

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING  
Tuesday, June 19, 2018**

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

**Others Present:** Abbi Dooley, Mallory Witham

Meeting called to order by Chairman Allen Bone at 5:00 p.m.

**ADDITIONS OR CHANGES TO THE AGENDA:** None.

**PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA:** None.

**BUDGET DISCUSSION:** The purpose of tonight's meeting is to begin discussions for the FY 2019 budget. The expenditure budget was reviewed by fund and object number. The revenue budget is not complete, as the library has not yet received the mill levy value. The following are topics that received significant discussion:

- Abbi reported that she has made changes to several object numbers to be more in line with the BARS Chart of Accounts. There are a few objects still listed on the budget reports that have already been combined into new object numbers, however they cannot be removed from the report as they had an amount budgeted for FY18.
- Abbi also reported that the FY18 figures are incomplete as the remaining June claims, revenue and one more payroll have not yet been entered into the accounting system.
- The balance in the Story Shuttle Fund (2753) will likely be used in FY19. This is a restricted fund, so once the balance is at zero, expenses will come out of the General Fund (1000).
- The restricted collection funds (2755 and 2758) still have good balances and are being used for the purchase of books, DVDs, and Audiobooks. Some of the money is restricted to items not to be added to the collection (shelving, equipment, etc.).
- We expect to get the same amount of money from the Tamarack Federation in FY19. It has been designated to technology (\$1500), community outreach (\$500), and continuing education (\$555).
- The \$10,000 transfer into the Depreciation Reserve Fund (4510) has not yet been completed, and therefore is not reflected in the total in that fund. With the transfer there will be approximately \$256,000.
- Abbi has budgeted \$300 toward the purchase of a cutting machine (Cricut/Brother Scan and Cut) to be used by the staff as well as in the Makerspace program.
- Moon River has yet to send their final bill for the courier. The hope is that we will receive this soon so it can be posted to FY18 in a timely manner.
- Abbi has budgeted a similar amount from FY17 for the upcoming election in the event that more than two people run, however it is a best guess. Holly will be up for re-election and Bruce will term out.
- Holly asked about the LED lighting project that was completed in FY17 and whether we are seeing a cost savings. She asked if the rebate was received from Mission Valley Power, and commented on the high expense of the project and a lack of knowledge about the project before it was done. Abbi stated that the full amount was billed by M&M Lighting and MVP sent a rebate check. Bruce noted that we won't see a savings for a while. Abbi stated that they have not had to replace any bulbs and shouldn't

have to for several years. Abbi also noted that the majority of the electric bill is related to the HVAC system which is dependent on the weather.

- Abbi noted that she may need to increase the IT Consulting line item (359). Jim is still working on the new server and Wi-Fi systems. These won't be billed until July or August. Holly stated that she thinks it would be better to find someone local for IT services so that we are not paying mileage. Abbi noted that Jim can remote in for most problems, so there is no mileage charge. She also noted that there is no "learning curve" with Jim, as he is very familiar with our system.
- Abbi noted that although an audit is not required, the Trustees may want to pay for a financial review. Maggie stated that she thought that was a good idea, and Abbi concurred. The consensus was to use the same firm. Abbi will contact Wipfli to get an estimate on cost and will add it to the budget. Maggie expressed concern that if the Foundation gives the Library money for renovation that it may put us over the \$750,000 revenue mark. She stated that it would be good to spread renovation projects out to avoid going over the threshold so that the cost of an audit could be avoided.
- Abbi noted that she has received two quotes for replacement of the HVAC system. Temp Right out of Missoula came in at \$59,500 for three LENNOX units. This company currently performs maintenance on the existing units. Mountain Mechanical in Polson came in at \$51,496 for three YORK units. There will be additional charges for electrical and roofing required for final installation that are paid to different companies. Two of the existing units are about 30 years old and one is about 15 years old.
- Abbi received a quote on adding automatic door openers to one of the entry doors and both library doors from Valley Glass. The cost with labor came in at \$8,205. Additional electric will need to be performed and paid to another company.
- Abbi informed the Trustees that the library has been experiencing significant plumbing issues. The plumber suggested that it may be time to replace the toilets and sinks. Abbi noted that the cost of the repairs adds up quickly and that it would be nice to have auto-flush toilets and automatic sinks. Abbi also stated that an idea with renovation would be to use all or a portion of her existing office as a family bathroom, as the plumbing is in the wall in her office.
- Abbi shared her vision for reconfiguration of staff desks. She would like to see Kendra in the children's section, Heather near the computers (to be moved to the Annex), Ser and Angela at a circular reference desk in the current foyer, and offices for herself and Mallory in the space that Mallory and Heather now occupy.
- Maggie asked if Abbi has considered adding self-checkout. Abbi said that she has and even received a quote to do it. The cost through EnvisionWare would be about \$1,500 installed for the software. We would need to purchase a receipt printer and touch-screen monitor. There is a \$212 per year maintenance fee that begins in year two. Abbi would also like to check with other companies for their options.
- Holly asked what the total cost was of Abbi's attendance at the PLA conference in April and noted that it was a big expense and that it should not be an annual expense. Abbi and others clarified that it is a semi-annual conference. Abbi also noted that the budget for continuing education is not just for her, but for all staff members. Abbi stated that she did not have specific figures for the coming year but would re-evaluate that budget item for FY19 as PLA would not be occurring.
- Abbi noted that the Montana Shared Catalog expense decreased over last year due to the clean-up of the patron database. She noted that Montana Library2Go costs are the same as last year and OCLC dropped slightly.
- Abbi received a quote from EnvisionWare to add mobile device printing to the library's services. The cost would be an additional \$725 per year plus a one-time set up fee of \$150. She noted that there have been requests for this by patrons.

- Abbi received an insurance quote from Cincinnati Insurance that was lower than MACO's renewal quote. Cincinnati also offers a \$1,000 auto deductible versus MACO's \$2,500 deductible, and they guarantee the rate for three years (barring any major changes to building/collection valuations). Abbi received the information late last Friday and signed the paperwork to get the 2-week cancellation notice sent into MACO on time. Abbi noted that she turned in the paperwork to Payne West in April and only received information from them on the new rates last week.
- Maggie congratulated Abbi on creating an expenditure budget that is more closely aligned with projected revenue. Abbi noted that due to retirements last year, the budget had to be higher. She also stated that her goal is to try to avoid using General Fund cash reserves, if possible.
- Abbi had emailed information on the current staff to the Trustees prior to the meeting. The spreadsheet included the current rate of pay, years with the library, and Abbi's notes regarding changes to job duties. Abbi stated that the staff have been working hard and most have taken on new job duties. Abbi noted that she would like to be able to budget for an additional part-time staff member. Discussion ensued. It was asked if the staff received raises last year; Abbi stated that everyone received a 2% increase.
- Abbi summarized her wish list of renovation projects for the library. Maggie noted that the atrium windows are failing badly and must be replaced. The consensus was to eliminate the top windows and replace them with a roof, then replace the lower windows. Abbi noted a few additional items such as an indoor accessible book drop, new flooring, furniture with USB ports and outlets, ADA compliant shelving for space and height, and generally a better line of vision around the library (among the other items noted previously). Holly asked if Abbi would email her list. Abbi will send it with the meeting information. Abbi and Maggie agree that their conversations with the Foundation suggest that they are ready and anxious to help financially with the renovations. Abbi has contacted Demco to do an interior design layout and hopes to see it in virtual reality. Holly asked if the existing shelving could be cut down, and noted the cost to have them repainted was over \$10,000 just a few years ago. Maggie noted that these are the original shelves from the "old" library. Abbi stated that it was unfortunate that so much was spent on repainting, but the existing shelving is not very accessible for many people. Holly cautioned the Board to not make a similar mistake as we move into renovation.
- Holly summarized the general fund projected expenses versus projected revenues. The Board overall expressed satisfaction that the budgets are so close. Allen noted that the Board is aware of the budget responsibility that Abbi has shown. Brooke asked if either memorial or unrestricted funds can be used for things like replacing the drinking fountain or other similar expenses. Abbi noted that they can be used for those purposes as long as they are not designated for a specific project.
- Abbi noted that we have the Depreciation Reserve Fund specifically for large projects and she has budgeted the entire fund in the event that we need to use it. It was agreed that we will also research and seek out grants. Abbi also noted that the outside of the building needs to be painted, as the old lettering (Polson City Library and Sandpiper Gallery) is visible.
- Abbi informed the Trustees that the finalized budget must be turned into the County by August 25<sup>th</sup> – the day after the August board meeting, so discussion will need to be held at the June meeting and the budget finalized at the July meeting for a final vote in August.

**OTHER BUSINESS:** None.

**PUBLIC COMMENT:** None.

**NEXT REGULAR MEETING:** The next regular meeting of the Board of Trustees is scheduled for Thursday, June 28, 2018 at 5:00 p.m. in the Library Meeting Room.

The meeting adjourned at 7:22 p.m.

Respectfully submitted,

*Abigail J. Dooley*

Abbi Dooley, Library Director