

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, November 29, 2018**

Members Present: Bruce Harrop, Brooke Wegner, Holly Wurl

Members Absent: Allen Bone, Maggie Newman

Others Present: Abbi Dooley, Mallory Witham, Heather Miles, Kendra Mullison, Angela Claver, Rob Turner, Bonnie Manicke

Meeting called to order by acting Chairman Bruce Harrop at 5:05 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: Abbi requested to add recently received information on the upcoming election under new business.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: Bonnie Manicke asked that we add the upcoming board agendas, if possible, to the Google calendar on the library website. She also requested that past board meeting minutes also be added. Abbi responded by noting that the new website had just been launched the week prior and content was still being added. She noted that some of the meeting minutes are already posted and that she will be posting the board agendas in the future.

MINUTES: Brooke moved and Holly seconded the *motion to accept the minutes of the regular meeting of Thursday, October 25, 2018 as written.* **The motion passed.**

FOR: Bruce Harrop, Brooke Wegner, Holly Wurl

AGAINST: None.

LIBRARY DIRECTORS REPORT:

Library Programs:

Technology Report: Heather reported that she had eight participants at her class held October 30th entitled “Google Drive and the Cloud.” She reported that her Computer Basics Part I class on November 27th also had eight enthusiastic participants. She has been asked to do another Computer Basics class, which she is planning for January. December 27th, Heather will offer a “Tech Drop-In Day” which will be an all-day walk in event for patrons to receive help with their new devices.

NASA @My Library Program: Kendra reported on her November 24th program “Phytoplankton from Space” with Bryce Penta, who is a microbiology doctoral student at Oregon State University. Mr. Penta studies the microscopic plants of the ocean, phytoplankton. She had eight adult patrons in attendance. November 26th the library hosted the Mars InSight landing watch party. NASA started earlier than scheduled, but Kendra was able to find video of the actual landing and the seven patrons that attended enjoyed this historic event. December 1st at 2 p.m. there will be a remote call-in program with Ken Stedman called “Viruses in Extreme Environments.” Mr. Stedman has a Montana connection, as he does research in Yellowstone National Park to investigate viruses that exist in extreme places.

Big Read Events: Heather reported that on November 17th the Library had a showing of “Worlds of Ursula K. LeGuin” which had five attendees. The group enjoyed the film and suggested showing it to a writers group.

Adult Coloring: Angela discussed the details of the upcoming adult coloring program with the theme, “Vintage Christmas” to be held December 6th at 2 p.m. Angela exhibited antique ornaments and some of the coloring choices for the program.

Classic Christmas Movie Series: Abbi stated that the Library will host a series of classic Christmas movies on Tuesdays in December at 2 p.m. Popcorn and Christmas treats will be served. The movies are: December 4th – *White Christmas*, December 11th – *Christmas in Connecticut*, and December 18th – *A Christmas Story*.

Administrative:

Staff Development Day: A Staff Development Day will be held on December 12th. The staff will begin the process of cleaning out and organizing the annex in preparation for the FOL book sale and future renovation. The staff will also have their Christmas party during the lunch hour in December.

Volunteers: The Library will be doing in-house and social media advertising for a few specific volunteers, including one or two people that can help with maintenance and handling book donations.

Website: The new library website went live on November 21st and is still a work in progress. Rather than renew the hosting on the old site, Abbi chose to go live with a basic site that has all of the important links. The staff will continually add more content. Feedback on the new design is welcome.

FY2018 State Statistical Report: The deadline to file the annual State Statistical Report with the Montana State Library is November 30th. Abbi will email a PDF of the form to the Trustees after it has been submitted.

FY2018 Annual Financial Report: Abbi and Cindy Dooley will begin work on this report that is due to the state on December 31st. After its completion the audit firm will begin their review.

Building & Equipment:

HVAC Upgrade: All units have been installed. Mountain Mechanical will provide free quarterly maintenance for one year beginning October 10th, when the first unit was installed. The Foundation has been sent the final bill.

Building Maintenance: Guys for the Job washed the exterior windows and will be replacing worn weather-stripping on several exterior doors. Holly asked if the maintenance volunteer would be needed for a one-time event. Abbi stated the ideal person would be one that could be called on when needed. Holly asked if we are losing heat due to the length of time the automatic door stays open. Abbi stated she will contact Valley Glass to see if the timing can be adjusted. Heather added that the amount of time the door stays open may be mandated by the ADA.

Community Outreach:

Parade of Lights: The parade is November 30th at 6:30 p.m. The staff and story shuttle will be decorated in lights with a space theme which coincides with the 2019 Summer Reading theme. Candy canes will be distributed.

SPLASH: Abbi reported that the Library has been chosen as a SPLASH host for 2019. The event will be co-hosted with another local business (tentatively Blodgett Creamery). The Friends of the Library have expressed interest in funding the event. Holly asked about the pairing. Abbi explained that the Chamber decides which businesses will co-host together based on interest. Abbi has received information from the Chamber about what is expected as a host. Refreshments, including beer and wine are expected but not required. The FOL could cover the expense of the beverages. The event will also give the Friends an opportunity to offer information on memberships. Holly expressed concern about the issue of closing the library. Abbi noted that the motion that was voted on at the last meeting included closing the library to the public, but the building would be open for the attendees of the SPLASH. Brooke shared her employer's experience with hosting a SPLASH event. Abbi clarified that the purpose of closing the library to the public was for crowd control and to avoid the possibility of unattended minors at the event. Holly stated that she isn't comfortable with the idea of closing the library to the public if tickets had to be purchased. Abbi explained that the SPLASH events are free and open to the public, so technically the library would not be completely closed. Abbi will have staff available to offer tours, sign attendees up for library cards, and demonstrate technology and other offerings the library has. They could also check out items. The public computers would be turned off. Abbi and Holly agreed that the issue could be revisited as the date approaches. Holly suggested that we may need to clarify what services would be available.

Staff Update:

New Employee: Jeanne Quigley started at the library on November 19th. She will work Saturdays throughout the year and is available to fill in when needed.

Library Closure Dates:

- Staff Development Day – December 12th
- Christmas Eve – December 24th
- Christmas Day – December 25th
- New Year's Eve – Closing at 4pm
- New Year's Day – January 1st
- Staff Development Day – January 10th
- Martin Luther King Jr Day – January 21st

FRIENDS OF THE LIBRARY REPORT: Abbi reported that the FOL meeting was held Friday, November 16th. They are in the process of officially changing the name to Friends of the North Lake County Public Library. They have selected Saturday, January 26th for the book sale and will set up the Friday before. They will offer hot beverages and cookies to shoppers from 10 a.m. to 4 p.m. The Friends are looking at doing a "Burgers, Brews and Books" fundraiser in March in conjunction with local breweries. Holly asked if alcohol would be served in the library. Abbi stated that the event would be held at a different location. Their next meeting is December 14th at 1 p.m.

FOUNDATION REPORT: Maggie emailed the following report to Abbi from the November 7th meeting. Marc Vergeront reported on the investments as of the end of October. Since the market has been down the investments are also down, although not as much as the total market. There is not enough cash to pay for the balance of the HVAC system. They decided to sell some of the bond funds on the advice of Marc so that the money will be available when needed. Maggie advised them that Abbi would send an invoice when the other units are installed. They discussed the meet and greet social and paid the bills for it. They also discussed providing Christmas treats for the staff. Their next meeting is January 21st.

BOARD BUSINESS:

Rob Turner arrived at the meeting and so it was decided to move the discussion of health insurance to this point in the meeting rather than wait for new business.

2019 Health Insurance: Rob Turner from Payne West Insurance presented a packet of information to the Trustees regarding the insurance rates for 2019. He explained that the Library is considered a small employer and is on an age-based rate structure. For 2019 the best pricing is still with Pacific Source. Rob presented a sheet that listed the current plan as well as three options. The current plan has a \$3,600 deductible and is HSA eligible. The total monthly premium is \$2,776. The renewal option moves to a \$4,000 deductible with a total monthly premium of \$2,614. A second option is a \$3,000 deductible continuing the HSA eligibility with a total monthly premium of \$2,837. Abbi had spoken with Rob before the meeting and also requested that a major medical plan be included as an option for employees either as a buy-up or equivalent plan, depending on the main plan that the Trustees choose. Rob also noted that the dental, vision, and life insurance rates will remain the same in 2019. There were questions regarding the various plans that Rob answered. Abbi noted that the budget included a 10% increase over the 2018 rates, so either plan will bring us under budget. Holly asked if there was a consensus among the staff about whether or not they would choose the major medical. Abbi answered that it will greatly depend on which plan the board chooses, as there would be a significant buy-up with the \$4,000 deductible plan. Bruce asked what part the library would pay, and Abbi stated that the employee would pay any additional costs if they choose the major medical. If the Trustees choose the \$3,000 deductible plan then there would be no additional cost to the employees as the premiums are lower on the major medical plan. Brooke asked Abbi if any employees were on a family plan and if the staff have complained about the current plan. Abbi answered that she has heard complaints about the high deductible and would like to offer the staff an opportunity to save money with the major medical plan. Bruce added that high deductible plans are the norm and Rob concurred. Bruce noted that having health insurance is a big benefit to the staff, and Abbi agreed. Rob also noted that these plans move to a different network within Pacific Source called the SmartHealth Network which should reduce the costs of local doctor visits. Brooke asked if the premiums were taken out of staff paychecks. Abbi answered that the library pays 100% of the premium. Brooke stated she recommends that the Board choose the best plan available (Option 1-\$3,000 deductible) for the employees, since any of the options will keep the Library under the budget for the fiscal year. Brooke moved and Bruce seconded the *motion to select plan SHN Gold HSA 3000 to be paid for by the library for all full-time staff for 2019 with the option for staff to select SHN Silver 3500. If a staff member chooses to select SHN Silver 3500 they are responsible for monthly premium costs above the cost of the library's selected plan, if any.* **The motion passed.**

FOR: Bruce Harrop, Brooke Wegner, Holly Wurl

AGAINST: None.

Rob stated that he will send over the open enrollment packets, as the deadline is December 15th. He left the meeting at this point.

Financial:

October 2018 Financial Report: Abbi had emailed out the October 2018 Claims, Monthly Spreadsheet, and BMS Reports prior to the meeting. Bruce noted that the World Book subscription had been renewed. Abbi stated that they have added audiobooks this year and wants to give it another year before cancelling. Abbi said that she hopes the local homeschool groups, the Christian Academy and others will be using the subscription more as it will be more actively marketed. Holly asked what the high school usage was. Abbi

stated that she does not have that data. Holly asked about the line item 130 Employee Benefits on the budget vs. actual report. Abbi explained that there was a coding issue. She had hoped to separate out the budget for holiday, vacation, and sick pay based on the coding in the Montana BARS chart of accounts but ran into some difficulty with the software system. Abbi stated that this figure should be under line item 110. She will look into this in detail and email an answer to the board. Holly asked about a payment to the IT consultant for batteries. Abbi explained that the Foundation gave the library \$8,000.00 to buy new technology, including computers. The Library IT person found that it would be the most economical to refurbish the laptops the library already owns. Part of the refurbishment included new laptop batteries. Holly moved and Brooke seconded the *motion to accept the October 2018 Financial Report as presented*. **The motion passed.**

FOR: Bruce Harrop, Brooke Wegner, Holly Wurl

AGAINST: None.

Montana State Fund: The library received the 2016 dividend for \$478.30.

NASA @My Library: The library received the second grant year check for \$1,500.

Unfinished Business: None.

New Business:

Monthly Statistics Report for October 2018: Bruce noted the increase in open hours. Holly noted that she continues to be amazed by how many new cards are being issued. Holly asked about the demographic. Abbi responded that the new cards are going to all ages, and that the staff has noted that families are moving into the area.

Internet Policy update: Abbi noted that the policy had not been updated for nearly 10 years. Bruce asked for clarification with the wording about wireless printing. Brooke asked if we are looking into wireless printing. Abbi answered that the IT consultant does not think it is worth the cost, and gave Missoula Public Library as an example for usage. While the service would be nice to offer, the cost per printing would be far too high. Abbi summarized the changes that she, with input from the staff, have added to the policy. She noted that the headphones are now cataloged and therefore checked out to individual library cards. Holly asked about a covering for them. Abbi stated that they are disinfected between each use. Holly was happy to hear that. Abbi also opened the discussion about the two hour time limit with flexibility. This would broaden the policy and give the staff more leeway to accommodate patrons who required additional time. Discussion ensued. Holly added that computer use liability was an issue that was brought up at the Tamarack meeting, including that patrons are responsible for the content they provide and view. Bruce noted that he thought the policy looked great. Brooke moved and Holly seconded the *motion to accept the Computer & Wireless use Policy as presented*.

FOR: Bruce Harrop, Brooke Wegner, Holly Wurl

AGAINST: None.

Upcoming Election: Abbi read the letter that she received from Lake County. The letter stated that the election will be held May 7, 2019. Filing opens on December 13, 2018 at 8 a.m. and closes at 5 p.m. on February 11, 2019. There is no filing fee or petition needed. The open positions are: Trustee #1 (2019-

2023) currently held by Holly Wurl and Trustee #2 (2019-2023) currently held by Bruce Harrop. Candidates who wish to file need to fill out the Declaration for Nomination and Oath of Candidacy form which can be picked up in the Library or at the Lake County Election Office. Abbi noted that the Library will do free advertising of the election. The cost of the election will not be known until the election is completed and is dependent on what other agencies besides the school board are included. Bonnie Manicke noted that the Rural Fire Board will have an election and a mill levy on the ballot.

OTHER BUSINESS: None.

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, January 24, 2019 at 5:00 p.m.

The meeting adjourned at 6:37 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Abigail J. Dooley".

Abbi Dooley, Library Director