



**THE CITY OF EAGLE  
EAGLE PUBLIC LIBRARY BOARD**

Eagle City Hall, 660 Civic Lane  
July 17, 2019 6:00 P.M.

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1. **CALL TO ORDER:** 6:01pm
2. **ROLL CALL:** MORTENSEN present, HYER present, THAEMERT present, ROGERS present, SOELBERG present.
3. **ADDITIONS, DELETIONS, OR MODIFICATIONS TO THE AGENDA:** None
4. **CONSENT AGENDA:**
  - Minutes of June 19, 2019.
  - Approval of Bills.
  - 3D Printing Policy:
  - Interlibrary Loan:

Soelberg moved to approve the consent agenda. Hyer seconded. All approved, motion passed.

**5. REPORTS**

- a. **Director's Report**

Mr. Bumgarner shared that borrowing continues to increase while class participation has leveled off. A new staff member joined the team within the last month.
- b. **Library Liaison / City Hall Reports**

Council Member Mitchel shared there would be a town hall meeting on July 24. The topic would be the city's contract with the Humane Society and options for local services.
- c. **American Library Association Annual Conference report**

Thaemert presented it was a great opportunity to learn about emerging library topics. Both Rogers and Thaemert attended sessions specific to trustees and expanding library services. One large takeaway was to think creatively and expand the options of who to collaborate with in the community.

**6. OLD BUSINESS**

- a. **Trustee Convention workshop date.**

The board members will meet on August 4 from 1:00 to 3:00 in the library conference room to discuss specifically the items learned at the trustee convention workshop.
- b. **Meeting Room Policy.**

After discussion, Thaemert moved to eliminate the fee requirement for the public use of meeting room space. Mortensen seconded. All approved, motion passed.
- c. **Study Room Policy.**

After discussion on the continued need for a separate study room policy, Hyer moved to revoke the study room policy. Soelberg seconded. All approved, motion passed.

**7. NEW BUSINESS**

- a. **Tutoring Policy.**

After discussion on the continued need for a separate policy for tutors, Thaemert moved to revoke the tutoring policy. Hyer seconded. All approved, motion passed.
- b. **Library Use Policy.**

Currently, the library use policy sets out different fee schedules for non-resident fees. There are several possible methods to determine the costs for non-residents to use the library, including a tax bill calculation or a flat rate. There was also discussion on charging different rates senior citizens and non-senior citizens. There was general consensus to eliminate the different fee schedules for



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senior citizens and non-senior citizens but the board needed some additional information on the tax rate calculation for 10% of a property value and what to do with individuals who rent outside the city.

c. **Employee Dress Standards Policy.**

The city of Eagle is currently drafting an employee dress standards policy which would cover all those individuals working at the library, making the library policy redundant. Soelberg moved to conditionally revoke the employee dress standards policy if the city of Eagle policy was adopted. Mortenson seconded. All approved, motion passed.

d. **Fee Schedule.**

This issue was tabled for the next meeting when Mr. Bungarner can explore options of calculating non-resident fees.

e. **Reorganization Proposal.**

At a previous board meeting there was discussion on having a part-time lifelong education position added to the organization. After further review Mr. Bungarner requested the part time position be a public relations focused position that could promote the work of the library and assist with the development of promotional opportunities. Hyer moved to convert the lifelong education position to a public relations position. Mortensen seconded. All approved, motion passed.

f. **Public Relations Assistant Job Description.**

A draft job description was presented for the public relations position. After general discussion the job description was tabled for the next meeting in order to explore possible job titles, appropriate pay grade and other details.

8. **PUBLIC COMMENT:** None

9. **ADJOURNMENT:** Mortensen moved to adjourn the meeting at 7:21. Hyer seconded. All approved, motion passed.