

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, June 28, 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 5:01p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

MINUTES: Holly asked to correct the wording of her Tamarack report to make clear that we are in a great position in terms of funding, support and services compared with other libraries. Maggie moved and Brooke seconded the *motion to accept the minutes of the regular meeting of Thursday, May 24, 2018 as corrected.* **The motion passed.**

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

AGAINST: None.

Bruce moved and Maggie seconded the *motion to accept the minutes of the special meeting of Tuesday, June 19, 2018 as written.* Holly asked for clarification on the depreciation reserve account. Abbi clarified how the money is divided between funds and in the accounts at the two banks and credit union. Maggie asked for clarification about what constitutes the total in Eagle Bank. Abbi explained that the CD at Eagle Bank has approximately \$113,000 that are general fund monies and about \$137,000 that are depreciation reserve monies. A vote was called. **The motion passed.**

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

AGAINST: None.

ABSTAINED: Holly Wurl

LIBRARY DIRECTORS REPORT:

Library Programs:

Technology Report: Heather held a class on June 26th on Montana Library 2 Go. She had five participants for the program. Heather felt the group had a good discussion, and participants downloaded the app onto their devices. Her next program will be July 31st covering the topic of Internet safety. Abbi added that Heather is taking courses on computer networks and other information technology (IT).

Author Visits: Abbi reported that Polson author, Milana Marsenich will be at the library July 11th at 7pm to do a reading and book signing. Her latest book, *The Swan Keeper* is set in the Mission Valley. Abbi also stated that Bigfork author, Leslie Budewitz will be at the library on July 18th at 5:30pm to sign her newest book, *As the Christmas Cookie Crumbles*. The evening will have a "Christmas in July" theme. Leslie is a "cozy" mystery writer and has two published series.

Adulting 101: Session two will be held Tuesday, July 17th at 1pm. This session will be on “Work, Dating, and Social Media Etiquette” and will include personal safety and the “Freshman Blues.” Abbi reported that there were 15 teens and two parents present for the first class. Jason, from Beacon Tire, came to demonstrate basic auto maintenance on the Story Shuttle.

Big Read 2018: The Missoula Public Library received a \$15,000 grant to host the NEA Big Read; we are partnering with them and providing programs in October 2018. The chosen book is Ursula Le Guinn’s *A Wizard of Earthsea*. We are planning two adult programs. An author from Whitefish will be coming to do the young adult program. Kendra will run special Thursday morning programs during that month. Heather, Kendra and Ser have volunteered to head up the program planning for this event.

Family Summer Reading Program: Kendra reported that a 4-year old became our 1,000th registrant for the FSRP. As we are just three weeks in, she stated we are far ahead of the participation from last year. So far, 262 have finished level one and several have finished level eight. The Usborne book fair was a success and the Thursday morning programs have been very popular. So far presenters have included Allen Bone talking about living dinosaurs, an activity kit from Brain Quest, and the basics of recorders with Angela Claver including a geology lesson from Kendra. Two additional programs occurred the first week of the program – Captain Allen Booth and police dog, Brody came for a visit from the Polson Police Department on Friday, June 15th, and the PBS Tour brought Clifford the Big Red Dog to the library on Saturday, June 16th. There was a really great and enthusiastic group for the Clifford visit for a Saturday during the summer. Kendra stated there were almost equal numbers of parents and kids. She lost count when she got to 50 children. Our very own Megan dressed as Clifford. A photo of Clifford and a young patron was published in the Valley Journal.

Community Outreach:

Youth Activities: Kendra had a booth at Linderman’s Sizzling Summer Send-Off on June 6th. The plastic bugs for the bug race were available for practice. Kendra reported that approximately 600 students participated in the event. On June 20th Kendra visited the SciNation Maker Truck at Cherry Valley School. This was a nice preview to get a feel for the program at the library on August 2nd.

Guide to Turning 18: The “Guide to Turning 18” was distributed to 101 graduating seniors at PHS. Kendra dropped these off to the guidance counselor. The cost for the printing is funded by the North Lake County Library Foundation.

Staff Update:

Mallory successfully completed her 6-month probation in April and was given a 50 cent per hour increase at that time.

Administrative:

GPCF Grant: Abbi announced that the library was awarded a \$1,600 grant from the Greater Polson Community Foundation to purchase two charging stations. She will attend the grant agreement signing on July 10th.

Overdue Notices: Abbi discussed a proposal to stop mailing first and second overdue notices to patrons. She explained that patrons can sign up to receive an email notice and/or text notice. Only final mailings will be sent with replacement costs. This will save about 2 hours of staff time each week as well as postage, paper and envelope costs. This has been updated in the proposed Circulation Policy for Board approval. Maggie

suggested that we ask patrons who are consistently on the overdue notice list to sign up for email or Shoutbomb. Abbi noted that the staff has been very proactive in signing patrons up for Shoutbomb and email, and stated that the library has consistently added patrons every month to the Shoutbomb service. Holly asked for clarification as to what overdue notices a patron would receive. Abbi clarified how the three step process works and stated that they would continue to receive the first two notices via email. Abbi also explained that patrons are blocked when the amount due on their account is \$10 or greater. Allen asked how many libraries in the state forgive fines. Abbi answered that policies vary across the state. Lost item fees are not typically forgiven.

Building & Equipment:

Plumbing Issues: Plumber Tom and Smith Septic both had to make service calls to the library. The kitchen sink was leaking, the fountain handle was stuck, and three toilets needed replacement parts in the flush valves. The urinal was clogged and had to be removed from the wall. The plumber suggested that it might be time to replace the units as they are past their useful life and continually need repair.

Roof Maintenance: Whiting Waterproofing performed the spring maintenance and said the roof looks good. They cleared the drains and re-caulked where it was needed.

Continuing Education & Meeting Schedule:

PNLA: The Pacific Northwest Library Association (PNLA) conference is in Kalispell August 1 – 3. To take advantage of a regional conference so close to home, Abbi and Kendra will attend pre-conference sessions on Wednesday, August 1st, Angela will attend Thursday, August 2nd, Ser will attend Friday, August 3rd and Mallory will attend both Thursday and Friday.

FRIENDS OF THE LIBRARY REPORT: FOL met on June 15th. Abbi attended this meeting. They are working on a mission statement and some new promotional materials. The FOL will hold a book sale in the small meeting room on August 16th from 10am to 3pm (the same day as the Ice Cream Social). This will be a good opportunity for them to raise some money toward the projects that they would like to work on for the library. These include height adjustable standing desks for the staff and tablets for patron checkout. The books will be provided by the library from donations and discards. Maggie asked if they had any additional directors. Abbi answered that they still have just four. Abbi also stated that they are discussing possible fundraisers and possibly selling memberships. Their next meeting is Friday, July 27th at 1pm in the library meeting room.

FOUNDATION REPORT:

There was no one from the Foundation in attendance at this meeting. The Library Foundation's next meeting is Wednesday, July 11th at 4pm in the library meeting room.

BOARD BUSINESS:

Financial:

May 2018 Financial Report: Holly moved and Bruce seconded the *motion to accept the May 2018 Financial Report as presented*. **The motion passed.**

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

AGAINST: None.

Unfinished Business:

Evaluation Form: The Trustees discussed the proposed Director Evaluation Form that was emailed out prior to tonight's meeting. The consensus was that Brooke has done a good job constructing the form. Maggie thanked Brooke for her work on this. Maggie asked to revise the statement, "the board works effectively" to include the words "with the Director" as had been discussed at the May meeting. Brooke moved and Maggie seconded the *motion to accept the use of the Director Evaluation form as presented*. **The motion passed.**

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

AGAINST: None.

Circulation Policy: Abbi explained that the policy is essentially the same as presented last month with the only change being that of the overdue notices. Holly moved & Brooke seconded the *motion to approve and amend the Circulation Policy as presented*. **The motion passed.**

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

AGAINST: None.

Library Card Policy: Maggie moved and Bruce seconded the *motion to approve the Library Card Policy as presented*. **The motion passed.**

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

AGAINST: None.

FY19 Budget Discussion: Abbi had the Excel budget spreadsheets on the SMART board. She explained that items showing in yellow on the board are items that had changed since the June 19th budget discussion. Line items were discussed in detail. Maggie asked about budgeting for the HVAC system upgrade. Abbi explained that this will not come out of Fund 2750 (Foundation) but will be paid from the 4510 Depreciation Reserve fund. The money from the Foundation will be credited to the 4510 fund.

Holly asked what the cost was for the AtoZ World Food database. Abbi answered that it was \$270 for the year. Holly expressed concern that so few patrons had used the database. Abbi stated that programming ideas are in the works to demonstrate the usefulness of the database, and that it is a very reasonable cost compared to other programs.

Abbi stated that most of the June 2018 claims have been entered and are reflected in the budget numbers. Maggie expressed concern that we would hit the threshold for requiring an audit based on the budget. Abbi explained that the threshold is based solely on revenue, not expenditures. Based on current projections, the library should still be under the \$750,000 threshold for FY19.

Abbi prepared four different staff wage increase scenarios for the board so they could see how each percentage increase would affect the budget bottom line. She calculated increases of 2%, 3%, 4%, and 5%. She also provided a chart with current hourly rates by employee. The Trustees discussed the various scenarios. Holly asked about the General Fund total increase. Abbi noted that the library's reserves are very good and that most likely not all of the General Fund budget will be spent. Maggie suggested a 3% increase. Allen stated that he would like to see more for those employees who are doing more. Holly asked for clarification on the probation versus post-probation 50 cent increase. Abbi clarified that that has only been the practice

for full-time staff. Holly stated that she feels the staff is doing a great job. Maggie stated that we currently have a great staff and wants to have everyone stay. Mallory asked to add that there is now one less full-time staff member since the Assistant Director position was not re-hired. Maggie added that the library runs better programs and has higher traffic than most libraries our size. She stated that she is not opposed to giving an across the board raise. Brooke suggested that the board give a 3% increase for full time and a 2% increase for part-time employees. Allen suggested a 4% increase for all full-time staff and 2% for part-time, with the exception of Megan as she just started her job two weeks ago. Maggie added that she believes the staff is working really hard. Holly stated that she agreed with Allen's suggestion. The trustees agreed by consensus to give the full-time staff a 4% increase and the part-time staff a 2% increase with the exception of Megan.

Holly asked about the HVAC system and the roofing in regards to possible renovations. She is concerned that the library may waste money if the HVAC needs change with renovation, specifically she is concerned about the possible change of heating and cooling zones with removal of walls. Everyone concurred. Abbi noted that she had come across the report from the structural engineer from 2007. Allen and Bruce noted that the contractor should be able to adjust accordingly and that there may be a need for new duct work or moving vents. The trustees then took a tour of the building with Abbi and Mallory and discussed their visions for the future renovation.

New Business:

Monthly Statistics Report: The Trustees perused the data, there was no discussion.

HVAC Upgrade Quotes and Selection: Two quotes were received for replacement of the three roof-top units. They are as follows:

Temp Right Service (Missoula) - **\$59,500** for three Lennox units; does not include structural review and modifications – supports, framing, and headers; electrical; roofing all to be completed by other companies.

Mountain Mechanical (Polson) - **\$51,496** for three York units; does not include high voltage wiring, modifications to existing interior duct if needed, roof patching, electrical permits all to be completed by other companies.

The trustees discussed further the possible complications that may occur with renovation. The consensus was to accept the quote from Mountain Mechanical, however Abbi will contact Gary to get clarification on whether moving walls will affect how the three units work. The Trustees liked that Mountain Mechanical is local and was \$8,000 less. Allen felt that Mountain Mechanical's quote was more comprehensive than Temp Right's. Abbi stated she was not sure why there was such a difference in quotes other than the brand. She also added that Mountain Mechanical will do the first year of maintenance at no charge. Maggie stated she was familiar with York. Maggie moved and Holly seconded the *motion to accept the quote from Mountain Mechanical for \$51,496 for three new HVAC units, installed*. Allen asked if we should consider replacing just the two 30-year old units to see how the library is affected during the winter. Allen asked that the motion be expanded to give Abbi the freedom to adjust the bid accordingly and bring it back to the board. Holly was cautious to allow this motion. Bruce added that we need the motion to just give the permission to move forward. We do not yet have the funds from the Foundation. Abbi wants to attend their meeting on July 11th and have as much information available for them as possible. Maggie amended and Holly seconded the *motion to accept the quote from Mountain Mechanical for three new HVAC units, installed, contingent on interior remodeling changes*. Holly asked Abbi if the motion was flexible enough for her. Abbi stated that she will speak to Gary regarding the

zoning question and find out how much this would affect the projected costs. **The motion passed as amended.**

FOR: Allen Bone, Bruce Harrop, Maggie Newman, Holly Wurl.

AGAINST: None.

ABSENT: Brooke Wegner (had left the meeting at 6:45 p.m.)

ADA Automatic Door Quote: The quote from Valley Glass was for \$8,205 for three Horton 7000 door operators and buttons; does not include electrical wiring that must be done by another company. One unit would be placed on one of the main entry doors, and two units would be placed on the two library entry doors as the opening is not quite ADA compliant. Abbi noted that with possible renovations the existing doors into the library may become obsolete. Abbi recommended that the Trustees approve installation of one door opener at the main entrance to the building, at this time. Maggie moved and Bruce seconded the *motion to accept the quote from Valley Glass for one electronic door opener, installed on exterior entrance.* **The motion passed.**

FOR: Allen Bone, Bruce Harrop, Maggie Newman, Holly Wurl.

AGAINST: None.

ABSENT: Brooke Wegner

New email addresses for each trustee beginning in FY2019: This suggestion came from the Tamarack training. Abbi explained that any email that is relevant to the library is considered public record and could be subpoenaed. Therefore, it was suggested that each trustee have dedicated library email accounts. Abbi explained the legalities between personal and public email as presented at the Tamarack training. Abbi suggested that the library create these accounts for retention purposes. If the trustees agree, Heather could set up Gmail accounts and then each trustee would change the password. Abbi asked if everyone was okay with adding these accounts. Allen asked about what would happen with the texts back and forth. Abbi stated that the board is not to conduct business via text or email. Texts between Allen and Abbi are typically not of any substance as it relates to board business and an email is also sent (requests for signing claims, etc.).

Election of FY2019 Officers: Election of officers was tabled until the July meeting so that Brooke could be present.

OTHER BUSINESS: None.

PUBLIC COMMENT: None.

NEXT REGULAR MEETING: The next regular meeting of the Board of Trustees is scheduled for Thursday, July 26, 2018 at 5:00 p.m. in the Library Meeting Room.

The meeting adjourned at 7:18 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director