



**LYNX CONSORTIUM DIRECTORS MEETING
REGULAR MEETING MINUTES**

**Friday, September 20, 2024, 10:00 AM
Mountain Home Public Library
790 N 10th E St. Mountain Home, ID 83647**

CALL TO ORDER / INTRODUCTIONS

The meeting was called to order at 10:02 am.

Libraries present, in-person:

Shasta Hochstrasser (MHPL), Steve Bumgarner (EPL), Lindsey Pettyjohn (GCPL), Claire Connley (NPL), Lacey Forst (CPL), Jana Cutforth (KLD), Tam Svedin (KLD), Mary DeWalt (ACL), Tara Bartley (TFP), Jessica Dorr (BPL), Alyce Kelly (EPL), Brad Smith (Lynx Administrator)

Libraries present, remotely:

Nick Grove (MLD)

AGENDA REVIEW / APPROVAL

Motion to approve the agenda: Steve

Second motion to approve: Tara

Agenda approval: unanimously approve

MINUTES REVIEW / APPROVAL

ACTION ITEM: Approval of the July 19, 2024, July 25, 2024, and July 29, 2024 Meeting Minutes

July 19 Meeting Minutes

Motion to approve the minutes: Jessica

Second motion to approve: Lindsey

Minutes approval: unanimously approve

July 25 Special Meeting Minutes

Motion to approve the minutes with the addition of Jessica Dorr to libraries present: Jessica

Second motion to approve: Lindsey

Minutes approval: unanimously approve

July 29 Special Meeting Minutes

Motion to approve the minutes with the removal of Steve Bumgarner to libraries not present: Jessica

Second motion to approve: Tara
Minutes approval: unanimously approve

LYNX FINANCIALS

1. Lynx Financials (Jessica)

Jessica shared that Lynx financials are close to close to FY24 and they will be sent out to the group in October. Directors will wait until the January 17, 2025 meeting to vote on the financial report.

NEW BUSINESS

1. Committee Liaison Updates (Brad)

Brad shared where he is currently in his onboarding process as Lynx Administrator:

- Worked with Meridian to get access to Polaris.
- Attended Lynx sub-committee meetings.
- Currently working on staff hub for the consortium so there's a centralized place for storage, and SharePoint was demoed for the group. Lynx information and support requests would be on this Lynx Staff Hub site, as well as training resources, technical resources, knowledge base, staff directory, policies, group documents and files.
- Brad is also working on a system for submitting requests, getting a support phone number for Lynx, and working to implement LX Starter.
- Brad will schedule a time to come in and chat with each Lynx library. After his initial meeting with each library, he will plan to work in person at Lynx libraries on a rotating basis.
- MLD also established a PO box for the consortium and the Lynx bank account with ICCU will be created next week.

UNFINISHED BUSINESS

2. Lynx Bylaws Update (Nick)

- a. Nick has a meeting with MLD legal next Monday to confirm whether or now Lynx bylaws need to be updated. Jessica will also connect with Boise legal to move this forward.

ACTION ITEM: *Motion to table Lynx Bylaws vote until next regular meeting: Steve*

Second motion to approve: Shasta

Table agenda item approval: unanimously approve

3. Texting Services follow up

- a. Brad shared that he has set up an email account so we can now have a central email account for the text services to be sent through. The cost for this texting service is \$550 per month.

ACTION ITEM: *Motion to move forward with texting service as presented: Shasta*

Second motion to approve: Steve

Texting Service Approval: unanimously approve

4. Lynx Budget Approval (Budget Committee)

a. Nick shared that they are waiting to get the accounts set-up. Brad and Nick will meet next week to get all the accounts set-up. Directors will have a special meeting to approve the budget. This special virtual meeting will be on Thursday, September 26th at 3:00 pm. Nampa Public Library will host and Jessica will take minutes.

ACTION ITEM: *Motion to table Lynx Budget approval until next special meeting: Nick*

Second motion to approve: Jessica

Table agenda item approval: unanimously approve

5. Administrator MOA (Nick)

a. We are waiting for attorneys to advise on this and it will be tabled.

ACTION ITEM: *Motion to table Admin MOA approval until next special meeting: Jessica*

Second motion to approve: Janna

Table agenda item approval: unanimously approve

6. JPA and Purchasing (Group)

a. Brad shared that documents such as a W-9, EIN etc. are needed to move forward with. Claire will work with Brad to obtain these documents. We also need to determine who is going to do our audit, as this is referenced in our bylaws. Mary will reach out to the group that does ACL's audit for more information and share findings with the group.

ACTION ITEM: *Motion to table JPA and Purchasing approval until next special meeting: Steve*

Second motion to approve: Tara

Table agenda item approval: unanimously approve

COMMITTEE REPORTS

a. Cataloging Report (Kuna)

i. Jana shared that the catalogers did meet, but the meeting was very short and the group had nothing of significance to share with the director's group.

b. Circulation Report (Twin Falls)

i. Tara notes that the group discussed the online Polaris library card application, whether or not driver's license numbers are needed, and removing the gender field of the application. The group also discussed when we need to refund for lost or damaged

items, and a subcommittee of circulation supervisors will be formed to explore this matter further.

- c. LIT Report (Garden City)
 - i. Lindsey shared that the IT group may meet in person in January, and they had nothing additional to share with the directors.
- d. Marketing Report (Mountain Home)
 - i. Shasta shared that the marketing group met in person in Twin Falls. Donna Eggers from ICfL came to that meeting and presented training on media interviews and how to send news items to local newspapers. The group also discussed what was happening in all Lynx libraries and discussed the best ways to promote these events. The group discussed whether the marketing group needs to meet quarterly and decided to leave the committee meeting as currently scheduled.

PROJECTS & UPDATES

Sharing of Projects & Updates

1. Shasta shared that MPL is almost ready with our passport services, their privacy pod has been installed, their public bathrooms are under construction, and new furniture and paint coming in the spring.
2. Lindsey shared that GCPL study rooms will be completed next week.
3. Mary shared that Hidden Springs branch expansion is underway. Star Branch is going to expand and there is hopping to move into a 20,000 square space next year. ILA conference planning is underway.
4. Claire shared that NPL has completed re-envisioning non-fiction project and NPL staff will be presenting information on this project at ILA.
5. Steve shared that EPL has found that facing out books has made circulation explode for several collections. Eagle is using bins instead of typical shelving units so items are facing out. Eagle has also had 30 recent request for reconsiderations submitted, and 3 of books the books that were challenged are currently in the “adults only” section. Several other books were moved from the teen section to the adult section. The EPL board also decided to go to age-tiered library cards.
6. Lacey shared that CPL is moving forward with their first holds locker project in Luby Park and this is expected to be completed in January.
7. Alyce shared that Emmett Public Library is going through a facility upgrade and adding an automatic door. They are also reworking job descriptions, added a program coordinator position, and working on creative aging programs. Nov 9th is their fall fundraising basket and dessert extravaganza event. Emmett Public Library has added a waiver similar to what East Bonner Library has in place. This requires minor consent forms for children 5 and up. This is an opt-in or out form and Emmett Library staff will need to see kids’ cards when they come in the library. If they don’t have the card, they can be asked to leave or call parent.
8. Tara shared that Twin Falls Public Library is finishing up transitioning library procedures to align with other city departments.
9. Kuna has started working on their library addition, as well as repainting and recarpeting

the whole library.

10. Boise Public Library recently spent \$5,000 on new bins and they aren't holding up well. They plan to get different totes in the new fiscal year that will be taller and smaller. BPL has a public survey out for public input for future facilities planning.
11. Nick shared that MLD has purchased the Pinnacle branch and everything has been moved out of Silverstone. The ribbon cutting for Pinnacle is planned for 9/30/24 and planning is underway for the Cherry Lane remodel.

ANNOUNCEMENTS

- a. Next Meeting: Friday, January 17, 2025, 10:00 AM, Nampa Public Library

ADJOURNMENT

Motion to adjourn meeting: Claire

Meeting adjourned at 12:49 PM