

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, July 26, 2018**

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

Others Present: Abbi Dooley, Mallory Witham, Heather Miles, Kendra Mullison

Meeting called to order by Chairman Allen Bone at 5:05 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

MINUTES: Holly moved and Maggie seconded the *motion to accept the minutes of the regular meeting of Thursday, June 28, 2018 as written.* **The motion passed.**

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

AGAINST: None.

LIBRARY DIRECTORS REPORT:

Library Programs:

Technology Report: Heather reported on her upcoming Internet Security Class which will be held July 31st. Everyone is welcome to attend. She has created a new PowerPoint presentation and will be covering hacking and identity theft.

Author Visits: Abbi Reported on the recent author visits. Milana Marsenich did a reading and book signing on July 11th. There were 22 in attendance for her program. Her latest book is set in the Mission Valley. Leslie Budewitz talked about the cozy mystery genre and her two series on July 18th. There were 13 in attendance for her program. The theme was Christmas in July, based on her latest book, with Christmas-time refreshments and music. Author Gwen Florio is renting the meeting room to present on her latest book on August 22nd at 5:30pm. She is the editor of the Missoulian.

Humanities Montana Program: Almeda Bradshaw will present her Humanities Conversations program, "Homes & Honky Tonks: Post WWII Women in Country Music" on August 15th at 6pm. This program is for adults and ties into the Family Summer Reading Program.

Adulging 101: Session two was held on July 17th focusing on etiquette and safety. There were 7 kids, 1 adult, and 3 police officers in attendance. The final session for this summer will be Tuesday, August 21st at 1pm on the topics of finance and travel. Abbi noted that the police officers presented first but stayed for the remainder of the presentation and commented that they learned a lot about etiquette.

FSRP: Kendra stated that seven of the nine planned programs have happened and have been very successful. There are two events left: the SciNation Maker Truck on August 2nd, which specializes in culturally sensitive maker activities, and the Movie Day on August 9th in partnership with the Showboat Cinemas. The theater

will be showing *Mary Poppins* for this event. They generously donate free bags of popcorn and the library will provide bottled water. The final day to turn in reading logs is Friday, August 10th. Happy Hippo rides will be on August 14th, and the ice cream social and book sale will be held August 16th. Abbi reported that the library received an unexpected grant from the Town Pump Foundation for \$1,000. She also informed the board that the street closure for the August 2nd event has been approved by the City.

Community Outreach:

Local Media: Abbi and Mallory attended a public meeting with the new editor of the Lake County Leader on July 25th. Joe Sova is very community minded and interested in events happening at the library.

Staff Update:

Youth Services Assistant: David Marshall has submitted a letter of resignation and has decided not to return next spring.

Administrative:

Service Animal Training: The staff will attend a Service Animal Training on Friday, July 27th at 8:30 am at the library. Abbi was contacted by Bill and Janet Austin who asked to present to the staff. They will talk about the applicable laws, types of service animals, and the rights of the patrons and the library.

NASA @My Library: The library received a full reimbursement for Kendra's travel to Denver to attend the training that was held in February.

Building & Equipment:

Automatic Door Opener: Valley Glass installed the automatic door opener on Thursday, July 19th. Jensen Electric hooked up power to it yesterday. The Trustees inspected the door prior to the beginning of the meeting. Allen and Bruce wondered if the timing can be adjusted for the winter so the door does not stay open quite so long. Abbi stated she will check with Valley Glass.

HVAC Update: Two additional companies were contacted for quotes at the requirement of the Foundation for the library to receive the funding for the upgrade. Both have been into the library and Abbi received their quotes yesterday. Abbi was told by Gary and two other companies that removing walls will not affect the size or location of the units. Some vents may need to be moved, but with a drop ceiling that should not be very difficult nor expensive. The Trustees reviewed all of the proposals and discussion ensued. Abbi reported that she has learned that for work done in excess of \$25,000, the contractor is required to follow the Prevailing Wage law for Montana. She also noted that governmental contracts require a 1% withholding for gross receipt taxes as required by State law. Abbi has contacted the library attorney to have her draw up a contract.

Continuing Education & Meeting Schedule:

PNLA: Staff will be out of the library on varying days August 1st – 3rd to attend the Pacific Northwest Library Association conference in Kalispell.

FRIENDS OF THE LIBRARY REPORT:

The next meeting is Friday, July 27th at 1pm in the library meeting room. The Friends book sale will be Thursday, August 16th from 10am to 3pm in the small meeting room.

FOUNDATION REPORT:

Abbi attended the Foundation meeting on July 11th. Mark Vergeront gave a report of the investments of the Foundation. Abbi presented Maggie with a copy of the information. The Foundation will be sending two members to a non-profit conference in Helena. They discussed updating their website. Abbi presented the library's request for funding. The Foundation approved \$13,850 for normal annual expenses that have been budgeted. Foundation treasurer, Rick Lapiana was not satisfied with the two quotes that were obtained for the HVAC upgrade and is requiring a third quote before they will decide on funding. Melanie Brooks gave Abbi the names of two companies that were contacted for the Mission Bay HVAC upgrade. Abbi left after this point in the meeting. Abbi reported that Rick dropped off a check for the \$13,850. He told Abbi that First Interstate Bank retained approximately \$3,000 as a closing fee. Per the Foundation's agenda, the next meeting is October 10th.

BOARD BUSINESS:

Financial:

June 2018 Financial Report: Bruce asked what made up the amount in the miscellaneous object number. Abbi explained that it was for document shredding which had not been budgeted. Holly asked about the cost for the roof maintenance. Abbi clarified that they come two times per year but only bill once, so the cost was for fall 2017 and spring 2018. Holly asked about the IT status and whether there would be a large future outlay of money. Abbi noted that the new Wi-Fi has been installed, but that Jim is still working on the new server. Abbi noted that the new Wi-Fi has better coverage and is easier for patrons to use. Bruce moved and Brooke seconded the *motion to accept the June 2018 Financial Report as presented*. **The motion passed.**

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

AGAINST: None.

Clarkson Trust: Maggie and Abbi agree that the returns on the Clarkson Trust held at First Interstate Bank are dismal and both feel the Trust is not being managed well. Abbi noted that she reviewed the Trust and will contact John Mercer to find out if the Personal Representative of the estate could revoke naming FIB as the Trustee. Abbi noted that the fees being charged are one issue impeding the growth of the fund. She also noted that a large portion of the Trust is currently invested in bonds which are not performing well. Allen suggested speaking to another banker for advice and counsel.

2018 2nd Quarter Statement from First Interstate Bank

Beginning market value 04/1/18	348,633.01
Income & Capital Gain Distributions	1,949.04
Withdrawals and fees	(1,060.21)
Change in account value	(640.93)
Market value on 06/30/18	\$348,880.91

North Lake County Library Foundation: Financial Report from NLCLF Treasurer as of 7/1/18

- Checking Account - \$7,976.60
- Donation Account - \$872.92

- FIB Account – amount remaining not listed

Financial Report from Edward Jones as of 7/11/18

Fund	Value at 7/11/18
Harris	141,005
Hochmark	274,449
Townsend	85,019
Voorhees	22,895
NLCLF	355,072
Total	\$878,440

Unfinished Business:

HVAC Upgrade with new quotes: Maggie moved and Holly seconded the *motion to rescind the motion of June 28, 2018 to accept the quote from Mountain Mechanical for three new HVAC units, installed, contingent on interior remodeling changes.* **The motion passed.**

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

AGAINST: None.

Maggie moved and Brooke seconded the *motion to allow Abbi Dooley to move forward with acceptance of a quote for replacement of the three HVAC units, from the lowest quote to the highest, dependent on contractor meeting the requirements of a responsible bidder and signing contract.* **The motion passed.**

FOR: Allen Bone, Bruce Harrop, Maggie Newman, Brooke Wegner, and Holly Wurl

AGAINST: None.

FY2019 Budget Discussion: Abbi asked if there were any final thoughts before the vote in August. Maggie commented how thoroughly and clearly Abbi had prepared the budget. The Trustees were excited that the revenues were within \$1,000 of last year and that the expenses are down.

New Gmail accounts: Abbi asked if anyone was having difficulty getting into their new email accounts. Everyone has been able to get in. Heather assisted those that were having difficulty.

Election of FY2019 Officers: Maggie suggested that they keep the same slate of officers. There were no objections. All agreed by consensus. The FY2019 officers are as follows:

- Chair – Allen Bone
 - Vice Chair – Bruce Harrop
 - Tamarack Representative – Holly Wurl
- Designation of Foundation Representative – Maggie Newman

New Business:

Monthly Statistics Report: Abbi presented an infographic summing up statistics for FY2018. The board members had a very positive reaction to this eye catching format. Abbi will have these printed on a heavier paper and available for distribution. A portion will be given to the Friends of the Library to send out in their mailer.

Quarterly Circulation Report: Holly asked about the small circulation number of Westerns. She wondered if the issue is the location and because most of the books are in large type. Abbi stated that the westerns are just not as popular as other genres, but also noted that many are still “carded” and not captured in the Work Flows system. Holly was surprised at the number of checkouts for lifejackets.

OTHER BUSINESS:

2019 Trustee Election: Abbi clarified a comment from a prior meeting, and noted that Bruce Harrop is eligible to run in the election for an official second term, as his first term was to fill a vacant seat. Bruce stated that he has served for a total of 12 years, and has decided not to run for reelection. Abbi stated that she believes February will be the deadline for prospective Trustees to file paperwork to be on the ballot. The cost of the election was discussed and Abbi noted that we share the cost with other districts, including the school district, that are part of the election.

PUBLIC COMMENT: None.

NEXT REGULAR MEETING: A public hearing will be held prior to the next regular meeting on Thursday, August 23, 2018 at 5:00 p.m. to hear public comment on the FY2018 budget amendments and the FY2019 budget. The regular meeting will follow immediately afterward.

The regular business meeting concluded at 6:20 p.m.

EXECUTIVE SESSION: The Trustees and the Library Director went into executive session for the purpose of conducting a 6-month evaluation of the Director.

The meeting adjourned at 6:34 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director