

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, January 18, 2018**

Members Present: Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

Members Absent: Allen Bone

Others Present: Abbi Dooley, Mallory Witham, Angela Claver, Heather Miles

Meeting called to order by Vice Chair Bruce Harrop at 5:04 pm

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

MINUTES: Maggie moved and Holly seconded the *motion to accept the minutes of the regular meeting of Thursday, November 16, 2017 as written.* **The motion passed.**

FOR: Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

AGAINST: None.

LIBRARY DIRECTORS REPORT:

Staff updates:

Marilyn's Last Day: Abbi reported on the events of Marilyn Trosper's last day as Library Director. On January 5th the staff met at Blodgett's for breakfast with Mary O'Brien joining them. This was followed by a public reception from 11am to 1pm held in the atrium. It was well attended and Marilyn was presented with parting gifts of an engraved vase and a check for \$150.

Marilyn & Mary's Retirement Party: A joint retirement party was held for Marilyn and Mary with approximately 50 attendees on November 17th. Mary was presented with a retirement gift of a \$300 gift card to the Izaak Walton Inn and a \$75 check, and Marilyn was presented with a sewing machine and a \$100 gift card to JoAnn Fabrics. All retirement gifts were paid for with funds from the North Lake County Library Foundation.

David Marshall: David Marshall successfully completed his 6 month probation period. David is currently our Saturday part-time staff person and has expressed interest in returning each summer during his college years to fill one of our summer staff positions. Abbi reported that she has a student interested in filling David's current position.

Community Outreach:

Parade of Lights: The library staff participated in the Polson Parade of Lights in December. Public Services Librarian, Ser Anderson was our "Grinch" and the staff enjoyed dressing up and handing out candy canes to the crowd.

SLLI Project Update: Abbi updated the board on the Summer Library Leadership Institute project that she is working on. She found that both the Polson and Ronan high schools have programs for adult continuing education. Rather than compete with those programs, Abbi chose to proceed with a Senior Citizen Outreach Program. She and Heather are working on this project together. The program will be geared toward assisted living and nursing home facilities with a focus on residents who cannot come to the library. It will not include individual homes.

Library Programs:

Adult Coloring: Angela presented a report on the Adult Coloring program held January 17, 2018 with 26 people in attendance. The theme was "Achromatic" and snowmen were abundant. The participant evaluations were very positive. Five mentioned how relaxing the event was. Seven voted for a monthly coloring program. One patron added to please "turn up the heat."

Technology Classes: Heather reported on her technology programs. She had 2 patrons in attendance for the January 16th session. Heather felt the small group allowed for more questions. She noted an increase in requests for one-on-one technology sessions with patrons, as many received new devices in December. Her next program is Tuesday, January 30th.

Adopt-a-Book: Abbi reported that the 2018 Adopt-a-Book program will be held in February for "I Love to Read Month." Books are \$15 each, which is a one dollar increase from last year.

Administrative:

FY2017 AFR: Abbi reported that the Fiscal Year 2017 Annual Financial Report was filed on time with the State of Montana. No audit is needed as the total revenues did not exceed \$750,000.00

Bank Signature Cards: Abbi had Maggie & Bruce update signature cards for the library checking accounts at Glacier Bank.

Sales Revenue Update: Abbi gave an update on the Amazon.com, Thrift Books, and the display case sales. Holly asked if the board could review these each month. Abbi stated she will include these in the monthly reports.

Friends of the Library: Abbi shared that the Friends of the Library group is meeting January 19, 2018 to elect new directors. John Freemole has stepped up and is likely to be President. Outgoing president, Mary Ann Jones and other former officers will vote to elect the new directors to reestablish the group. Additional discussion was held regarding the details and existing monies held by the Friends of the Library. Holly Wurl asked for more information about John Freemole. Abbi replied that he is a retired social worker and library user. John felt called to step into the role.

Weather Closure: The library closed at 4:30pm on Friday, December 29th due to extreme winter weather with the chairman's permission. An emergency travel only warning was issued by Lake County. Abbi noted she was glad the library opened on Saturday, as there was quite a lot of traffic in the library despite the snow.

Staff Development Day: The library will be closed for staff training on Wednesday, January 24th.

Electronic Database Subscriptions: Abbi informed the board that she did not renew Ebsco's Small Engine Repair nor Academic Search Elite. The patron usage was not high enough to justify the cost. The library renewed World Book and will make an effort to get more patron use out of it this year. The library wants to encourage usage by the homeschools in the area and Mission Valley Christian Academy. Abbi stated that World Book can also be a replacement for the AWE children's computer program we are currently using, as it offers free educational games.

A to Z World Food has been added to the library's electronic resources. This database highlights world culture, recipes, and other information. The cost for a year was under \$300 and offers a unique resource for our patrons. Abbi stated that the staff has already been thinking of programming ideas to tie to it.

Courier Service: Abbi reported that Critelli abruptly canceled their contract with the Montana State Library (MSL) for courier service. The MSL is now working on getting a temporary vendor and a new permanent vendor. Imaginelf Library has coordinated a temporary courier during the transition. One of the county's employees is acting as courier between Kalispell and Missoula and is picking up and dropping off our crates. They will bill us after the temporary vendor is put in place. Right now we are only able to share with Partners in western Montana. If they can find someone to deliver to Livingston, then eastern Montana service will be resumed. Holly asked if we could save costs by continuing to use Flathead County's courier. Abbi explained that the Flathead County courier is temporary and that the MSL will negotiate a statewide contract with the new vendor. Critelli was charging \$22.50 per stop with an additional charge if they picked up more than 4 crates per day.

Building & Equipment:

Heating System: Abbi reported that the compressor over the Library stopped working. It was able to be fixed this time. The repairman said he may not be able to get the parts in the future due to the age of the unit. It is original to the building. Maggie suggested that the Board ask the Foundation for the money to fix the heating system. Holly asked if we have explored reflective covers for the atrium to reduce heat loss in the winter and to reduce cooling in the summer. Maggie thought that those windows may need to be replaced. She suggested putting a roof or arch of some kind over the windows. She asked about the effects of the heavy snow fall. Staff had reported the windows were bowing in during the blizzard due to high winds and heavy snow. Discussion of possible action and solutions followed. The board asked Abbi to get multiple bids and to get back to the board with more information.

Outside Book Drop: Abbi informed the board that the outside book drop lock is faulty and may need to be replaced. The door is warped and sticks. Staff has been having trouble locking it properly.

Story Shuttle: The Story Shuttle was hit sometime in the last week of December. Abbi stated that they believe it was hit while it was parked at the Library. Abbi has looked at the security camera footage from the night of the blizzard, but she did not see anyone hit the van. The back panel is dented and the bumper is damaged. A police report and insurance claim have been filed. The preliminary estimate for repair from Collision Craft is \$3,098.82 with a \$2,500 deductible. Abbi will get a second estimate from Oh's before proceeding. Abbi noted that she thinks we should get multiple quotes this year on the insurance. A discussion followed regarding the current insurance policies for the van and building and the board agreed that we should look for a better deal with a lower deductible. Abbi noted that although the bumper is dented, the back gate on the shuttle is locking and latching. Maggie suggested also getting an estimate from Ed Loder in Ronan. Abbi noted that the quote included replacing the wrap on the back window. She wants to get a new

estimate for the entire wrap on the Story Shuttle because it is peeling. Bruce Harrop asked if it was possibly hit by a snowplow. Abbi said that it is possible and that she will continue to review video as time allows.

Continuing Education & Meeting Schedule:

Abbi reported that staff will be attending several upcoming continuing education events:

- Heather is attending Offline conference in Great Falls February 2nd & 3rd
- Abbi is attending the Content Management Committee Meeting in Helena February 21st
- Kendra is attending NASA @ My Library training in Denver February 26th – March 2nd
- Abbi is attending the Public Library Association Conference in Philadelphia March 21st – 24th

BOARD BUSINESS:

Financial:

November 2017 Financial Report: Abbi had emailed the November 2017 claims, monthly spreadsheet, and Black Mountain Software reports to the trustees prior to this meeting. Abbi answered questions from board members regarding the reports she had sent out prior to the meeting. Bruce asked if patrons were reading the Great Falls Tribune newspaper. Abbi responded that it was a special request years ago and is being read regularly.

Holly asked if the board could get a complete list of all the magazines the library currently subscribes to. Abbi replied that she is currently evaluating the magazine selection. She is watching the circulation of all the titles and genres. She reminded the board that some magazines are specific donations to the library. Abbi shared her idea to move teen periodical to the adult section to see if this increases their circulation.

Maggie asked if the CenturyLink bills are for telephone. Abbi confirmed that it is just for the telephone service.

Holly asked if the compensated absences from November was a total for both Mary and Marilyn. Abbi replied that it was for Mary only, as Marilyn did not retire until January. Marilyn's total will show on the January financials.

Maggie asked about the cost of shipping and handling and why it is separated from the cost of books. Abbi explained that the cost is separated out for accounting purposes. She added that there isn't much cost for shipping and handling for books any longer as the library has been purchasing from Amazon.com, BarnesandNoble.com, and Costco. We have stopped purchasing as much from Ingram due to the shipping charges.

Holly asked about the charges at Costco and whether or not staff was being paid to shop. Abbi replied that she often gets library supplies and books at Costco in conjunction with personal trips, and that she is not being paid for her time to do that.

Maggie asked about the library cash flow issue. Abbi reported that the transfer from Whitefish Credit Union helped with cash flow, but now we have received the November tax revenue. Abbi will evaluate future cash flows to determine how much money can be transferred back into Whitefish Credit Union and will present a request at the February meeting. Glacier Bank is reviewing the library's accounts and Abbi hopes to get a

better interest rate on the overnight sweep account, however Whitefish Credit Union paid out 1.08% on the December dividend, which will be hard for Glacier Bank to compete with.

Holly asked for clarification on the costs of the retirement parties. Abbi stated that the Foundation gave the money for the parties and she did not go over their budget. The reports show “over budget” because the board did not actually budget any money in the Foundation accounts last summer because they did not yet have the money.

Angela Claver commented that both Mary and Marilyn felt “well honored” by their celebrations.

Holly questioned the increase in the auto insurance deductible and why it was not properly budgeted. Abbi responded that it was an oversight.

Brooke moved and Maggie seconded the *motion to accept the November 2017 Financial Report as presented.*

The motion passed.

FOR: Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

AGAINST: None.

Holly moved and Maggie seconded the *motion to accept the December 2017 Financial Report as presented.* **The motion passed.**

FOR: Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

AGAINST: None.

Clarkson Trust:

- Fourth quarter proceeds were \$4,686.34 from the Clarkson trust.
- Fourth Quarter Statement summary from First Interstate Bank:

Beginning market value 10/1/17	342,688.03
Income & Capital Gain Distributions	6,861.36
Withdrawals and fees	(5,729.68)
Change in account value	6,045.54
Market value on 12/31/17	\$349,865.25

North Lake County Library Foundation:

- Financial Report from NLCLF Treasurer

Fund	Value at 12/31/17	Cash Available at 12/31/17
Harris	141,893.63	765.35
Hochmark	267,431.95	2,846.25
Townsend	85,588.64	1,768.38
Voorhees	22,822.25	6,651.95
Stock Account from FIB	83,041.29	4,413.08
Total	\$600,777.76	\$16,445.01

Eagle Bank: The interest is now current and reflected on BMS reports. Abbi added that the bank fixed their error.

Unfinished Business:

Evaluation Form for the Director: Discussion was held regarding suggestions from the trustees for a new evaluation form. Brooke compiled her draft by using parts of several other forms she found. The trustees had reviewed and discussed these previously. Holly thanked Brooke for her work on these revisions. Holly suggested the board think about this form for the next month or two and continue to revise the final draft.

Planned Giving Policy: The idea that the board should consider creating a policy for the Library regarding planned giving and endowment funds was revisited. Not having a policy may affect the Library's eligibility to receive the ELSA award. Bruce stated that this idea has been considered for quite a long time and that they were going to work with the Foundation. Abbi clarified that the Library needs its own policy to cover gifts and grants to be formally documented, as money given directly to the Library cannot be transferred to the Foundation since they become public funds. Maggie suggested the board could use simple and broad language. Maggie stated that patrons wanting to make a large donation would most likely be redirected to the Foundation, as they can get a better return on their investments. Holly asked for clarification regarding large donations. Abbi and Maggie answered her concerns. Abbi will create a policy and present it at the February meeting. Holly asked to see a copy of the ELSA requirements. Abbi responded that the 2018 form has not yet been made available and that there was talk that changes had been made. She will continue to watch for this information and present it when available.

New Business:

North Lake County Library Foundation: Maggie gave a detailed report on the meeting of the North Lake County Library Foundation that was held on January 10th. Cindy Willis was nominated and elected as Vice Chair. Marc Vergeront presented information on the investments of the Foundation and there was discussion about the challenges they faced in moving the investments from First Interstate Bank to Edward Jones.

Thank You Notes: Thank you notes from Mary O'Brien and Marilyn Trosper were read by Bruce.

Monthly Statistics Report: Abbi had emailed the reports for November and December 2017 and the 4th Quarter Circulation Statistics prior to this meeting. Holly asked if Julie had finished her update of patron records. Abbi responded that more work needs to be done and that she wants to implement a procedure of deleting patron records without fines or fees that have not been active for three years, rather than the current five years. The library is charged based on the number of patrons in the database. Abbi stated that the MSL will be sending out a survey to get those records deleted in a batch process. Abbi asked the Board if it would be acceptable to change anyone with a 59860 ZIP code to be listed as a POLSON-RESIDENT. Currently the POLSON-RESIDENT field only includes patrons who live within the Polson City limits. This creates problems for mass database clean-ups. Those listed as LAKE COUNTY-RESIDENT will then be people living in Pablo, Ronan, Big Arm, etc. The Board agreed unanimously for Abbi to implement this change. Bruce made the comment that he was surprised that the library is charged per card holder. He asked if deceased patrons are currently reflected in the statistics. Abbi replied that the staff tries to keep up with deleting deceased patrons as they become aware of them, but no one is currently reading obituaries for that purpose. Bruce asked why stats were monthly when they are also listed quarterly. Abbi clarified that the quarterly statistics are for Circulation figures. Bruce expressed that he wants to keep things easy for Abbi and the staff in collecting these figures. Holly asked about the remaining cataloging and processing statistics. Abbi

responded that Marilyn made significant progress in the backlog and that there are about 100 books still needing to be cataloged from the backlog. Maggie confirmed that, as a patron, she is seeing many new books are going on the shelves. Abbi said her goal is to have a one-week timeframe for cataloging and processing new books.

Story Shuttle Repair: Holly moved and Maggie seconded the motion to have the Story Shuttle repaired at an out-of-pocket cost of the Library's auto deductible (\$2,500.) **The motion passed.**

FOR: Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl
AGAINST: None.

OTHER BUSINESS:

- Holly proposed the idea of changing the Board of Trustee meetings so that they do not conflict with SPLASH. Discussion was held and there was agreement that a change in date for meetings would be a positive one. As the Library is a Chamber member, changing the day would allow the Trustees, Library Director, and staff to attend these beneficial networking events. Days were discussed with Abbi noting that some staff members have commitments on Wednesday nights. It was suggested that the board could move meetings to the fourth Tuesday or fourth Thursday, with the fourth Thursday being preferable. The trustees decided to revisit this topic next month, in hopes that all will be present.
- Bruce and the rest of the board thanked the staff for the Christmas gifts in December.

PUBLIC COMMENT: None.

NEXT REGULAR MEETING: The next regular meeting of the Board of Trustees is scheduled for Thursday, February 15, 2018 at 5:00 p.m. in the Library Meeting Room.

The meeting adjourned at 6:39 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director