

VMLC Meeting Minutes
February 12th, 2020
Via Zoom, Hosted by ICFL

In attendance were Meg Lojek (McCall), Kevin Tomlinson (ICFL), Suzanne Ash (Midvale), Sherry Scheline (Donnelly) Amelia Valasek (Cascade), Janey Chappell (Cascade), Melanie Cope (Amorral Tuttle), Jennifer Barr (Middleton), Tammy Hawley-House (ICFL) and LeAnn Gelskey (ICFL), William Lamb (ICFL), Clay Ritter (Payette Library), Karine Parry (Boise), Kerri Hart (Garden Valley) and Sharla Jensen (Homedale)

Meeting called to order at 9:30

Agenda was approved.

Minutes from previous meeting approved

ICFL update from Amelia:

- Summer Intern Grant applications available until March 1st
- Let's Talk About It is being updated and info will be available in the coming months.
- Amelia also oversees Workforce Development resources.

ICFL update from William: William can help you with Erate, Broadband Reimbursement and some technology needs and support.

Treasure's Report: \$1385.35 in VMLC account. *Please make checks to VMLC.

Circuit Reports: Audio: purchased 20 new audiobook cases

Video: Purchased new boxes for the video circuits to be rotated in

STEM:

- Rotating schedule is on VMLC website.
- STEM action center may give VMLC funding for 2 kits! Clay will apply for this.
- Due to Covid, STEM kits missed 2 rotations

Records retention with Kevin:

- Go to the Attorney Generals website at www.ag.idaho.gov/office-resources/public-records/. At the bottom of the page is a button where you can download the Public Records Law Manual as a pdf or ask the office to mail you a copy.
- Board Minutes and policies must be kept forever.
- Personnel records- for as long as your attorney says.
- Erate- 10 years after final days of contract. It's a good idea to print and keep Erate documents. There could be limited reports available to print off of past years.
- Patron records are not subject to disclosure and can be kept digitally – but keep them in more than one place. Cloud storage is a safe one.
- Clay suggested scanning monthly minutes together in a year.

- Should we delete patrons that have fines or over dues? Keep them so that if they return you will have a record of their history.
- When doing your library stats report only count active patrons.
- Do we need to go into an executive session when doing a director review? Yes. This is not a public item. In the minutes they could state “performance review”. The details are not a public item.
- Do not vote in executive session
- Try to digitize you records- especially due to space.
- Executive meetings can be done as Zoom, but one person needs to be at the location.
- Are incident reports public records? Check with your attorney.

Digital Consortium:

- Putting together a Digital Consortium board. Talk to Sherry if you are interested.
- More libraries have been ordering and the holds list is down!
- Is the digital consortium going to join IDEA? Would like to have a board first before making this decision.
- 46 libraries in our digital consortium.
- Spend your content before March! (Use it or lose it)
- Clay has started working on bylaws for the digital consortium board.

Readers Advisory:

- Audio- Songteller by Dolly Parton
- Biographies: A Promised Land by Barak Obama
Think Like a Monk by Jay Shetty
Air Fryer Cookbooks
Educating by Laura Westover
SiFI: The Stormlight by Brandon Sanderson

ICFL updates with Kevin:

- Kevin is working on a sign language for librarians’ project. If you are interested please contact him. Shar Jackson from Idaho School for Deaf and Blind is going to help with the training.
- Have clear masks on hand for staff when working with deaf patrons.
- *In This Sign*, by Joanne Greenberg. A book about a deaf family. Being made into a movie called “Love is never Silent”

Summer Reading discussion:

- Idaho Community Foundation can help with Covid related needs.
- Sherry recommends the Any Book Book Club.

Meeting adjourned at 11:30 am

Next meeting: May 14th, via Zoom.

Topics at next meeting:

Summer Reading and Digital Consortium Board. Email Meg if you have other topic ideas.

Meeting adjourned at 11:30.

Submitted by Suzanne Ash

VMLC meeting email list:

McCall Library: mlojeck@mccall.id.us

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