

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
Board of Trustees Meeting  
Thursday, January 19, 2017

**MEMBERS PRESENT:** Allen Bone, Bruce Harrop, Clint Hoxie, Maggie Newman, Holly Wurl

**OTHERS PRESENT:** Ser Anderson, Angela Claver, Abbi Dooley, Heather Miles, Kendra Mullison, Mary O'Brien, Marilyn Trospen

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

The meeting was called to order at 5:00 p.m. by board chair Clint Hoxie.

**MINUTES:** The minutes of Thursday, November 17, 2016, were approved as written by general consensus. Holly Wurl asked again about roof maintenance. Bruce Harrop was not successful at contacting a second vendor for the job. Marilyn Trospen noted she called Whiting Waterproofing again about the roof maintenance, but there have been no reports about its completion.

**FINANCIAL:**

**Monthly Financial Report:** Prior to tonight's meeting, Marilyn Trospen emailed the November and December 2016 claims, the Black Mountain Software reports, and the monthly spreadsheet to the trustees for perusal. Marilyn noted that the lighting upgrade with M & M Lighting discussed at the Preliminary Budget Meeting was higher than expected at \$12,980. However, a \$4,050 rebate from Mission Valley Power helped lower the cost to a total of \$8,930 from Fund 4510. After a short discussion, Bruce Harrop moved and Maggie Newman seconded *to pay the claims for the months of Nov. and Dec. 2016 (all discussed & no problems)*. **Motion carried unanimously by voice vote.**

**Story Shuttle:** Marilyn requested approval to purchase snow tires for the Story Shuttle and presented three local bids. This information had also been emailed to the trustees prior to the meeting. Kendra Mullison testified that she has not felt safe with the way the Story Shuttle handles on snow and ice; the current tires are not studded. The trustees perused the bids and discussed storage. Maggie Newman moved to *buy snow tires from Les Schwab*. Holly Wurl seconded. **Motion carried unanimously by voice vote.**

**Clarkson Monies:** Marilyn apprised the trustees that the library received the annual \$4,951.23 Clarkson disbursement for fiscal year 2017.

**North Lake County Library Foundation (NLCLF):** Maggie Newman reported that the NLCLF held their recent meeting at Connie Brownell's home. Bob Digiallonardo has resigned; another candidate will be approached. Kitty Pederson made a \$200 donation to the library for the purchase of genealogy books. Marc Vergeront was present and discussed the investments. The next meeting of the NLCLF will be in May. Marilyn Trospen announced that the November funding requests to the NLCLF were approved and the monies were received on December 12, 2016. Marilyn informed the board that the NLCLF will be approached to act as a 501(c)(3) sponsor for a children's book grant Kendra is working on through the Pilcrow Foundation (\$200-

\$400), which is due May 1, 21017. If successful, the library will choose books from a selection list, mostly classics and board books.

Financial Research: Maggie Newman reported that she has not yet approached Energy Keepers, Inc. regarding the replacement of the library's lost Kerr Dam revenue. However, she discovered that at least one other community group found that it is effective instead to write a letter to tribal chairman Vernon Finley requesting these monies. Discussion followed. Clint Hoxie and Marilyn Trosper will write the letter and ask for the lost tax revenue that occurred when the tribes took over the dam.

## **BOARD BUSINESS:**

Correspondence: Clint Hoxie read aloud a card from Carly Designe thanking North Lake County Public Library for hosting the trustee training in Polson last September. Allen Bone noted that this letter was a tribute to Marilyn and the library staff. Jerry Walker also submitted a thank-you note for the gift she received from the North Lake County Public Library when she resigned from her employment.

FY2016 Annual Financial Report: The FY2016 Annual Financial Report was submitted to the State by the December 31, 2016 deadline. When the final year-end adjustments were completed by Cindy Dooley, total revenue surpassed \$500,000. The on-behalf payment to PERS from the State needed to be recorded thus bumping the revenue over the threshold. Consequently, an audit is now required. However, a recent mailing from the Montana Department of Administration indicated that it is now possible to do a biennial audit. Marilyn passed around the letter and noted that Wipfli is available to be retained for the work. Maggie Newman stated that a two-year (biennial) audit makes more sense and is probably less expensive. Clint Hoxie agreed. Maggie Newman moved and Allen Bone seconded to *have a biennial audit for 2016 & 2017 using Whipfli firm.* **Motion carried unanimously by voice vote.**

Meeting Room Request: Mission Mountain Audubon requested use of the meeting room for its usual series of community speakers. A short discussion followed. Bruce Harrop moved and Allen Bone *seconded to accept the schedule of ongoing meetings for the Mission Valley Audubon for the coming year of 2017.* **Motion carried unanimously by voice vote.**

People Counters: The trustees reviewed the options for new people counters presented at the last meeting. Bruce Harrop questioned the need for adding them. After a short discussion, all agreed that the monthly reports are more helpful than the counting devices and that the price is too expensive.

Board Bylaws: Maggie Newman visited the Lake County Elections Office and discovered that signatures are no longer needed by candidates running for the library district board. Discussion followed about deleting this statement from the Board Bylaws. Clint Hoxie suggested removing the statement about signatures on Page 1, Section 1, Paragraph A. Allen Bone moved and Holly Wurl seconded this change. The motion reads "*Article 2 Section 1 Article A #23 and follow Lake County election guidelines (Replace with).*" **Motion carried unanimously by voice vote.** Maggie Newman noted that she knows that she will miss three board meetings in the coming year and asked to be excused, since the Bylaws state she could lose her trustee position if notice was not given. Holly Wurl questioned the wording in the Bylaws under "Library Director." She pointed out that if hiring and firing of staff is the library director's responsibility, the wording does not accurately portray that.

Maggie Newman suggested adding the words "keep the board apprised" to Section 2. It was also noted that one instance of the word "secretary" is misspelled. Marilyn Trosper will make the changes and reprint the document for signatures.

Heather Miles and Ser Anderson joined the meeting at this point.

2017 Election: The filing window for the three trustee positions up for election is December 8, 2016 to February 6, 2017 at 5:00 p.m. The election itself is May 2, 2017. An announcement has been placed in the local newspapers. Application forms are available at the library and at the Elections Office.

Monthly Data Reports: The November and December 2016 monthly data reports and the survey results were presented. Clint Hoxie stated that he found the demographic data especially valuable. Discussion followed about: 1) continuing to remove inactive cardholders, 2) the significant progress in the number of items that have recently been cataloged and processed for the collection, 3) the ways usage data is collected for genealogy databases and NovelList, and 4) the limitations of free e-Books from sources like Gutenberg and Google Books. Marilyn reminded everyone that e-Books are not free to the library. It is less expensive to purchase them through a consortium, which NLCPLD does.

Strategic Goals: Clint Hoxie noted that he does not want to be the only person driving the planning.

## **LIBRARY DIRECTOR'S REPORT:**

Public Services Position: Sara (Ser) Anderson started her employment as a Public Services Librarian on January 4, 2017. Marilyn introduced her, and Ser added that she is very happy to be working at the library.

Technology Position: Heather Miles successfully completed her probation period in January. She will be attending the Offline conference February 10-11 in Glendive. The annual Digital Learning Day is scheduled for February 23, along with the regular monthly technology classes. Heather reported that the library has purchased several more Kindles, which she will showcase on Digital Learning Day, along with databases like Ancestry.com and HeritageQuest. The laptop lab will be set up to illustrate other electronic library services.

December Coloring Program: Angela Claver reported that her adult coloring program on December 21, 2016, drew 26 people in two sessions. Abbi Dooley helped with refreshments. Patrons checked out library materials as a direct result of program. There was a broad variety of patrons attending, including repeat customers and new attendees. Survey feedback requested more of these programs. Angela will plan one every other month instead of quarterly.

Winter Reading Program: Abbi Dooley updated the trustees on the Winter Reading Program. Donations have been received for some of the prizes. Approximately thirty people have signed up. The idea is to expand patrons' reading choices while doing something appealing over the wintertime.

Adopt-A-Book: The annual Adopt-a-Book program is ready and will begin February 1, 2017. Forty-one young adult and children's books are cataloged, processed, and ready for adoption at \$14 each.

Gary Cooper Program: Neal Lewing will present his Humanities Montana program featuring actor Gary Cooper at 2 p.m. on January 31<sup>st</sup> in the meeting room. The following two afternoons (February 1 & 2 at 2:00 p.m.) free Gary Cooper movies will be shown to the public. Refreshments will be served.

Youth Services: Kendra Mullison reported that she has purchased the LEGOs discussed at earlier meetings and is finalizing the Greater Polson Community Foundation grant. This year's theme is "Building a Better World", which connects nicely with STEM. In February, she will hold a special Makerspace event to officially introduce the LEGO table and the LEGO sets. Planning for the 2017 Family Summer Reading Program is also underway. Kendra is re-arranging her schedule to offer evening and Saturday youth programs. She is launching two new programs: Bedtime Bounce starts next Monday, targeting working parents, and Weekend Wigglers will be every other Saturday for families. Writing Club will move to Saturdays.

**OTHER BUSINESS:** Holly Wurl would like to add the State Statistical Report to the agenda for a future meeting. She feels there is much valuable information there for the board to peruse. Clint Hoxie asked Holly to select specific topics of interest for all to consider. Maggie Newman requested to wait until April or May.

**PUBLIC PARTICIPATION COMMENTS:** None.

**NEXT REGULAR MEETING:** The next regular meeting of the North Lake County Public Library Board of Trustees will be at 5:00 p.m., Thursday, February 16, 2017.

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Marilyn Trospen  
Library Director