

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
Thursday, October 25, 2018**

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

**Others Present:** Abbi Dooley, Mallory Witham, Heather Miles, Kendra Mullison, Angela Claver, Lizzy Jore

Meeting called to order by Chairman Allen Bone at 5:02 p.m.

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

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

**MINUTES:** Maggie moved and Brooke seconded the *motion to accept the minutes of the regular meeting of Thursday, September 27, 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 that she will be holding a class on October 30<sup>th</sup> entitled “Google Drive and the Cloud.” She also reported that in September, her “Being Social” class had six very enthusiastic participants. Heather has received more requests for classes on social media and computer basics.

**NASA @My Library Program:** Kendra reported on the *International Observe the Moon Night* program that was held on October 20<sup>th</sup> at 11 a.m. She shared that Loren Spencer, who is a Computational Physicist was representing the Montana Space Grant Consortium (MSGC) and Space Public Outreach Team (SPOT). The program was scheduled to run for one hour, yet it lasted 95 minutes due to the inquisitive crowd of fifteen. Mr. Spencer gave a presentation on the NASA Juno Mission to Jupiter. Kendra added that there are three upcoming programs this year, including the Mars InSight landing which will take place on November 26<sup>th</sup>. The Library will host a watch party in the early afternoon. The other two programs, which will take place on November 24<sup>th</sup> and December 1<sup>st</sup>, will feature remote call-in sessions with scientists, courtesy of the Oregon Museum of Science and Industry (OMSI).

**Big Read Events:** Big Read committee chair, Heather reported on the recent Big Read events. On October 3<sup>rd</sup> Montana author, Jess E. Owen spoke about her writing and how it was inspired by Ursula K. LeGuin with three patrons in attendance. She is the author of the *Summer King Chronicles* series. On October 4<sup>th</sup>, Carolyn Rutherford spoke on Taoism and Balance with five participants. Finally, on October 18<sup>th</sup>, Stefanie Nordberg from the Polson Geocachers gave a presentation to five attendees who were very excited to test their skills finding a cache she had hidden at the library. As a finale to the Big Read, the Library will show the documentary, *Worlds of Ursula K. Le Guin* in the coming weeks as it has now been received from Missoula Public Library.

Learn to Knit: Angela reported that this has been a popular new program which is being facilitated by volunteer, Linda Kittle. The first session had ten in attendance, but the most recent session had four continuing participants which is a better size for teaching this skill.

Adult Coloring Program: Angela gave a lively report on the October 11<sup>th</sup> “Orange You Glad It’s Fall” coloring program. There were sixteen in attendance and they enjoyed coloring designer pumpkins. Angela reported that she and Abbi have streamlined and slightly simplified this program, which has not deterred the dedicated following. Participants are looking forward to more opportunities to get together to color.

Grant Writing Workshop: The Montana History Foundation partnered with the library to provide two free workshops. There was an overwhelming response to the first session, so an additional session was opened for October 23<sup>rd</sup>. Both sessions were filled with some interested parties turned away. The main session was held October 24<sup>th</sup> and the MHF and library provided lunch. The Montana History Foundation has grants available and they encouraged the participants to apply for those grants as well as any others available. The presenters were invited to come back next year as this appears to be a popular and needed workshop.

#### **Administrative:**

Change in DVD storage: Due to an increase in thefts and for better security of Blu-rays, during the last staff development day all of the DVDs and Blu-ray discs were inventoried then removed from their cases and are now stored at the front desk in sleeves. The thefts go in streaks and has been happening for at least a few years. Allen asked where we were finding the empty cases. Abbi replied that they have been found in various places around the library, but often in the adult fiction section. Abbi also noted that reports show additional lost DVDs (case included). Abbi reported that the new system seems to be working very well. The patrons have been understanding but most have expressed anger that we have needed to take this precaution.

Magazines: The magazines are now being barcoded and added to the catalog for easier checkout. Abbi stated that the Partners system uses a 14-day checkout. Currently the library allows 28 days on non-barcoded magazines. Holly asked if all the magazines are being added to the library inventory. Abbi explained that she is not going back to catalog older items, but is adding new magazines going forward. Abbi also started a magazine survey on current issues using stickers in the plastic cases to gauge usage. The survey will end in late November and magazine subscriptions will be cancelled or renewed based on the results.

2018 Public Library Standards: Abbi received a letter from State Librarian, Jennie Stapp congratulating the Library on meeting all of the standards for 2018. The letter also noted that there will be no per capita/per square mile state funding again this year due to the passage of Senate Bill 261 by the 2017 Legislature. Stapp included that she is optimistic that funding will resume in FY2020, per MCA.

#### **Building & Equipment:**

HVAC Upgrade: The first and largest HVAC unit was installed successfully on October 10<sup>th</sup>. It is working great! As it turned out, it was good that this happened on a day the library was closed to the public as the staff had to vacate the library side of the building for approximately one hour during the installation. Abbi reported that the new thermostat is Wi-Fi connected, which allows her to monitor and adjust the temperature of the building even when she is not there. Abbi spoke with Gary from Mountain Mechanical today and he said that they are waiting on a curb adapter then will coordinate the crane and electrician to install the last two units. He hopes to have them done early in November.

### **Continuing Education & Meeting Schedule:**

The Fall MSC meeting: The meeting was held online October 4<sup>th</sup>. Abbi stated there was nothing major to report.

The Fall Tamarack meeting: The meeting was held online October 17<sup>th</sup>. Holly gave the Trustees a written and verbal report, which is attached to these minutes. Joys & Concerns were attached to the agenda. Holly mentioned that attendees were asked about their ideas for spring trainings. Missoula Public Library offered subscriptions to Newspapers.com with the Ancestry/Heritage Quest renewals. Holly stated that she had talked to Abbi about the difference between Newspapers.com and MontanaNewspapers.org. The subscription to Newspapers.com was expensive and MontanaNewspapers.org is free to our patrons. The library's only cost was digitizing the newspapers. Honore Bray encouraged Directors and Trustees to get a Missoula Public Library card to test the service for themselves to see if it would be a good fit for the libraries next year. Holly highlighted the Montana State Library report from Tracy Cook. She mentioned that a survey for ideas for trustee training is being worked on and will be sent via email after October 27<sup>th</sup>. Holly also mentioned the establishment of the Trust for Montana Libraries and the suggestions that were discussed at the meeting regarding how best to use grant money. During the call Holly asked Tracy if the 2017 library statistics would be available. Tracy stated that the State Library does not currently have anyone on staff capable of posting these to the website, but that she could email the raw data to individual libraries. Abbi received the data and showed it to the Trustees on the SMART board. Abbi stated that it would take a significant amount of time to try to decipher the spreadsheets, and offered to email it to anyone who was interested in reviewing it. All agreed it was not a good use of time. Holly asked if Abbi has to complete the 2018 statistics. Abbi stated that she is working on it and that the deadline is November 30<sup>th</sup>.

### **Staff Update:**

New Employee: Elizabeth "Lizzy" Jore started at the library on October 11<sup>th</sup> in the Public Services Librarian I position. Abbi introduced the Trustees to Lizzy.

Saturday Shift: Abbi reported that she has talked to Megan Rost and that Megan is no longer available to work Saturdays during the school year due to her sports schedule. Abbi stated that she needs to hire a part-time employee to cover this 6-hour Saturday shift. She noted that full-time staff members have been doubling up on Saturdays so that no one works alone, but it proves difficult to adjust the schedule to ensure that they don't fall into comp time. Abbi noted that this position may feed into the weekday evening schedule if/when Julie retires. She would like to offer the position at \$8.50 (2019 minimum wage) to \$9.50 depending on experience. Holly asked if Julie was expected to work Saturdays and Abbi noted that when she was hired by Marilyn she was only expected to work Monday – Thursday for three hours in the evening during the school year. Holly asked if it would need to be advertised in the newspaper and noted the cost. Abbi stated that she would only use free advertising for this position, and noted that the Public Services position only had two applicants list the newspaper as the place they saw the job posting. Abbi noted that there were several applicants from that posting that she thinks would be interested and qualified for this position. Allen asked if it was necessary to advertise at all. Abbi said she would like to advertise it so there was equal opportunity since this was a different position, but would do so at no cost to the library. Allen asked for clarification on Julie's hours. Abbi noted that she is scheduled to work 12 hours per week. Bruce stated that if the Saturday person absorbs Julie's position upon her retirement, then two separate positions would be combined into one. Bruce thought this would be a good idea to stabilize the staffing situation. The Trustees thought this was a sensible idea and granted permission to proceed.

**Library Closure Dates:** Abbi reminded the Trustees that the library will be closed on the following days in November:

- Election Day – November 6<sup>th</sup>
- Veteran’s Day – November 12<sup>th</sup>
- Thanksgiving – November 22<sup>nd</sup>

**FRIENDS OF THE LIBRARY REPORT:**

The FOL meeting was held Friday, October 19<sup>th</sup>. The adjustable desks were ordered and are being installed as time permits. The Friends are in the planning process for another book sale in January. Abbi reported that the staff are really enjoying the new flexibility of being able to sit or stand to do their work.

**FOUNDATION REPORT:**

The Foundation hosted a meet and greet for staff, Trustees, Friends of the Library Directors and Foundation Directors on October 12<sup>th</sup>. Maggie reported that it was a nice reception. The turnout was not as good as they had anticipated. Holly said there was nice food and good conversation.

Connie brought Jason Delaney, a structural engineer, to the library on October 9<sup>th</sup>. He looked at the original building blueprints but did not go on the roof. Jason verified that none of the building’s walls are structural or weight bearing. He could not comment on the fire walls. Maggie had a conversation with Connie, and Allen spoke to Rick regarding the handling of the HVAC upgrade process in relation to the responsibilities of each Board. Holly mentioned that this could be a learning experience, and could be positive going forward. Maggie asked about the remaining balance for the HVACs. Abbi stated that she has received a bill from the electrician, but not yet received a bill from Gary. After she gets the final bills she will send a request for a check to the Foundation for the remainder of the cost, over the initial \$20,000 that was given. Holly asked if the roof was in good shape. Abbi stated that Whiting Waterproofing had been at the library during the installation and have also been back to do fall maintenance. Maggie reported that the Foundation is trying to get the next location and meeting date settled.

**BOARD BUSINESS:**

**Financial:**

September 2018 Financial Report: Abbi advised the Trustees not to be alarmed if the Depreciation Reserve Fund goes into the negative. There is still cash in the bank. She would like to wait to do a transfer until after the bills come in for the HVAC install. Either way she will request a transfer from WFCU at the November meeting. Bruce moved and Maggie seconded the *motion to accept the September 2018 Financial Report as presented*. **The motion passed.**

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

**AGAINST:** None.

Clarkson Trust:

Abbi presented the 2018 3<sup>rd</sup> Quarter Statement from First Interstate Bank and the summary below.

Beginning market value 06/30/18	348,880.91
Income & Capital Gain Distributions	1,670.43
Withdrawals and fees	(1,058.99)
Change in account value	6,345.04

Market value on 06/30/18	\$355,837.39
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Tamarack Federation: The Library received its FY2019 funding in the amount of \$2,555.24. Abbi stated this was the same amount as it was last year.

**Unfinished Business:**

Allen asked to revisit the Joys and Concerns document that was emailed as part of the agenda packet. He said he was concerned to read that more and more people are coming into the library intoxicated or under the influence. He asked Abbi what was happening. Abbi described the increase in incidents and some of the times that the police have been called. Holly asked if we could have the police come through the library. Abbi will talk to Chief Nash about this. Holly added that perhaps the board could support the staff in a request for a regular police walk through.

**New Business:**

Monthly Statistics Report: It was noted that there had been one World Book session in September. Allen asked about the Interlibrary Loan statistics and noted that the library had loaned many more books than borrowed. Abbi noted that with the increase in the fee, staff have seen a decline in ILL requests from library patrons.

Quarterly Statistics – 3<sup>rd</sup> Quarter 2018: Bruce noted that Westerns had only nine checkouts in the quarter. Holly noted how the Montana books may affect that number. Abbi stated that if a book is set or is about Montana it will be counted in the Montana section, not Western. It was also noted that biographies are not popular in this library.

SPLASH host in 2019: Abbi has confirmed with the library's insurance company that the general liability policy would cover serving beer and wine at a SPLASH event. The Polson Chamber of Commerce has asked if the library would like to consider being a host or co-host in 2019. Questions arose about the alcohol coverage. Abbi clarified that the library is covered for a one-time occurrence with no charge to attendees. Holly asked who the insurance company is, Abbi stated it is Cincinnati. Maggie noted that they serve governments and non-profits. Brooke said that her employer hosted SPLASH this year and had over 200 people, however it was held outside as a family event with a bouncy house. Bruce asked if we would have the whole library open. Abbi answered that we would and would use it as a promotional event, giving tours and signing people up for cards. Brooke asked if we should close the library for the event. Abbi said it would depend somewhat on when we are hosting. The Chamber has a table at the entrance and would hand out drink tickets. Holly suggested that it would be worth it to close the library for the event. Allen asked if it was an expensive event for us. Brooke added that their business had to pay for the food and alcohol. Abbi noted that co-hosting would be preferable. Holly asked if it would be an option to not have alcohol. Abbi said it is, but that the SPLASH events typically do serve alcohol. Abbi said we will make sure that this is not a large expense for us, and suggested asking the Friends of the Library to assist with the cost. Holly noted that they could also use the time as a membership drive. Maggie moved and Bruce seconded the *motion to apply as a host or co-host for SPLASH in 2019 with the Polson Chamber of Commerce, closing the library early.* **The motion passed.**

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

**AGAINST:** None.

2019 Closure Dates: Abbi had emailed a listing of requested closure dates for the library for 2019. The dates include all Federal holidays with the exception of Columbus Day and the addition of Christmas Eve. It was also requested to close the library at 4 p.m. on New Year's Eve 2018 and 2019. Abbi stated that this past year she only requested that the library close for four staff development days, but she has realized that the number of projects that need to be completed exceeded that number. These projects require all staff to be away from the front desk area and are extremely difficult to complete when patrons are in the library. Some of the projects would be very disruptive to patrons if they were done on days when the library is open. Allen noted that the "Working Wednesday" had now become Thursday. Abbi stated that Story Time has seen a significant decrease in participation so a similar program will be held on Wednesday afternoons next year. This will also give Kendra a day without any programs so that she could add Saturday programs in the future. Abbi noted that she is requesting the second Thursday of each month September through May with the exception of November for these projects and staff training and to provide consistency in scheduling so patrons know when the library will be closed. Holly stated that she does not like the library to be closed and has heard complaints in the past. Holly asked if the library could be open half of the day. Abbi questioned which half it would be and noted that either way patrons would be inconvenienced. She also noted that Ronan is closed one day per month as are many libraries. Holly stated that the library has invested in continuing education and is concerned about the possibility of being closed for future renovations. Maggie suggested that the library try the schedule that has been presented. Holly reiterated her objections. Allen asked if there is enough work to keep the staff busy. Abbi responded that there is and that she is open to reevaluating these dates as projects are completed. If being closed for a staff development day is unnecessary and would not be beneficial to major staff projects or training, then the library would not close. Allen stated that he trusts Abbi's judgment. Allen moved and Brooke seconded the *motion to accept the 2019 Library Closure Dates as presented, including an early closing time of 4pm on December 31, 2018 & 2019.* **The motion passed.**

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

**AGAINST:** None.

**ABSTAINED:** Holly Wurl

**OTHER BUSINESS:**

- Holly asked how many thousands of pages were in the spreadsheets that Tracy sent. Abbi said the file size wasn't too big and asked Holly if she would like the reports. After some thought Holly decided against it.
- Brooke asked if the staff was going to participate in the Parade of Lights. Abbi noted that it is scheduled for November 30<sup>th</sup> and that the staff has decided on a space theme.

**PUBLIC COMMENT:** None.

**NEXT REGULAR MEETING:** The next regular meeting of the North Lake County Public Library District Board of Trustees is scheduled for Thursday, November 29, 2018 at 5:00 p.m.

The meeting adjourned at 6:44 p.m.

Respectfully submitted,



Abbi Dooley, Library Director