



## **LYNX CONSORTIUM DIRECTORS MEETING**

### **REGULAR MEETING MINUTES**

**Friday, January 17, 2025, 10:00 AM**

**Nampa Public Library**

**215 12<sup>th</sup> Ave S, Nampa, ID 83651**

### **CALL TO ORDER / INTRODUCTIONS**

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

#### **Libraries present, in-person:**

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

#### **Libraries present, remotely:**

None

### **AGENDA REVIEW / APPROVAL**

*Motion to approve the agenda: Tara Bartley*

*Second motion to approve: Nick Grove*

*Agenda approval: unanimously approve*

### **MINUTES REVIEW / APPROVAL**

*Motion to approve the minutes of September 20<sup>th</sup>: Nick Grove*

*Second motion to approve: Jessica Dorr*

*Motion to approve the minutes of September 26<sup>th</sup>: Nick Grove*

*Second Motion to Approve: Jessica Dorr*

### **ACTION ITEM: Approval of the September 20, 2024, and September 26, 2024 Meeting Minutes**

*Motion to approve the minutes of September 20<sup>th</sup>: Nick Grove*

*Second motion to approve: Jessica Dorr*

*Minutes approval: unanimously approve*

*Motion to approve the minutes of September 26<sup>th</sup>: Nick Grove*

*Second motion to approve: Jessica Dorr*

*Minutes approval: unanimously approve*

## ADMINISTRATOR UPDATE

1. Overview/ General Updates, Brad Smith led discussion on:
  - a. LYNX Projects/Tasks Updates
  - b. Committee Reports (Cataloging, Circulation, LIT, Marketing)
  - c. Proposed Committee: User Experience Committee
  - d. Legal Representative
2. **ACTION ITEM:** Approval of the Support Services Level Agreement: Discussion followed  
*Motion to approve the Support Services Level Agreement: Claire Connley*  
*Second Motion to approve: Tara Bartlet*  
*Approval: unanimously*
3. **ACTION ITEM:** Decision on forming a LYNX User Experience Committee: Discussion followed, Meet more, Programs and Collection Development among topics. Agreement that a full committee would not be needed. Instead, a contract group will be created to be used as needed. Brad Smith to follow-up.  
*Motion to table to next meeting in April: Nick Grove*  
*Second Motion to table: Steve Bumgarner*
4. **ACTION ITEM:** Decision on the next steps for Lynx Legal Representation, discussion to clarify needs. Meghan Conrad from Elam & Burke was the only firm that responded, stating \$500 a year retainer and \$275 per hour as needed.  
*Motion to approve Megan Conrad as Lynx Legal Representation: Mary DeWalt*  
*Second Motion to approve: Shasta Hochstrasser*

## BTCAT and OCLC

1. Overview of information about BTCAT and how it will affect OCLC, ICFL & each member library, discussion led by Brad Smith. This would begin July 1, 2025. Concerns from each library voices, ALL or nothing approach?
2. **ACTION ITEM:** Decision on moving forward with BTCAT consortium wide  
*Motion to approve moving forward with BTCAT as a consortium, with roll call: Nick Grove*  
*Second Motion to approve: Steve Bumgarner*  
*Approved: 10 yes, 1 no*

## LYNX SYSTEMS FUTURE PLANNING

1. Overview of the status of LYNX systems, Brad Smith updated on system age & possible options.
2. **ACTION ITEM:** Decision on next steps for Polaris and other innovative systems  
*Motion made for Brad Smith to create a committee for next steps and for open bid: Jessica Dorr*  
*Second Motion to approve: Steve Bumgarner*  
*Approval: Unanimously*
3. **ACTION ITEM:** Decision on next steps for the Tele-messaging System, Brad Smith led

discussion reviewing overall usage

*Motion made to terminate tele-messaging services as of September 30, 2025: Nick Grove*

*Second Motion to approve: Jana Cutforth*

*Approval: Unanimously*

*(Talking points to be establish on the above by Nick & Jessica, so all are using when we start implementing these).*

#### **LYNX CHAIR & VICE CHAIR**

1. Congratulations to Claire on her retirement!
2. **ACTION ITEM:** Elect a new Chair for the Lynx Library Consortium  
*Motion made to elect Steve Bumgarner as new chair: Nick Grove*  
*Second Motion to approve: Jana Cutforth*  
*Approval: Unanimously*
3. **ACTION ITEM:** Elect a new Vice-Chair for the Lynx Library Consortium  
*Motion made to elect Tara Bartlet as new Vice-Chair: Jessica Dorr*  
*Second Motion to approve: Nick Grove*  
*Approval: Unanimously*

#### **LYNX FINANCIALS**

1. Lynx Financials  
Jessica Dorr and Brad Smith discussed: most moneys have been transferred from City of Boise to LYNX. Upcoming changes coming as accounts are established.
2. **ACTION ITEM:** Approve signers on the ICCU Bank Accounts: Brad Smith, Nick Grove & Steve Bumgarner  
*Motion to Approve signers as presented for ICCU Bank Account: Mary DeWalt*  
*Second Motion to approve: Jana Cutforth*  
*Approval: Unanimously*
3. **ACTION ITEM:** Approval of opening a Lynx Business Credit Card with monthly limit (\$10,000) and authorized users.  
*Motion to Approve opening a Lynx Business Credit Card-credit line of \$10,000 with Brad Smith as authorized user: Nick Grove*  
*Second motion to approve: Steve Bumgarner*  
*Approval: Unanimously*
4. **ACTION ITEM:** Approval of opening a Local Government Investment Pool (LGIP) account for Lynx with signers of Brad Smith, Nick Grove and Steve Bumgarner  
*Motion to approve opening a LGIP account for Lynx, with signers: Mary DeWalt*  
*Second to approve: Jessica Dorr*  
*Approval: Unanimously*
5. **ACTION ITEM:** Creation of a Compensation Team pursuant to Lynx JPA, Exhibit C  
*Motion to create a Compensation Team pursuant to Lynx JPA, Exhibit C: Jessica Dorr*  
*Second to approve: Nick Grove*

*Approval: Unanimously*

- 6. ACTION ITEM:** Decision on the process for FY2026 Lynx budget as related to Lynx JPA Article IV where the budget must be presented to the board no later than March 1<sup>st</sup>, 2025

*Tabled as a discussion point only. Agreed that the budget could be sent out via email for further discussion at the April meeting. The budget should include all consortium costs, including systems and courier costs managed by City of Boise.*

## **PROJECTS & UPDATES**

### Sharing of Projects & Updates

1. Mountain Home: Passport program going, kick-off of Teen Teaches Tech program
2. Garden City: working on staffing as well as budgeting
3. Ada Community: Hidden Springs complete, now working on Star Branch as well as Tele-Health which is doing well and will be expanding
4. Nampa: New director starting February 24<sup>th</sup>, circulation increases-non-fiction 9% and children 23%, since upgrading their shelving
5. Eagle is still dealing with Board issues and concerns
6. Emmett is looking into round 2 of facility grant for entry over roofing and painting outside of library
7. Twin Falls: totally change over to city, working on replacing staff
8. Kuna: Renovation COMPLETE!!! Congratulations
9. Boise: Staff updated job description with a new Community Resource Coordinator
10. Meridian: Cherry Lane Update

## **ANNOUNCEMENTS**

- a. Next Meeting: Friday, April 18, 2025, 10:00 AM, Twin Falls Public Library

## **ADJOURNMENT**

*Motion to adjourn meeting: Jana Cutforth*

*Meeting adjourned at 1:39 PM*