

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
Board of Trustees Meeting
Thursday, November 17, 2016

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

OTHERS PRESENT: Angela Claver, Abbi Dooley, Bonnie Manicke, Heather Miles, Mary O'Brien, Marilyn Trosper, Danielle Tyler

ADDITIONS OR CHANGES TO THE AGENDA: Marilyn Trosper requested a discussion about digitization. This was added to the agenda under "Financial."

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

MINUTES: The minutes of Thursday, October 20, 2016, were approved as written by general consensus.

FINANCIAL:

Monthly Financial Report: Marilyn Trosper had emailed the October 2016 claims, monthly spreadsheet, Black Mountain Software reports, and other documents to the trustees prior to the meeting. Maggie Newman made note of the October tax revenue that came in. In answer to a question about fall roof maintenance from Holly Wurl, Marilyn reported that she has contacted Doug Whiting about this, but the workers have not yet come. She will call again. In another matter, Marilyn stated that the compressor replacement is complete. The total cost is \$2915, to be paid from the General Fund. After discussion, Bruce Harrop moved and Maggie Newman seconded *to pay all monthly claims for the month of October 2016*. **Motion carried unanimously by voice vote.**

North Lake County Library Foundation (NLCLF): Maggie Newman reported that the NLCLF board approved both funding requests submitted by the library and agreed that any money remaining should stay with the library and not be returned. The monies have not yet arrived. Further requests from the library should be submitted by email. The trustees talked at length about how to avoid the fees on the investment monies charged by First Interstate Bank. Several alternatives were suggested, but no decisions were made. The NLCLF board's next regular meeting will be in January 2017.

Other Financial Research: Maggie Newman stated that she has not yet been able to connect with Bob Gauthier of Energy Keepers, Inc. to discuss the replacement of the Kerr Dam revenue for the library. She will continue to try.

Digitization Project: Mary O'Brien read aloud the latest email from Christina Kirkham of the Montana Historical Society's newspaper digitization program. Tina explained that there will be new hosting and storage fees associated with digitization to ensure the sustainability of the Montana Newspapers Project. Marilyn noted that the library is in a position to pay for this by using monies the library expected to pay out for several research databases; this expense is now being paid by the Foundation, which frees up approximately \$4000. Added to what was already budgeted for digitization in the memorial fund, the total will cover the new

fees. Marilyn noted that she can complete a budget amendment for this change. After discussion, Maggie Newman moved and Bruce Harrop seconded to *approve Budget amendment to fund newspaper digitization project for \$7,685.57. Motion carried unanimously by voice vote.*

Angela Claver joined the meeting at this point.

BOARD BUSINESS:

Holiday & Closure Dates for 2017: The trustees examined the proposed calendar for 2017. Discussion followed regarding Working Wednesdays. It was suggested that the staff focus on cataloging and processing the backlog of books during those days for the Working Wednesdays in December, January, and February. Allen Bone stated, and it was agreed by consensus, that if training is needed it should be held as necessary. Holly Wurl moved and Bruce Harrop seconded that *Working Wed. will be used primarily for book cataloging/processing until through Feb. '17 @ which time progress will be assessed. Motion carried unanimously by voice vote.* In regards to holiday closures, it was decided that the library should be closed Friday, November 10, 2017 to observe the Veteran’s Day holiday, and be open Saturday, November 11, 2017. As Christmas Eve falls on a Sunday, it will be observed as a holiday on Tuesday, December 26, 2017. Maggie Newman moved and Allen Bone seconded to *approve holiday & working closures for 2017. Motion carried unanimously by voice vote.* The 2017 closure dates are as follows:

CLOSURE	2017 DATE
New Year’s Day	January 2
Working Wednesday	January 11
Martin Luther King Day	January 16
Working Wednesday	February 8
Presidents’ Day	February 20
Working Wednesday	March 15
Working Wednesday	April 19
Working Wednesday	May 10
Memorial Day	May 29
Independence Day	July 4
Labor Day	September 4
Working Wednesday	September 20
Working Wednesday	October 11
Veterans’ Day (observed)	November 10
Working Wednesday	November 15
Thanksgiving	November 23
Working Wednesday	December 6
Christmas Day	December 25
Christmas Eve (observed)	December 26

2017 Election Announcement: Marilyn reminded everyone that the 2017 election will be held in the spring. Maggie Newman, Clint Hoxie, and Allen Bone are up for re-election.

Monthly Data: The trustees perused the October 2016 data that Abbi Dooley had prepared for them. Questions were asked and answered.

Strategic Goals: The discussion about Working Wednesdays (above) took the place of discussing strategic goals.

Danielle Tyler joined the meeting at this point.

LIBRARY DIRECTOR'S REPORT:

Staff Update: Marilyn Trosper announced that Jery Walker's resignation will be effective December 2, 2016. She noted that in the past, a \$200 gift card has been given to outstanding departing employees. Two books are also being added to the library's collection in honor of Jery. Marilyn passed around a goodbye card for everyone to sign. Jery's last day will also be the date of the annual staff holiday dinner.

Public Services Position: The Public Services position being vacated by Jery was advertised beginning November 15, 2016. It was noted that the application period will close December 5. The position description was updated prior to posting.

FY2016 State Statistical Report: Marilyn Trosper and Abbi Dooley are working to complete the annual Statistical Report.

FY2016 Annual Financial Report: Marilyn noted that she is working with Cindy Dooley in order to complete the annual Financial Report.

People Counters: After researching additional people counters for the library, details of three possible options were compiled for the trustees to consider. This was tabled until the January board meeting.

Technology Class: Library Specialist Heather Miles reported on the first technology class she offered (Absolute Computer Basics, Part 1), at which she had a total of ten people attending two sessions. Part 2 will take place on November 22. Slots for that day are nearly filled and the December class (topic: purchasing tips for holiday technology gifts) is being planned. Heather will offer more classes in 2017 and will also begin preparing for Digital Learning Day. She noted, too, that MontanaLibrary2Go has been completely overhauled and seems to be working well.

December Coloring Program: Angela Claver will hold a winter coloring event (two sessions) on Wednesday, December 21 with the theme "A Cup of Christmas Tea."

LEGO Table: Marilyn Trosper announced that the LEGO table has arrived and children are enjoying it already. The table was the result of a Greater Polson Community Foundation grant. LEGOS will be purchased and a kick-off event is being planned.

Parade of Lights: The Story Shuttle and library staff will take part in the annual downtown Parade of Lights on Friday, December 2, 2016. Candy canes, etc., will be distributed.

Adult Winter Reading Program: Abbi Dooley reported that the library will have a winter reading program for teens and adults. It will launch on December 21, 2016 and run through March 19, 2017. The program uses a reading log with a BINGO card theme with various reading categories. There will be a prize drawing for those who turn in their completed card during National Library Week in April.

Positive News for Libraries: Marilyn called the trustees' attention to the good election results for libraries around the state, particularly Missoula, where the levy for a new library building passed. Missoula also received a generous bequest from Mrs. Lorraine Jay, a former schoolteacher, to support and enhance their children's program in perpetuity.

OTHER BUSINESS:

Friends of the Library: Holly Wurl asked about the status of the Friends of the Library. Marilyn replied that there has been no communication from them.

PUBLIC PARTICIPATION COMMENTS: None.

NEXT REGULAR MEETING:

The next regular meeting of the Board of Trustees will be 5:00 p.m., Thursday, January 19, 2017, in the library meeting room. There is no meeting in December.

The meeting adjourned at 6:18 p.m.

Respectfully submitted,

Marilyn Trosper
Library Director