

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
Board of Trustees Meeting
Thursday, October 20, 2016 – 5:00 p.m.

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

OTHERS PRESENT: Angela Claver, Abbi Dooley, Bonnie Manicke, Heather Miles, Kendra Mullison, Mary O'Brien, Marilyn Trospen

ADDITIONS OR CHANGES TO THE AGENDA: None.

The meeting was called to order at 5:02 p.m. by board vice-chair Allen Bone.

MINUTES: The minutes of the board training session on Tuesday, September 13, 2016, were approved as written by general consensus. Changes were requested to the minutes of the regular meeting on Thursday, September 15, 2016. Holly Wurl and Maggie Newman asked that the words “for remodeling or rebuilding the building” be removed from the Strategic Planning paragraph, along with the following sentence which stated: “The Foundation board members need details and more information in order to plan a capital campaign.” The minutes were approved by general consensus with these changes. Clint Hoxie joined the meeting at this point.

PRESENTATION: Rob Turner from PayneWest Insurance gave a presentation about employee health insurance for 2017. He summarized as follows: The rates for the dental, vision, and life insurance policies currently offered to employees will remain much the same as in 2016. However, health insurance coverage (currently Blue Cross/Blue Shield of Montana), will see a huge rate increase (47%). After researching the issue, Rob found options to bring the cost down. He recommended switching back to Pacific Source and presented several plans for the board to consider. After brief discussion, the board selected Option 3, a high-deductible HSA plan. Maggie Newman moved and Bruce Harrop seconded to *move health insurance to Pacific Source PSN Silver HSA3600*. **Motion carried unanimously by voice vote.**

FINANCIAL:

Monthly Financial Report: Marilyn Trospen had emailed the September 2016 financial documents to the trustees prior to tonight’s meeting, including the claims, the monthly spreadsheet, and the Black Mountain Software reports. She drew the trustees’ attention to the fact that there is only \$91,000 left in the General Fund until the Lake County tax disbursement for November arrives in December. Payroll will use up a large portion of this. She is being very careful with the budget, but is concerned about this and wanted to apprise the board. She reminded everyone that the November tax disbursement will be the first to show the sizeable reduction from the Kerr Dam ownership change discussed at previous meetings. Maggie Newman offered to meet with Bob Gauthier from Energy Keepers, Inc. to discuss ways to request monies from the CS&KT to replace this. In another matter, Marilyn notified everyone that the Clarkson bequest now has a new contact person. Kirk Fulford’s name no longer appears on the statement. She passed around the relevant document. Holly Wurl then asked about the AWE Digital Learning Program. It was explained that this is licensed software for a children’s learning computer, which was obtained in the BTOP grant. This is the first time the library has

had to renew the license. After more discussion, Bruce Harrop moved and Allen Bone seconded to *pay all claims for the month of Sept. 2016. Motion carried unanimously by voice vote.*

North Lake County Library Foundation (NLCLF): A response has been received from the NLCLF about the Memorandum of Understanding regarding Foundation disbursements to the library that Clint Hoxie presented at the NLCLF's recent meeting. The letter was passed around. Marilyn Trosper pointed out that she feels the NLCLF response has been selectively picked from the materials they have on hand. She has gone back through the library's records and located several historical documents, including board minutes, which lend support and clarity to the premise that the NLCLF promised ongoing and permanent support of library technology. She then presented and described these documents. The documentation includes the letter sent to Bob Bonner of First Interstate Bank describing "ongoing, dedicated support for technology." Marilyn stated that she is doing due diligence to bring the documentation to the board's attention. Marilyn then reminded everyone that the library is low on money for this. Clint Hoxie responded that the NLCLF wants the library to present request forms for disbursements. Requests should outline all of the equipment, etc., that will need upgrading or replacing. Clint, Maggie Newman, and Holly Wurl agreed that the library should submit these forms of request. Marilyn also pointed out that the forms are outside of the library budget cycle. If monies are received from the NLCLF, a budget amendment will be required. Clint said that next year, requests can be made in advance of budget formulation, so no budget amendments will be needed. Abbi Dooley asked what should be done if requested monies are not quite used up. Maggie will bring up these points at the next NLCLF meeting, which will be on November 9th. Clint will write a letter to help present these issues at the meeting.

BOARD BUSINESS:

Monthly Data: Copies of the compiled monthly data were passed around. Abbi Dooley explained that this data is a work in progress; results will change from month to month. In response to a request, she offered to run a report based on the age of library cardholders. Several questions were asked and answers discussed, including queries about deleting inactive users, the number of items being cataloged, a possible system glitch relating to library users' view of recently added books, HeritageQuest, Freegal, Shoutbomb, and the number of children using the Play & Learn Center. All trustees agreed that the statistics are very useful. Additional "people counters" was discussed in order to more accurately record the number of library and meeting room users.

Tamarack Federation: Holly Wurl reported on the Tamarack Federation's fall conference call. She noted that, among other topics, Montana State Librarian Jennie Stapp discussed the State Library Commission's strategic long-term planning. Holly suggested looking at this and providing input by accessing it from the MSL's homepage.

Strategic Goals: Clint Hoxie suggested this item until the November meeting due to the in-depth discussion at tonight's meeting regarding the monthly data.

LIBRARY DIRECTOR'S REPORT:

Staff Update: Marilyn Trosper reported that Abbi Dooley successfully completed her probation in September.

Fall Coloring Program: Angela Claver gave a report about the two adult coloring events she coordinated on Wednesday, September 21, which emphasized a fall palette of colors. Twenty-two people attended,

representing a variety of ages, demographics, and reasons for coming. Live music accompanied the evening session. A SMART Board presentation related to autumn colors was also presented.

Big Read: Mary O'Brien reported on the Big Read events that have taken place at the library over the past two months. She and Marilyn attended the kickoff event in Missoula on September 18 at the University of Montana. North Lake County Public Library was given copies of all three Big Read books (150 adult books, 75 middle grade books, and 75 picture books), which were given away to the public. There were three related events:

- a community-wide book discussion about Louise Erdrich's novel *Love Medicine* facilitated by BookFriends leader Barbara Swanson on September 22. (28 attendees)
- a children's program facilitated by Kendra Mullison and CS&KT biologist Whisper Camel-Means on September 17 focusing on the "early read" book, *The Mud Pony*, clay painting, and crafts. (16 attendees)
- An adult program led by Dr. Kate Shanley of the Native American Studies Department at the University of Montana (October 13) which explored issues and literature related to *Love Medicine*. (21 attendees)

Staff Training: Marilyn presented an internal cataloging workshop for four staff members on September 19-20. The workshop was a goal in succession planning and Marilyn will be assigning collection components for staff to gain some experience. Abbi Dooley is taking an online class for WebDewey throughout October.

Academic & Special Libraries Division/Public Library Division (ASLD/PLD) Joint Retreat: Abbi attended the ASLD/PLD retreat at Chico Hot Springs in mid-October. She applied for and received a \$50 professional development grant to attend. Abbi discussed several of the sessions she attended. She especially noted that the "per capita/per square mile" provision for libraries will expire next year and must be reapproved by the legislature. Positive feedback about this is needed from libraries. Library Legislative Night, a venue effective for gathering legislators to hear about library issues, will be held in Helena on January 18, 2017. Marilyn will forward Abbi's written synopsis to the trustees.

Technology Training: Heather Miles reported on the upcoming Computer Basics class, which is scheduled for October 25, 2016. This will be the first class she has offered. There will be two sessions that day. Advertising has been completed, and signups have been good. More classes will be offered in the coming months. Heather is also working on brochures to assist the public with common technology issues.

OTHER BUSINESS:

Beanbag Chairs: Kendra Mullison showed the beanbag chairs that are now being used for youth events. Each is embroidered with the last name of a well-known children's author. They have been enthusiastically received.

Other Items: Holly Wurl asked a couple of questions about library hours. Maggie Newman mentioned that after additional people counters are installed, peak traffic hours will be identified to help in decision-making about hours. Holly also recommended that fellow trustees look at the FY2015 annual statistical report. Clint Hoxie requested that a copy of this be emailed to each board member.

PUBLIC PARTICIPATION COMMENTS: None.

NEXT REGULAR MEETING: The next regular meeting of the Board of Trustees will be at 5:00 p.m., Thursday, November 17, 2016, in the library meeting room.

The meeting adjourned at 6:58 p.m.

Respectfully submitted,

Marilyn Trosper
Library Director