

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
Board of Trustees Meeting
Thursday, May 18, 2017

MEMBERS PRESENT: Bruce Harrop, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl

OTHERS PRESENT: Ser Anderson, Angela Claver, Abbi Dooley, Bonnie Manicke, Kendra Mullison, Mary O'Brien, Marilyn Trosper

ADDITIONS OR CHANGES TO THE AGENDA: None.

INTRODUCTION: Library Director Marilyn Trosper introduced new trustee Brooke Wegner. Everyone welcomed her to the Board of Trustees.

ADDITIONS OR CHANGES TO THE AGENDA: None.

The meeting was called to order at 5:07 p.m. by departing board chair Clint Hoxie.

MINUTES: The minutes of the regular meeting on Thursday, April 20, 2017, were approved as written by general consensus.

MAY 2, 2017 ELECTION: Marilyn Trosper noted that the Lake County Commissioners canvassed the election for the North Lake County Public Library District Board of Trustees on May 9, 2017. The results were as follows:

Name	Votes
Allen Bone	809
Clint Hoxie	710
Maggie Newman	1,256
Danielle Tyler	765
Brooke Wegner	1,041

Clint Hoxie conducted the Oath of Office for Elected Trustees, swearing in Maggie Newman and Brooke Wegner. Allen Bone was not able to be present and will be sworn in at a later date. Brooke Wegner joined the trustees at the table. Bruce Harrop assumed the chairmanship for the remainder of the meeting. Everyone thanked Clint for his years of service as he took a seat in the audience.

FINANCIAL:

Monthly Financial Report: The trustees perused the April 2017 claims, monthly spreadsheet, and Black Mountain Software reports, which Marilyn Trosper had emailed to them prior to tonight's meeting. After a short discussion, Maggie Newman moved and Holly Wurl seconded *to approve financial reports*. **Motion carried unanimously by voice vote.**

Eagle Bank Investment: The \$250,000 certificate of deposit at Eagle Bank matures on May 25, 2017. Bonnie Manicke gave a report. She stated that she investigated current interest rates with all of the local banks. She presented the results and recommended rolling the CD over at Eagle Bank, noting that the institution is local and is on sound footing. After questions and answers, Holly Wurl moved and Maggie Newman seconded to *rollover the \$250,000 CD plus accrued interest @ Eagle Bank @ .90% APY.* **Motion carried unanimously by voice vote.**

Letter/Visit to Tribal Council: Marilyn Trosper gave a comparison of library funding from 2016 and 2017. The current year is approximately \$39,000 short (about 10%) due to the change in ownership of Sełisı Ksanka Qııspeı Dam. Maggie Newman pointed out that the timing is poor to ask for monies from the Tribes. She suggested asking the Library Foundation for funds instead. The library cash flow is good and bill paying is on track. Bruce Harrop felt it might be necessary to tighten the library's belt this year. Holly Wurl suggested making a specific request to the tribes at some point, rather than a blanket request now. This issue was tabled until the library budget discussions take place.

Clarkson Trust: Maggie Newman spoke with the Clarkson Trust's account administrator in Kalispell and found out that the fee charged to administer the fund is 1.2% annually, based on the balance. Five percent of the fund's average balance for the past year is distributed. Marilyn noted that the amount that the library receives from the Trust has declined substantially. Maggie said that the bank is distributing the monies according IRS regulations. First Interstate Bank is willing to send a representative to talk to the board about how the bank is handling this matter. Maggie will speak with them again and ask for a reduction in fees.

Donate Button and Credit Card Information: Prior to tonight's meeting, Marilyn Trosper forwarded a document compiled by Abbi Dooley regarding the website's proposed Donate button. Abbi presented the information and discussion followed. She noted that PayPal would be a good vehicle to handle both donations and the payment of fines with pros and cons regarding the topic. Abbi and Marilyn pointed out that many library patrons are asking to pay with a card, which has not been possible in the past. Abbi noted that staff time is about the same using either the present system or PayPal. Maggie Newman moved and Brooke Wegner seconded the following: *"Effective 7/1/17 Start using PayPal to collect fines, pay damages to books and for donations not less than \$15 per transaction. A surcharge of 3% will be levied on fines and damages."* **Motion carried unanimously by voice vote.** Maggie suggested asking for ID on credit cards.

Memorial: Jane Lopp, a library supporter and trustee from the ImagineF Libraries, has passed away. Given her long-time devotion to Montana libraries, a memorial gift in her name will be given. Maggie Newman recommended a \$100 gift. All agreed. Maggie Newman moved and Brooke Wegner seconded to *make a memorial to Imaginef in the name of Jane Lopp for \$100.* **Motion carried unanimously by voice vote.** Marilyn Trosper will issue a check and combine it with a private donation from Maggie Newman.

FY2018 Budget: Marilyn passed around copies of a FY2018 budget timeline. She also apprised everyone that the June board meeting has been rescheduled. Maggie Newman asked about having both the board meeting and a budget discussion meeting on the same night. All agreed to hold both the regular meeting and the budget meeting on Thursday, June 29, 2017, at 5:00 p.m. Marilyn will send handouts to study in advance.

BOARD BUSINESS:

Meeting Room Request: Marilyn presented a meeting room request received from Albert Musard of the Polson Ukulele Club and his letter was read. Unfortunately, the letter did not address his real reason for writing. The group is planning to Skype in an instructor from New York using the library's equipment. They would like to reserve the meeting room on a regular basis for this. Discussion among the trustees followed. Some felt that more information is needed before a decision can be made. Others preferred to hold to the "first come, first served" policy. Marilyn will explore this further with the user group.

Meeting Room Policy Clarification: (This item was postponed from the April 2017 meeting.) Clint Hoxie felt that a clarification to the Meeting Room Policy is needed on page 1, section A-5. Marilyn read the section aloud, noting that this pertains to lecture or program series and is meant for scheduling outside presenters. Clint commented that he has always felt that the library should hold precedence over outside user groups. Marilyn will email the current wording to the trustees for perusal. Alternative wording will be presented at the July meeting.

Tamarack Federation Report: Holly Wurl reported on the Tamarack Federation meeting that was held May 12-13 in Bigfork and the various issues that were discussed. Among items she mentioned was a staff review model being used in Kalispell with the Imaginelf employees. The usual Joys and Concerns document was presented. It was noted that Kendra Mullison co-presented a Tamarack session with a staff person from Missoula Public Library using information they learned by attending workshops provided by the Montana Child Care Association. Abbi Dooley added that she particularly enjoyed the Ivan Doig presentation and Kendra's session.

Monthly Data: Abbi Dooley presented the monthly data for April 2017, which included a graph she created showing library usage (building traffic, circulation, etc.). The trustees perused the data.

Public Library Standards: Marilyn Trosper stated that the Public Library Standards document is due July 5, 2017. She emailed this to the trustees prior to tonight's meeting. It must be signed by the board chair.

Access State Statistical Report: *A State Statistical Report review was provided in accordance with the Public Library Standards (Rule 10.102.1150C). (Preceding statement was added as a correction at the request of Holly Wurl on 06-29-17).* Abbi Dooley gave a demonstration showing the State Statistical Report, which is available through the Montana State Library website. She also passed around brochures created through the State Statistical Report entitled "North Lake County Public Library Annual Report of Statistics 2015-2016." Several details were clarified. Holly Wurl pointed out at this meeting and at earlier ones that she feels the statistics are there for a reason and that the trustees need to look at them and be aware of the information they present. She feels they contain areas where improvements can be made.

LIBRARY DIRECTOR'S REPORT:

Volunteer Breakfast Brunch: Marilyn Trosper thanked the staff for their help during the annual Volunteer Appreciation Breakfast. She passed around thank-you notes that were received from attendees and asked that

tonight's minutes reflect the large amount of work that Mary O'Brien and the rest of the staff put into preparing the event. Photos are available. 45 people attended.

Montana Shared Catalog (MSC) Meeting: On May 3-4, Abbi and Marilyn attended the Spring MSC meeting in Helena. The MSC will be experimenting with an online meeting this fall.

Cataloging Training: Abbi Dooley attended a one-on-one original cataloging training in Helena May 1-2, and found it very helpful.

Minds Matter Training: Kendra Mullison attended the *Minds Matter* training in Red Lodge on May 8, an expansion of the sessions offered in Polson during last year's Fall Workshops. Kendra noted she appreciates the opportunity to attend trainings.

Summer Leadership Institute: Abbi Dooley has been selected to attend the Summer Leadership Institute on July 26 –29 at Rising Wolf Lodge near East Glacier. This training event is sponsored by the Montana State Library. There is no cost to attend the Institute, and food and lodging are paid by the MSL with LSTA monies. Mileage is paid by our Library.

Building Maintenance: A plumbing leak developed in the janitor's tub and was repaired. The roof inspection took place on May 10; no problems were reported.

Youth Position: Anya Smith's last day is June 3, 2017. Three applicants were interviewed for the position on May 17. David Marshall was hired. David will begin on May 30.

College Returnee: College student Taylor Rost will return to her position on May 17 for the summer.

Summer Hours: Summer hours begin June 1. The library will be open from 10 a.m. to 6 p.m. Monday through Friday and from 11 a.m. to 4 p.m. on Saturday.

Coloring Program: Angela Claver held two successful adult coloring sessions on Wednesday, May 24, with the theme "*Spring is Bustin' Out All Over.*" A live pianist entertained during the afternoon session and a Mission Valley Choral group performed at the evening session. All supplies were provided. Refreshments were served.

Youth Programming: Kendra Mullison gave a Youth Services report. The *NASA @ My Library* grant has been awarded, and activities are being planned. Kendra is receiving items in the mail to support them. She has taken the first two webinars. The Family Summer Reading Program (FSRP) plans are coming along well. All of the Thursday morning presenters have been arranged. Kendra showed a preview of some FSRP prizes. She reported that local businesses are onboard. Happy Hippo rides will be offered again to program finishers. Kendra will begin online graduate school to earn her Master's in Information and Library Science in the fall.

Contact Montana Senators and Representatives: Marilyn apprised everyone that the Montana State Library is experiencing severe federal and state budget shortfalls. It remains to be seen if NLCPL will receive state funding this year. Federal LSTA funding is also uncertain. It is important to contact Montana's senators and representatives about this, since the outlook is not good. Marilyn asked the trustees to do whatever they can.

Appreciation: Everyone was invited to stay after the meeting for dessert to thank Clint Hoxie for his 4½ years of service to the library board. He was presented with a card and gift certificate in appreciation.

OTHER BUSINESS: None.

PUBLIC PARTICIPATION COMMENTS: None.

NEXT REGULAR MEETING: The next regular meeting of the Board of Trustees has been changed to 5:00 p.m., Thursday, June 29, 2017. The preliminary FY2018 Budget Discussion Meeting will follow the regular meeting with a pizza dinner in between.

The meeting adjourned at 7:24 p.m.

Respectfully submitted,

Marilyn Trospen
Library Director

PREPARED BY HOLLY WURL FOR MAY 18, 2017 BOARD MEETING

2016 Library Statistics Info from the Montana State Library Reports

Information compiled reflects the rankings and raw data of some, not all, fields reported for 2016. Those categories that are asterisked are the Statewide Library Performance Indicators, which the State feels have the greatest applications to library services planning and usefulness of general indicators of library services on a state-wide basis.

There are 82 public libraries included in the State Library Report. Rankings reported includes all 82. NLCL is the 16th in size by its reported Service Population of 11,105. Our comparative reporting “group” is libraries of 10,000 to 25,000, of which there are 11

<u>Field</u>	<u>Data</u>	<u>Rank</u>		
TOTAL INCOME	\$499,663 (unadjusted)	9 th		
	This income is 100,000 to 150,000 more than libraries in our comparative “group”			
* Total income per capita	44.8	18th		
COLLECTION				
Print	31,348	21st	(average for group 39,402)	
Total	64,886	44 th		
*per capita	5.84	64th		
*turnover rate	1	15 th		
CIRCULATION				
		16 TH		
*Circulation per capita	5.86	34 th		
EXPENDITURES				
Salaries	\$199,053	13 th		
Benefits	\$77,480	9 TH		
Materials				
Print	\$18,377	23 rd		
Electronic	\$20,328	7 th		
Other	\$3,269	30 th		
Total	\$41,757	11 th		
Total Expenditures	\$444,239	9 th		
* Expenditures per capita	40	17 th		
Registered Borrowers	9,940	9 th		
% of population registered	89.10%	7th		
PROGRAMS				
Adult	74	18th	attendance (2,170)	11th
Children	601	5th	“ (7,811)	5th
Young Adult	9	32nd	“ (461)	11th
Total	684	6th	“ (10,422)	8th

SERVICE HOURS

Weekly	50	31 st
Annual	2,600	31 st
Open to Public	2,358	22 nd

The number of hours the library is not open to the public, but “open”, computes to a total of 30 working days per year based on an 8 hour day

STAFF

Total Paid	7.8	8th (total ave. for “group” 5.59)
Non-paid Staff	6	35 th

TRANSACTIONS

Weekly	47	35 TH
Yearly	2028	47th

VISITS

Weekly	930	24 th
Yearly	48360	24 th
*Annual per capita	4.35	42nd

This information reflects some of the libraries strengths (income /staffing /salaries /benefits/ programming/electronic expenditures) as well as some areas that might be considered for long range planning (collection/service hours open/transactions).

The State Library website has an easily accessed historical data from the library, which provides some an interesting perspective. The Annual Report for Mean Statistics that is on the Montana State Library website also provides useful information regarding statewide statistics and information relevant to budget planning.