

Lynx Library Consortium Directors' Meeting

April 21<sup>st</sup>, 2023

Boise Public Library & Virtual

CALL TO ORDER/INTRODUCTIONS: Meeting was called to order at 10:08am

PRESENT: Tara Bartley (TFL), Mary DeWalt (ACL) – left @ 12:38pm, Jessica Dorr (BPL), Kathleen Stalder (BPL), Lindsey Pettyjohn (GCPL), Shasta Hochstrasser (MHPL), Claire Connley (NPL), Jana Cutforth (KLD), Tam Svedin (KLD), Brad Smith (BPL), Beth Jones (BPL)

VIRTUAL:

Nick Grove (MLD), Lacey Forst (CPL), Steve Bumgarner (EPL), Lyn Drewien (HPL)

EXCUSED:

Alyce Kelly (EMM)

AGENDA APPROVAL:

Mary reminded Shasta to change IT Report leader to Lindsey  
Claire motioned to approve the agenda review for April 21<sup>st</sup>, 2023. Jessica seconded. Motion passed.

APPROVAL OF MINUTES:

Tam motioned to approve the minutes from 01/20/2023 & 02/17/23.  
Tara seconded. Motion passed.

LYNX WORK PRESENTATION: Adam Christenson & Brandon Helgeson, Hawley-Troxell Firm

Lawyers went over the analysis of the 4 potential entity structures.

- 1) A joint powers entity
- 2) A regional library system
- 3) A nonprofit corporation; and
- 4) An unincorporated nonprofit association

The directors need to decide on an entity structure so that legal can draft a new agreement which will cover-

- Administration
- Organizational operations
- Procedural operations

Adam and Brandon determined that the best entity option for Lynx Library Consortium is a Joint Powers Agreement. A joint Powers agreement only has authority that you give it and establishes a separate legal entity governed by a joint board comprising representatives from the governing bodies of each member library. The joint powers entity structure provides the most flexibility for Lynx Library Consortium and rests on the clearest legal authority of the potential structures.

**\*\*Article XII, section 4 of Idaho Constitution excludes libraries from becoming a non-profit organization.**

Will we qualify for a LGIP investment pool?

Library directors agreed to have Adam and Brandon draft a new Joint Powers Agreement for Lynx Library Consortium.

Shasta and Kathy will be Adam & Brandon's point of contact when clarifications are needed regarding cost share, access to collections and authorities. Timeline – draft done within 4-6 weeks. Come together with city attorneys. Claire requested the process be expedited at all to hopefully be ready this Fall.

BREAK:

11:05AM-11:11AM

FINANCIALS AGENDA REVIEW: Jessica

Claire motioned to approve the quarterly financials.

Tara seconded. Motion passed.

COMPENSATION COMMITTEE: Lindsey

No changes to note.

LETTER OF REQUEST: Tara

After having met with her board and having a tour of the courier process with Kathy, Twin Falls library board approved the potential Lynx Library Consortium membership level change.

The directors extended the discussion to include what the new cost share structure would need to change due to the new joint powers agreement and the fact that Emmett Library will not be changing their current Lynx membership level at this time. Kathy said that the Kansas Library system had a spreadsheet template in place that we could potentially utilize a new cost share draft from. Would Boise need a separate contract for Courier?

Jessica motioned to approve Twin Falls Public Library membership level to open access. Mary seconded. Motion passed.

### LETTER OF REQUEST: Shasta

Jana motioned Mountain Home Public Library membership level to open access. Jessica seconded. Motion passed.

### ILS REPORT & UPDATES: Brad

- Boise (Brad, Matt, Beth)
  - Brad is changing jobs in IT @ City of Boise
    - Some association with the library - but not on the application team
    - No longer the day to day Polaris person
    - Matt is continuing on the Polaris team
    - Introducing Beth Jones (new manager of the Polaris application team @ BPL)
  - Beth
    - Been with city for about a year
    - Excited to join the Library/Parks team
  - Even more important to put in tickets instead of emailing directly
    - This way the team can handle issues more efficiently

Lunch 12:05pm – 12:35pm

### IT REPORT: Lindsey

Brad covered it.

Polaris migration went pretty well. Vega will take a little longer to be ready and Boise plans to gradually offer it once more features become available. It will be a option for patrons to try out.

Text messages (LX system)

-notification management system being released soon

-long term solution will be needed

Curbside Pickup bugs fixed after the vendor (Solus) added more security measures.

### CIRCULATION REPORT: Lyn?

New Director liaison will be needed in October.

## CATALOGING REPORT & APPROVAL OF SERIAL AGREEMENT: Claire

There were concerns with Vega being available to patrons early.

Tara motioned to approve the updated Serial Agreement. Jessica seconded.

Motion passed.

## MARKETING REPORT: Shasta

There was a small group that met and went over tips and tricks regarding the use of LibCal for meeting and study room reservations.

## ROUNDTABLE SHARING of major/interesting projects and library updates:

**ADA-** The board chose to have certain titles be taken out of the collection without due process of the library policy. This concerns what future determinations may come up. The directors mentioned that since it was just a conversation and not an actual action item, it wasn't following Open Meeting rules and that Mary should consult legal counsel.

**BOISE-** Sorter coming this summer. Name is pending.

**CALDWELL-** Everything is going well.

**EMMETT-** N/A

**EAGLE-** N/A

**GARDEN CITY-** Current Staffing crisis being the current focus but is being worked out.

**HAILEY-** N/A

**KUNA-** Nothing of note.

**MERIDIAN-** Open House Orchard Park Branch May 1<sup>st</sup> 9:45am

Had to have the fire department come when staff locked themselves out of the building.

**MOUNTAIN HOME-** potential grant approval to fund a fire escape route outside Youth Services emergency exit and ADA compliant patio doors (will announce when it's official)

**NAMPA-** Bookmobile Open House went well.

**TWIN FALLS-** Nothing new to note.

Tara motioned to adjourn meeting; Tam seconded. Motion passed.  
Meeting adjourned at 12:50pm

Upcoming Meeting:  
July 21<sup>st</sup>, 2023  
Caldwell Public Library & Virtual, 10am