

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, May 24, 2018**

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

Others Present: Abbi Dooley, Angela Claver, Kendra Mullison, Mallory Witham, Cindy Willis

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.

MINUTES: Maggie moved and Holly seconded the *motion to accept the minutes of the regular meeting of Thursday, April 26, 2018 as written.* **The motion passed.**

FOR: Allen Bone, Maggie Newman, Holly Wurl

AGAINST: None.

NOT YET PRESENT: Bruce Harrop, Brooke Wegner

LIBRARY DIRECTORS REPORT:

Library Programs:

Technology Report: Heather held a class on May 15th on Flipster, Freegal and Shoutbomb that had four attendees. Her program on May 29th had six attendees and was a Q&A session about technology. Heather's next class is June 26th on Montana Library2Go. She will offer one class per month during the summer.

Adult Coloring Program: Angela gave a humorous report on The Royal Wedding coloring program. She had 18 attendees. This is the 3rd year of this popular program.

Family Summer Reading Program: Kendra gave a preview of the upcoming Family Summer Reading Program (FSRP) and events. The FSRP registration begins June 11th. The Usborne book fair will be held that day in the library meeting room. There will be online registration via a link on our website. Kendra has a full schedule planned for Thursday mornings at 10am, and is still confirming some of the speakers. She reminded everyone that the FSRP is open to all ages and encouraged the Trustees to register. Kendra noted that the local community businesses have contributed a lot this year and that it is greatly appreciated. There are two additional programs scheduled for the first week of the FSRP. Police Dog, Officer Brody will visit the library with his handler Captain Allen Booth on Friday, June 15th and then PBS will stop by with a Clifford the Big Red Dog event on Saturday, June 16th. Both programs start at 10am. Abbi noted that there will be a three-part series for teens this summer called "Adulging 101." The goal is to teach basic life skills to teens so they are

better prepared when they leave home. So far the feedback from parents is very positive. Abbi also stated that there will be an adult FSRP program on August 15th. Almeda Bradshaw will present the Humanities Montana program, "Homes and Honky Tonks: Post WWII Women in Country Music." The staff are also looking into finding a speaker to talk about the geology of Flathead Lake and the Mission Valley. Cindy Willis suggested contacting Martin Mumma to see if he would be interested in presenting.

Author Visits: The Library currently has two local authors scheduled to do a reading and signing this summer. Milana Marsenich will be here on Wednesday, July 11th to discuss her new book, "The Swan Keeper" set in the Mission Valley. On Wednesday, July 18th, cozy mystery writer, Leslie Budewitz, will be at the library to talk about her latest book set in fictional Jewel Bay, Montana, "As the Christmas Cookie Crumbles."

Community Outreach:

NASA @ My Library Community Dialog Report: Kendra gave a report on the community dialog that was held Monday, April 30th. There were 33 representatives of the community in attendance. The majority were STEM stakeholders and educators, although working teachers were not well represented. Kendra's hope is to create a database of STEM related individuals that can be shared amongst the community. Maggie and Allen both noted how successful the event was. Kendra stated that she wants to be sure the Library is at the forefront of the STEM movement.

Assisted Public Library Access: Heather has been helping residents of St. Joseph Assisted Living with their technology needs as well as delivering items that have been placed on hold. She is finding it to be very helpful for those patrons.

Library Staff Projects:

Greater Polson Community Foundation: Abbi submitted a grant request to the GPCF to purchase mobile device charging stations for the library. Abbi explained how the stations worked and reported that the front desk staff are often asked for charging cords for their devices. She also noted the lack of available outlets and that multiple devices will be able to charge at one time.

Library Staff Cataloging Training: Abbi will hold a 4-hour training with Kendra, Heather and Ser on June 8th.

Administrative:

Tag Sale: Abbi reported that an indoor yard sale was held on Saturday, April 28th. Some larger pieces of furniture as well as other miscellaneous items were sold. The Library brought in a total of \$255.42. The revenue has been placed in the General Fund. A portion will be used to replace outdated meeting room equipment (coffee pots, tea kettle) and to purchase a few more tables.

ELSA Award: Abbi placed a notice in the newspapers announcing the Library's ELSA award.

IT Consultant: Abbi sent a letter of termination to Mario Villalobos on Tuesday, May 15th. Abbi explained why the situation had not worked out. She reported that Jim Semmelroth spent a day at the library training her and Heather on how to perform the routine maintenance and troubleshooting tasks. Heather will take these on as part of her job duties. Jim has made himself available to the library in the event of an emergency, but the hope is that once he has the new server systems installed Heather will be able to manage most issues

that arise. Abbi noted that this will be a significant savings for the library. Holly commented that the claim for these services was very high last month. Abbi explained that Mario had been unavailable in March and had worked each weekend in April, therefore the bill was higher than normal. Holly asked for an estimated cost for the new server. Abbi said it is about \$2,000 for the server and about \$600 for the new EnvisionWare server. The wifi equipment had been budgeted for FY18. Allen thanked Abbi for stepping up on this issue. Maggie agreed.

Staff Update:

Library Worker Position: The position was advertised in the Library and on Facebook. In total four applications were received. Of the three candidates chosen to interview, only one responded. Our successful candidate is Megan Rost. She will join the Library in June after school is out. Abbi reported that the minimum age for this type of work is 14, as this was a question at the last meeting. Abbi confirmed that Megan meets this requirement.

Building & Equipment:

HVAC Upgrade Report: Abbi contacted Carson Brothers and Temp Right for quotes. They should be coming to take a look in the next few weeks.

ADA Automatic Door and Restroom Door Report: Abbi called Valley Glass and Pioneer and is waiting to hear back from them. Allen and Bruce commented that we make sure any changes to the doors will be able to be used in future renovations.

Abbi said that she had spoken with Connie Brownell about forming a committee for the renovation plans, and asked if the Board would like to do that. Maggie suggested that we put off forming a committee until we deal with the HVAC system and the doors.

Door Locks: The server room door handle had to be replaced, as it was not locking properly.

Carpet cleaning: Abbi reported that the company that cleaned the carpets last year has called about doing it this spring. The cost last year was about \$2,000. Abbi's suggestion is to wait until after summer reading if we are going to do it, but also noted that it is time to replace the carpet. Abbi stated that Sandy has offered to spot clean and do smaller areas. It was agreed that Sandy would be asked to do this, and understood that there would be an additional charge over her monthly cleaning rate. Kendra would prefer that it wait until after the FSRP.

Landscaping: Abbi stated that she would like to have the juniper bushes removed from around the building. They grow out onto the sidewalk and collect leaves and garbage. Arleen Long said that she may be able to remove and replace them. Abbi will add this to the FY19 budget.

Continuing Education & Meeting Schedule:

Montana Shared Catalog Spring Meeting: Abbi attended the meeting in Helena May 3rd & 4th. She is happy to report that the Library's MSC bill for FY19 decreased 19% over FY18 thanks to the card clean-up in February. Also the state used the extra money that they were going to disperse among all libraries to go toward this bill.

Abbi also reported that she attended a training on the new reporting software, Blue Cloud Analytics and noted that it makes the monthly reports go much faster.

Cindy Willis asked Kendra about the bug races related to the FSRP. Kendra stated that Kiwanis has been contacted to be judges. Cindy asked if they had given any money. Kendra responded that they are asking for a formal request letter. Kendra stated that the bug race is July 19th at the Elks Club this year. She noted that we are moving away from live bugs and will be using plastic “jumping” bugs instead. This is better for the Elks, and will allow the daycares to participate.

BOARD BUSINESS:

Financial:

April 2018 Financial Report: Abbi had emailed the April 2018 claims, monthly spreadsheet, and Black Mountain Software reports to the trustees prior to this meeting. Bruce asked about the cost of Abbi’s hotel room at PLA. Abbi said that it was the most affordable hotel available near the convention center at the time she registered, and that it was part of a room block for the conference. Maggie and Allen agreed that it was the going rate for a hotel in a large city. Holly asked about Abbi’s laptop purchase and stated that it was very reasonable. Abbi explained that the library receives discounted technology through a company called TechSoup. Holly asked for clarification on Mario’s bill. Bruce moved and Maggie seconded the *motion to accept the April 2018 Financial Report as presented*. **The motion passed.**

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

Eagle Bank CD Resolution: Abbi stated that the Eagle Bank CD matures tomorrow. There are two separate motions related to the CD. The first is for a resolution to purchase a \$250,000 certificate of deposit from Eagle Bank for 12 months at 1.7% interest. Holly moved and Maggie seconded the *motion to accept Resolution #2018-03 – Public Funds Investment Purchase at Eagle Bank*. **The motion Passed.**

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

Holly moved and Maggie seconded the *motion to authorize Abbi Dooley to cash in CD #260, depositing \$250,000 into CD #278 at Eagle Bank and the remainder into Whitefish Credit Union*. **The motion Passed.**

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

Allen, Maggie and Abbi signed the signature cards for the new CD at Eagle Bank.

Unfinished Business:

- Evaluation Form: Brooke distributed a draft version of the Director Evaluation form. She stated that she added some of Holly’s suggestions regarding collection duties. Brooke said that she did not add things that she was not sure that Abbi did. A few edits were made and Brooke offered to update the

form and email it out again before the next meeting. Allen asked if it can be scored, questioning whether the trustees will know the answers to some of the questions on the form. Cindy asked how often this will be used and Maggie responded that it is an annual evaluation. Holly asked about the June deadline regarding the director's evaluation and Abbi responded that the answer she received from Tracy Cook was that it needed to be done before January 2019. Holly reminded the Board that they had discussed doing a six-month evaluation. Holly stated that she wants to revisit this and wait another month after the revisions are completed. Discussion ensued about how the form will be used and if Abbi will complete one.

Board of Trustees By-Laws Revisions: Abbi presented the trustees with a final version of the By-Laws as approved at the last meeting. All of the trustees signed the document.

Lot for sale: No discussion was held as Cindy reported that the lot was sold.

Foundation Report: Cindy reported that the Foundation voted and has agreed to cover the costs of replacing the HVAC system. We are to let Rick know the cost.

New Business:

Monthly Statistics Report: Abbi had emailed the report of the April 2018 statistics to the Trustees prior to tonight's meeting. Allen noted the increase in participation numbers for Mother Goose. Maggie stated that it looks like everything is going well. She noted the increase in the e-books and that the Montana Library2Go numbers are up. Abbi stated that 4% of the Montana Library2Go budget will no longer be used to purchase MARC records, but will be spent on additional content.

Tamarack Federation Meeting and Training Report: Holly passed out a written report that is attached to these minutes. She noted that the packet that was provided at the training is a great resource for the trustees. She noted that the Joys and Concerns were discussed during the business meeting and that Tracy Cook gave a report from the State Library. Tracy encouraged all trustees to contact Montana legislators to encourage them to support library funding. Tracy had also reported that the State Library was given a \$1 million donation. Holly was impressed with the training. She noted that the speaker, Dan Clark, stressed the importance of being transparent and that maintaining trust between the library body and public is a key to an efficient and successful relationship. Holly stated that she feels that we are doing a good job of those things at this time. She did mention that we should be posting additional meeting notices, Abbi and Maggie agreed. Holly spoke about the tone of the Board's meetings being more informal, and the pros and cons of that. Holly said that she was able to network with others during the breaks and is impressed with how well our library is doing. She stated that we are in a great position in terms of funding, support and services compared with other libraries.

Abbi reported that the Library will receive Tamarack Federation money in FY19 in the amount of \$2,555.24. Of this, \$1,500 is dedicated to technology, \$500 to community outreach and \$555.24 to continuing education. The fall meeting date is October 17th at 5pm and will be a phone meeting. Abbi had emailed the Joys and Concerns to the Trustees prior to tonight's meeting. Abbi reported that the library director at Imaginelf, Kim Crowley, is retiring and the assistant director, Connie Behe, will be taking over for her. Holly asked that the Tamarack representative be included in the compilation of the Joys and Concerns. Mallory added that the

training was interesting and very informative. She also enjoyed the Social Media session and learned more about Facebook that she can use in marketing.

FY2019 Budget Preparation: The Trustees agreed to meet on Tuesday, June 19th at 5pm to discuss the FY19 budget.

Public Library Standards: Allen and Abbi will complete, sign and send in the Standards by the deadline. Holly noted that the statewide library statistics will not be available until July, so they will not be available for the budget discussion. She thinks the State needs feedback on this issue, as the statistics are important. She stated that, according to the Library Standards, the statistics should be available more quickly. Abbi stated that she asked Tracy Cook about the statistics and was told that the person hired to replace Mike Price is just getting started in the position.

Circulation Policy Revisions: Abbi emailed out a proposed change to the Circulation Policy that includes a separate Library Card Policy. The current policy was last revised in 2008. Abbi went through the details of the changes that were made. She noted the Interlibrary Loan Section and discussed the increase from \$1 to \$3 per item borrowed to help cover the increasing costs of postage. She also noted a suggested limit of 5 items out at one time per person and an increase to \$1 per day for overdue items, as this is very different from the Partners group and involves libraries across the country. We must remain in good standing in order to continue to borrow with these libraries. Bruce, Maggie and Allen all commented that this is a significant, but reasonable change. It was noted that the postage is currently about \$400 over the budgeted amount for FY18. Holly stated that Abbi's revisions were professional, concise, easily readable and well done. Maggie stated that she is concerned with our "regular fines" remaining at 10 cents per day. Abbi explained that the amount is set by our Partners agreement. We can eliminate the fine but cannot increase the price.

Abbi reviewed the new library card policy and noted some of the bigger changes. One recommendation is to require proof of identification and proof of a Montana address. Abbi also recommends reducing the age that an individual is no longer required to have a parent or legal guardian sign from 18 to 15, noting that by 15 many kids have their license and may have a job. They can be responsible for their own items. Abbi also included quantifying the length of time required to be in the state to a minimum of 30 days for temporary or seasonal residents. The issue with allowing those just passing through is that Montana Library2Go usage may increase as it is accessible from anywhere. With increased usage comes increased costs as well as longer holds for Montana residents. Those currently in the system will be grandfathered in. Abbi recommended that the trustees review these two proposals and then vote at the June meeting.

OTHER BUSINESS:

Friends of the Library: The May meeting has been cancelled. They will meet in June.

Public Comment: Cindy asked if she could comment about "public comment." She asked why it was at the beginning of the agenda. Allen explained that it is at the beginning, end and throughout. Holly noted that chairmen vary, but the current format of the board meetings is more informal.

Summer hours: Begin June 1st. Monday – Friday 10am to 6pm, Saturday 10am to 4pm.

Public Library Statistics update: The 2017 annual reports are not available yet. There has been a delay due to lack of staff at the state library.

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. A special budget meeting will be held Tuesday, June 19, 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