

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, March 15, 2018**

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

Members Absent: Brooke Wegner

Others Present: Abbi Dooley, Angela Claver, Kendra Mullison

Meeting called to order by Chairman Allen Bone at 5:02 pm

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

MINUTES: Holly requested a change in the wording used in the *Strategic Planning and Building Renovation* section of the minutes regarding the children's area and a change in wording regarding whether or not the grade of the ramp had been determined. Holly moved and Bruce seconded the *motion to accept the minutes of the regular meeting of Thursday, February 15, 2018 as written* (discussion was as corrected). **The motion passed.**

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

AGAINST: None.

LIBRARY DIRECTOR'S REPORT:

Library Programs:

2018 Adopt-a- Book: The promotion brought in \$554.59. Abbi reported that it was a successful outreach campaign and that it brought some new people into the library that had not previously been aware of this program.

Kumamoto: Your Sister State: Ian Marquand presented this program on March 1st at 7pm. There were 18 attendees. Abbi reported that Ian was an excellent speaker. He told of how Montana became a sister state of Kumamoto as well as some travel information about Montanans visiting Japan. Special Japanese refreshments were available including mochi, gummies, and seaweed snacks. Heather Miles had her collection of Japanese dolls on display.

Technology Programs: Abbi reported on Heather's behalf that Digital Learning Day was held February 22nd. She had 9 attendees. Her class on Email Systems was held February 27th and had 4 attendees, and her class on Twitter and Instagram, held on March 13th had 3 attendees. Heather's next program is Tuesday, March 27th at 2pm on Internet Basics I.

Senior Outreach Program: Abbi reported that the first visit for the Senior Outreach program has been delayed due to Heather being out sick. Heather will visit the assisted living facility next Friday. She will report on this at the next Board meeting. Allen inquired as to what she would be doing during these visits. Abbi stated that the purpose of this program is to serve a part of our community who are not able to get to the Library. The residents will each get their own library card and Heather will either show them how to put items on hold or will take requests and she will put the items on hold for them. Heather will also offer her technology services to the residents. This is a way to serve a population in our community that is growing and also does not have access to the physical library. Holly asked how frequently Heather would go. Abbi reported that ideally she will go every two weeks on the same day and time so the residents know when she will be there. Heather will start with St. Joseph Assisted Living and then may add additional locations down the road.

NASA @ My Library Event: Kendra will host a program on Saturday, March 17th at 1pm featuring Neuroscientist Sydney Weber of the Oregon Health & Science University, virtually. She will discuss how radiation encountered during space travel affects memory and learning. This is a family friendly event.

Coloring Program: Angela reported that the next coloring program is Tuesday, March 20th at 2pm. The theme is the Irish Washerwoman. Angela invited those in attendance to come for an afternoon of relaxing coloring and conversation. She stated that the idea is Spring Cleaning and that attendees are invited to bring coloring supplies they would like to exchange with others. Celtic music is on tap, and fun refreshments. Angela reported that a patron donated a *Little House on the Prairie* coloring book and markers for the event. Angela also reported that the South Shore Garden Club invited her to speak at their last meeting. She used the opportunity to introduce upcoming library programming. A Garden Club member stated she's impressed with how well the library utilizes its resources.

Humanities Montana Program: Anne Foster will present "Alcohol, Corsets, and the Vote: A Conversation with Mary Long Alderson" on Friday, April 20th. She will present in the morning at the Volunteer Luncheon and again at 2pm for the public.

National Library Week is April 8th – 14th: The Library will offer its annual "Food for Fines" promotion during this week. Abbi reported that a staff member suggested the idea that we allow patrons to contribute food toward paying off overdue fines for children, even if the patron does not owe fines themselves. Abbi stated that it would be difficult to decide who to allocate the funds to, so they may not do this. Abbi did say that it would be nice to get kids' cards unblocked before the Family Summer Reading Program begins.

Volunteer Luncheon: The annual volunteer appreciation event will take place Friday, April 20th from 11am to 12:30pm in the Library meeting room. Invitations will be mailed out the first week of April.

Administrative:

March Staff Development Day: Abbi reported that this will be the last staff development day until October. Training was held on customer service, the Catalog, policies, discarding, and weeding. The library staff will begin swapping out duplicates and freshening things up a bit.

Patron Database Clean-Up: The Montana Shared Catalog deleted 2,136 patrons from the Library's database; these patrons had been inactive for three years or more and did not have any fines on their account. Maggie asked if this had not been done before. Abbi reported that it has been done before but it was based on a five-

year inactivity rather than three years. Using three-years helps with our cost-sharing in the Montana Shared Catalog. Holly asked for clarification on the figure. Bruce asked what would happen if someone comes back into the library after their card was deleted. Abbi replied that they would get a new card and be added into the system. Abbi stated that she hopes that if it is kept on a three-year cycle that the database will stay up-to-date. Cardholders with fines are still in the system. Part of what Julie had been doing was looking at those patrons and resolving some of the old fines. Abbi stated that the updated figure gives us a more accurate picture of our patron numbers.

Storage Unit: The Johnco storage unit needs to be emptied so that Abbi can cancel the unit rent. She asked the board if there were volunteers to handle that. Holly asked what will happen to the items in the unit. Abbi stated that they will be put in the small meeting room for now, but that she will advertise a “spring cleaning” of sorts to either sell or give them away. There is also a table in the large meeting room that is broken and needs to be taken to the transfer station. Abbi noted that the existing wooden tables in the meeting room are, in general, too heavy and that she would like to change them out with plastic folding tables. Allen and Bruce volunteered and Maggie volunteered her husband, Emmett to clean out the unit. They will meet on March 24th at 10am, weather pending.

Angela left the meeting at this point.

Excellent Library Service Award (ELSA): Abbi will complete the online application before the March 23rd deadline. She is certain that the library will qualify again this year. Abbi should receive the certificate at the MLA conference.

Staff Update:

Summer Help: Discussion was held regarding the vacancy of the part-time position that will come open when David Marshall moves into the position vacated by Taylor Rost. There was some question as to the minimum age a person must be for employment. Abbi also noted the potential difficulty of filling the position with the current requirement of working every Saturday throughout the year and that this requirement may need to be revisited.

Building & Equipment:

Story Shuttle: Abbi was able to take the van to Ed Loder in Ronan to get a third estimate but hasn't heard back yet. He is looking for a used tailgate. He confirmed that the dent cannot be “popped out.” Abbi stated that she thinks the tailgate should be repaired as the dent is significant and there is a piece of sharp metal poking out from it that could cause injury. As for the vehicle wrap, Abbi stated that she removed the wrap from the rear passenger windows due to their poor condition. She said that she will see how the van looks with just the white tailgate before making plans to also replace the wrap on that portion of the vehicle. She would at least like to have the website put on it. Holly asked whether the wrap needed to be replaced yearly. Abbi noted that her understanding is that the covering on the windows should be sealed yearly. Holly said that she is concerned about the yearly expense of that. Abbi stated that she will inquire as to the cost after the repair is done. The original repair quote was \$198 for the sealing for the entire van as it was, so it may not be too expensive to have it done to the remaining window coverings.

New Automatic Paper Towel Dispensers: One of our suppliers has generously given us automatic paper towel dispensers. They were installed today. He also installed new soap dispensers. Both changes should provide a cost-savings to the Library.

Library Security: Mission Valley Security installed three security buttons in the library at a cost of \$369.34. Two are panic buttons that call MVS, who then calls dispatch. The third is a lockdown button that locks and arms the front doors as well as calls MVS, who then calls dispatch. A mirror will be ordered that will be placed so that the doors are visible from the circulation desk. Abbi and Allen discussed the security options and Abbi talked to Bill Koberg of MVS when he came in for the annual maintenance. Abbi reported that the staff is pleased with these additions and feels more secure.

Continuing Education & Meeting Schedule:

Content Management Meeting: Abbi did not travel to Helena for the Content Management Committee Meeting on February 21st due to road conditions. She attended online. At this meeting, the committee voted to change the in-person meeting to August and the online meeting to February due to the frequency of bad weather in February.

NASA @ My Library training in Denver: Kendra attended this training February 26th – March 2nd. This was a required training and the Library will be reimbursed travel costs. Kendra described the NASA Lunar & Meteorite Sample Disc certification workshop as well as the Space Science Institute's NASA @ My Library grant training, as well as general lessons learned. She passed around the Argentinian meteorite sample which she received on behalf of the Library for the Library's participation. She notes that further conversations will be held with Abbi before requesting sample discs, and that she will be developing further FSRP programming around what she has learned.

Public Library Association Conference: Abbi will attend the PLA in Philadelphia March 21st – 24th.

Montana Library Association Conference: Abbi and Kendra will attend the MLA in Bozeman April 11th – 14th.

Montana Shared Catalog Spring Meeting: Abbi will be attending this required meeting in Helena May 3rd & 4th.

Tamarack Federation Spring Meeting: Abbi and Holly will attend the meeting in Bigfork May 11th & 12th. All trustees are invited to attend the training opportunity, discussed later in the meeting.

BOARD BUSINESS:

Financial:

February 2018 Financial Report: Abbi had emailed the February 2018 claims, monthly spreadsheet, and Black Mountain Software reports to the trustees prior to this meeting. Maggie stated that she is impressed with the way Abbi transferred the funds to Whitefish Credit Union. Abbi noted that there was too much money sitting in the special funds, so she moved most of the money from those funds.

Holly asked about the line item "Purchased Services – Misc." (object #301). Abbi stated that this was the line item used for the shredding service. Everything from Marilyn's office as she retired that needed shredding made for an unbudgeted expense. Holly also asked about the over-budget line item for Interlibrary Loan. Abbi noted that demand has increased and the cost of postage has gone up. Abbi is currently reviewing all policies and may propose an increase in the Interlibrary Loan fee to help offset the increasing costs. The current cost to patrons is \$1, but the average cost is about \$2.50 - \$3.00 to mail an item. Bruce noted that if

they value the material, they will be willing to pay more. Maggie, Bruce, and Holly all agreed that patrons are likely to understand increasing the cost to match rising costs for mailing.

Maggie noted the rising costs of heating and cooling expenses, and said that the Library may not be able to wait for a renovation before replacing the HVAC system. Abbi reported that she spoke to the TempRight service technician when he was doing the quarterly maintenance. He noted that replacement parts for the oldest compressor are becoming very difficult to find. In his opinion, the oldest compressor should be replaced with a new heat pump compressor, as heat pumps are the best source of heating and cooling for this building. He was not able to give an idea of the cost of that. Maggie, Bruce, and Holly all agreed that the Library should approach the Foundation about covering the cost of replacing the system. Allen and Bruce suggested starting with the oldest compressor. Maggie suggested getting estimates on all three, and then replacing them in sequence. Bruce noted that smaller companies are capable of doing the replacements. The decision was to have Abbi get quotes from several companies and then the Board will approach the Foundation for the funding.

Maggie moved and Bruce seconded the *motion to accept the February 2018 Financial Report as presented*. **The motion passed.**

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

AGAINST: None.

Tamarack Federation FY2018 Payment: Abbi reported that the Library received the expected payment of \$2,555.24 from the Tamarack Federation. This money is split between Continuing Education and Technology. The Library has already spent most of the money on the digitization project and Abbi's PLA registration fee. The remaining funds will be spent on Continuing Education.

Montana Community Foundation (Rosa Annuity): Abbi reported that the Library received its annual distribution from the Montana Community Foundation of \$568.04. Abbi stated that she talked with the MCF and that this is no longer considered the Rosa Annuity, but is part of the MCF's funds. Per the grant letter that came with the check, this money must be used for Operating Expenses, so it has been placed in the General Fund.

FY2016 Audit Report: The Library received notice that Wipfli submitted an amended audit letter in response to a letter from the Department of Administration. The errors were minimal.

Eagle Bank CD: The Certificate of Deposit matures on May 25, 2018. Abbi noted that if we want to reinvest, she will contact area banks. Maggie noted that First Citizens should be contacted again, as they have had some changes.

Signature Cards from Glacier Bank: Abbi presented the Board with new signature cards from Glacier Bank. The cards needed to be re-signed due to an error on the prior copies. Allen, Bruce and Maggie signed the signature cards. Abbi reported that she had talked to Shauna Rubel and that the interest rate on the overnight sweep account should be at 0.40%, up from 0.25%. On the last statement the rate was 0.30% but Abbi noted that may have been due to the timing of the change. She will check the statement rate next month and make sure it increases to 0.40%.

Letter to reflect change to WFCU Signature Card: A letter was presented for Allen and Maggie to sign removing Marilyn Trosper from the Whitefish Credit Union account. The letter was signed and Abbi will deliver it to WFCU.

Unfinished Business:

Director's Evaluation Form: Due to Brooke's absence, this agenda item was tabled until April.

Planned Giving: Maggie and Holly requested a correction of the attachment to only include the gift policy. Abbi will make that revision, noting it is not part of the actual Planned Giving Policy. Maggie moved and Bruce and Holly seconded the *motion to accept the Planned Giving Policy as presented*. **The motion passed.**

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

AGAINST: None.

ADA Assessment Update: Mallory was not present to report on her findings, but Abbi noted that Mallory had reached out to the assessors in our area. Summit would like to bring a gentleman with ADA specific needs to come onsite and assist with the assessment. This service is \$50 an hour, so the Library is looking at an expense of around \$250-300 to have the Library assessed. Maggie noted that the City Building Inspector, David Simons had spoken with the Board prior to Abbi's tenure regarding ADA compliance. The consensus was that the ramp and bathrooms are likely to be issues that will need to be addressed. Holly noted that the doors, specifically, are the issue with the bathrooms. Maggie and Abbi discussed the difficulties of navigating the Library's shelving for library users in wheelchairs, or those who use walkers, mobility aids, and service animals.

Holly asked if Summit has the power to actually give an official stamp of approval. Abbi noted that the assessor is not the gentleman in the wheelchair, but official assessors. Holly noted how difficult it is to find certified experts who can definitively say what standards the Library does and does not meet, and is cautious about incurring significant expense for an inspection that is not in fact definitive. As an unofficial check, Allen used the Compass app on his phone to determine the grade of our ramp, which is (according to the app) 4%. If the ramp is within ADA requirements, then the remaining changes would consist mostly of automatic doors at the two main access points to the building and the library. Abbi assured the Board that she will determine Summit's authority before contracting them for an official assessment. Maggie and Abbi discussed the option of applying for grant monies to cover the expense of the changes required to meet ADA requirements. John Laimbeer has volunteered to write grant applications on behalf of the Library for this specific project. Maggie offered to contact him when we reach that point. Abbi will speak with Mallory again for clarification about Summit's qualifications, and the expense.

New Business:

Monthly Statistics Report: Abbi had emailed the report of the February 2018 statistics to the Trustees prior to tonight's meeting. Holly noted the change in Library cardholder numbers. Abbi assured her it is accurate and includes the deletions by the State Library. She noted that Julie had been deleting inactive patrons throughout the year. Maggie requested clarification on whether the Library had been taking part in the State's process every year, and Abbi is not certain of the years prior to her tenure. Maggie noted that these figures are much more realistic.

Board of Trustees By-Laws Revisions: Abbi had emailed a revised version to the Trustees prior to tonight's meeting. The changes included fixing some typos and also changed the section relating to the audit requirements to reflect the 2017 Legislature's minimum revenue changes. Abbi noted that this is an opportunity to make other corrections as the Trustees see fit.

Bruce asked about Section 2, regarding the election. The language in the by-laws say that an election is to be held every year, but reality is every two years. Maggie noted that the Board appoints a replacement in the case of an early departure, so there should not be a need for annual election. Abbi said she will pursue this further. Holly asked for clarification on how her role as Tamarack Representative does or does not abide by the two-year term limit. Abbi will do some research on this and get back to the Trustees.

Holly asked for clarification between "Officers" and "Members" in the language regarding attendance, which repeats. Abbi noted that the relevant paragraphs might be condensed, but that they are technically separate and refer to different articles within the by-laws.

This agenda item has been tabled for further review and discussion and will be placed on the April meeting agenda.

Capitalization Policy: Abbi had emailed a revised version to the Trustees prior to tonight's meeting. She noted that the changes are very minor and are made to be consistent with the Montana Code Annotated. Bruce noted a typo regarding the Sound System on the Useful Life Table that was attached. Holly moved and Maggie seconded the *motion to accept the Capitalization Policy as presented*. **The motion passed.**

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

AGAINST: None.

Meeting Room Request: Mission Mountain Audubon Society has requested three dates (April 12, May 10, and June 7) for their spring lecture series. The dates are available on the calendar. Maggie moved and Bruce seconded the *motion to approve the meeting room request of the Mission Mountain Audubon Society for their spring lecture series on April 12, May 10, and June 7, 2018*. **The motion passed.**

Tamarack Federation training opportunity: Dan Clark from the Local Government Center of MSU will present Working Together: *Building & Nurturing Positive Relationships with Governing Agencies & the Community* on the afternoon of Friday, May 11th and the morning of Saturday, May 12th as part of the Tamarack Federation meeting. All Trustees have been invited to attend. A summary of the training had been emailed to the Trustees prior to tonight's meeting. Bruce noted that he thinks the language is more for city and county libraries. Abbi stated that in the trainings she has attended this past year put on by Dan Clark that that isn't the case. This training is library specific and most of the information will apply to all libraries. Maggie, Holly, and Bruce expressed interest in attending. Notice will be posted that a quorum of the Board will attend this training. The official schedule has not yet been distributed, but Abbi will forward the information once it becomes available.

OTHER BUSINESS:

- Holly noted that the roof has always been a concern, specifically the drains. Abbi reported that they were cleaned in the fall and will be checked again in the spring. Holly is also concerned about how tender the roof might be and how it may affect the extensive work of replacing the compressors.
- Maggie expressed thanks to Abbi for the information provided on the revised monthly spreadsheet regarding tax revenue. She also is pleased with how Abbi has been managing the money. Allen noted how nice the Library News articles in the various papers have been. Abbi expressed gratitude for the support from the local papers and other local news bulletins.
- Maggie noted that she may not be present for the next meeting due to recovery from knee surgery.
- Bruce wanted to make Abbi aware that on the left side of the webpage, on the “Contact Us” section, Marilyn’s name is still listed as Director. Abbi noted that she will have Mallory correct that. Abbi also gave a brief summary of her plans for future website re-design, including making it mobile friendly. The current set-up only allows Mallory to make corrections. Abbi would like it to be web-based for easier editing.

PUBLIC COMMENT: None.

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

The meeting adjourned at 7:16 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director