy over legal name field.

Circulation Report

Lindsey - Circulation managers met virtually, talked about library cards. Circ. Managers Goal Committee will decide on five items to recommend for standardization, they will bring back to their libraries and at the next meeting they'll discuss and vote on which goals to bring to Directors for approval.

Goals were tabled until next meeting.

### Compensation Committee

Lindsey - Filled out the formula, nothing surprising. Boise and Garden City share the most patrons. Kristine moved to approve as presented; Tara Seconded. Motion passed.

### Cost Share for FY21

Tab 1, finance team went back and pulled out last several years. Columns B – G are a retrospective. Line 3 is the hardware/software maintenance. Costs were held flat. Support fees waiver over time, some include paying for Barb. Line 12, contribution to contingency/replacement fund. FY20-21 cost share, carrying forward hardware costs. In line 6 cost share includes a portion of Brad and Barb's salaries. Do we need to continue to contribute \$100,000 or can we limit it to \$50,000-in January?

Brad and Barb did a time study on consortium work. Normal operations. Up from 2020 when it was only Barb, at \$110,265. Omitting acquisitions/cataloging at this point for discussion later. Total amount for cost share is \$239,640. There is a decrease in charges for 2021 for each library.

Discussion to keep some contingency money in line.

Discussion on Elaine's contribution to the consortium. Shanna - all libraries use the cataloger. There was agreement that libraries need to pay in to support Elaine's wages. There was concern about these costs being shared in a fair manner. BPL agreed to continue to pay Elaine's full wages for the consortium in FY21. A cost share plan for Elaine's wages needs to be figured out by Jan 2021 so libraries can budget to pay in FY22.

Gretchen- motion to approve Cost Share with an amendment to hold contingency to \$5,000; Lindsey seconded. Motion approved.

Auto-Renew LYNX! Agreement for another year. Not a good time to make long term decisions. Boise attorney said they will just roll forward and there is no need to adopt a new agreement at this time. Will come back to it later.

### Reopening Strategy

Kristine- overview of where Boise stands, showed slides on epidemiology from Harvard, adaptive response overview. One possible future, peak then flattening of curve over time. Expecting smaller bumps along the curve until we get back to normal. Continue to see outbreaks as restrictions are lifted. Not just when we would reopen but how we would reopen.

Contact tracing is low. Boise won't be relaxing stay-at-home, social distancing.

Looking at steps to reopen.

Garden City and Nampa will not be opening book drop. Emmett is considering re-opening book drop. Books set aside for three days after returned.

Kristine suggested spacing out books to dry out the virus. Boise doesn't have supply of gloves, cleaning etc. Gretchen, we are talking about people's entertainment. Would rather wait to make sure they can

sustain it. Has many concerns. Garden City also concerned about getting computers to people to apply for unemployment.

Gretchen is looking at computer access in the lobby and people making appointments for 45-minute sessions. Would filter sessions and use Team viewer for assistance. Possibly Saran wrap on keyboards and mice.

Lindsey doesn't think Garden City will be open this summer.

Nampa is starting curbside next week. Amazon has a COVID-19 spot for supplies, upper right of page.

Talk of using Bookmobiles and Wi-Fi hotspots for internet access.

Kuna is starting curbside next week.

Laura from Hailey leaves for another meeting, 11am

Gretchen- Should have spreadsheet of what all libraries are doing.

Libraries doing curbside need to contact Brad and Bob. Brad- there is a report to get all patron email addresses.

Put together spreadsheet or Google doc that all can enter what they're doing. Circ managers will handle this.

#### Roundtable sharing of Major/interesting projects

**Mountain Home**- looking at creating library district in May, to go on November ballot

**Nampa** – Starting curbside first with current holds then expanding to in-house collection. Just a handful of staff in the building.

**Ada** – Staff is doing well, have good spirits and communicating. Developed virtual programs, different branches doing programs. Reaching different elements talking about virtual summer reading. Cartwright Ranch, development agreement to start funding for services to the development. Potential lockers. Victory project, giant landscaping and parking lot upgrade.

**Boise** – Crew is holding steady; City is advocating to keep staff paid. Figuring out our reopening strategy and essential services.

**Garden City** – Five staff members working from home. Starting curbside Monday, trying to figure out how to make a couple of computers safe, reservation system. Work in progress. Redoing corner of kid's area with donation money. Did shelving analysis, looking at ways to re-shift.

**Twin Falls** – most staff are not in the building, looking at curbside tentatively going live on May 1. Landscaping project, trees removed through city, didn't make it to the agenda, may need to encumber 3-year project into next year. Working on RFID and weeding. Will be bringing minimal staff in for curbside.

**Meridian** – have added virtual chat to website. Moving another slate of employees. Program and community specialists working on reorganization and virtual programming. Second team partnering with other agencies, looking towards opening unbound. Construction bidding during pandemic, didn't

go well. Looking to do value engineering with lowest bidders. Hope was to open this fall. Working with Linder Village and working on design. Braced for recession.

**Emmett** – trying to get procedure in place for curbside. Will be bringing in a couple of staff each day. Did major deep cleaning and need to put library back in place. Curbside will start on the 27<sup>th</sup>. Mayor opted to pay all part-time staff. Will be working about 50% of regular time. Working on virtual summer reading, make-it packages.

**Eagle** – Everyone is working remotely, group working on virtual program and reopening.

**Caldwell** – all working remotely on virtual programs and summer reading. Thinking about starting curbside May 1<sup>st</sup>

**Kuna** – Fixed front sidewalks, made ramp from programs door out to parking lot. A lot of cement work. Library sustained damage from earthquake in computer area, working with ICRMP. 36 X 48 'soffit was cracked. Virtual storytimes, 4 per week.

#### Adjournment

#### Next meeting:

Hailey Public Library July 17,2020