

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
Thursday, January 24, 2019**

**Members Present:** Allen Bone, Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

**Others Present:** Abbi Dooley, Mallory Witham, Heather Miles, Kendra Mullison, Angela Claver, Virginia DuBrucq

Meeting called to order by Allen Bone at 5:03 p.m.

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

**PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA:** None.

**MINUTES:** Maggie requested changing the wording from “costs” to “bill” in the last sentence in the Building & Equipment section regarding the “HVAC Upgrade.” The revised sentence will read: “The Foundation has been sent the final bill.” Holly moved and Maggie seconded the *motion to accept the minutes of the regular meeting of Thursday, November 29, 2018 as revised.* **The motion passed.**

**FOR:** Allen Bone, Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

**AGAINST:** None.

**LIBRARY DIRECTORS REPORT:**

**Library Programs:**

**Technology Report:** Heather reported that she had three participants for the December 27<sup>th</sup> “Tech Drop-In Day.” Heather had hoped for a better turn out, but thought the weather and Christmas travel may have accounted for the low numbers. She will offer “Absolute Basics II” on January 29<sup>th</sup> at 2 p.m. There are already six people signed up for that class.

**NASA @My Library Program:** Kendra reported on her December 1<sup>st</sup> “Viruses in Extreme Environments” program virtually led by Dr. Ken Stedman, a professor at Portland State University. Kendra reported that she had eight attendees.

**Children’s Programming changes:** Kendra explained that “Story Time” has moved to Wednesdays at 3:30 p.m. and is now called “Wiggle Worms.” The Friday programming has changed as well. The first Friday will be a popular kid’s movie and the third Friday a game day. The rare fifth Friday will be a classic kid’s movie. Abbi noted that the changes were due to poor attendance. The move to Wednesdays frees Kendra up to do some Saturday programming. Kendra noted that schools have early outs on Wednesdays, so she is hoping for higher participant numbers on those days. Kendra has already noted an increase in attendance. The first Wiggle Worms program had 11 attendees and the second had 12.

**Adult Coloring:** Angela gave a report on her December 6<sup>th</sup> “Vintage Christmas” program. She had twenty patrons in attendance. Angela was told by a patron that the program was the highlight of her Holiday season.

Angela is preparing for her February 7<sup>th</sup> program: "A Pop of Color." Shirley Temples, peanuts and treats will be provided. There will be an April 4<sup>th</sup> coloring program. Angela is still contemplating her theme.

Classic Christmas Movie Series: Abbi reported that on Tuesdays in December, the Library showed classic Christmas movies. The attendance was three for *White Christmas*, five for *Christmas in Connecticut*, and three for *A Christmas Story*. These numbers reflect those who stayed for the entire movie. There were more people that stopped in briefly but could not stay, and several patrons asked about when there would be more movies.

Adopt-a-Book: Our annual program will run February 1<sup>st</sup> through 28<sup>th</sup>. A selection of books for children and teens will be available. The donation is \$15 and a book plate will be placed.

Friday Night at the Library: The fourth Friday of each month we will be showing a feature film in the evening at 6 p.m. Popcorn will be provided. The goal is to utilize our movie license more. We will test this day and time to see if there is interest. The first movie is January 25<sup>th</sup> – *Mamma Mia! Here We Go Again*.

#### **Administrative:**

Staff Development Day: The December Staff Development Day was spent in the annex sorting through donations and carts. During the January Staff Development Day the group did a major weeding of the non-fiction section in advance of the book sale. Abbi noted that all of the staff was overwhelmed by the number of carded books that remained in non-fiction (well over 1,000). All of the books were evaluated and many were discarded due to outdated information and condition. There are several hundred books that will be barcoded and added to the online catalog. Abbi stated that the discarded books will be sold in the Friends book sale. Maggie asked what would happen with the books that do not sell. Abbi said that she hopes the Friends will have a plan for that. The plan for February's Staff Development Day is to finish up projects that were not completed during prior days (annex, weeding and staff work room).

Maggie noted that the pool's Book Nook traffic is high and that pool patrons have expressed their appreciation.

FY2018 State Statistical Report: A PDF of the final report was emailed to the Trustees on November 30<sup>th</sup>. Allen asked if there were any questions or comments from the members. There were none.

FY2018 Annual Financial Report: The Annual Financial Report was submitted on time. Revenues do not exceed \$750,000, therefore no audit is required.

Financial Review: The auditor is in the process of completing the review.

Food for Fines: The week of December 17-22 \$93.45 was forgiven in fines and 85 pounds of food was donated to the food pantry.

Staff Appreciation Day: The Foundation and the Friends supplied food for the staff on December 20<sup>th</sup> as a show of appreciation.

A to Z World Food: This database was not renewed due to lack of use.

## **Building & Equipment:**

**Renovation Discussion:** Abbi reminded the Trustees that 2019 will mark the 30<sup>th</sup> anniversary of the Library building. She noted that the atrium windows and restrooms are 30 years old as well and in need of replacement. The atrium windows are very inefficient and costing the Library money in heating and cooling costs. The fixtures in the restrooms have had to be repaired multiple times during the three years that Abbi has been at the Library. Maggie noted that low-flow toilets may reduce the water bill. A discussion of ideas followed regarding the windows including reflective coatings for the summer heat and other potential solutions. Maggie stated that it would be good to begin the conversation with the Foundation about renovation and noted that they will need to begin fundraising. Abbi asked the Trustees if they want to do renovation in small pieces or begin the process of going out for bid for an architect and/or contractor. The Trustees agreed that the basic footprint of the building will not change, but the interior configuration will. The topic of renovation will be continued at future board meetings.

**Automatic Door Open Time:** Valley Glass came yesterday and shortened the time that the handicapped door stays open. Bryce noted that the pins in the joints of the door are wearing and that is allowing movement in the door that could damage the automatic opener. Allen asked if Bryce mentioned if there was a requirement on the amount of time the door needs to remain open and Abbi said that he did not. Holly asked for clarification about what part of the door was wearing out. Abbi reiterated the spots and noted that it is the original door and not the opener itself.

**3D Printer Donation:** In December the Library received an anonymous donation through an attorney for \$3,000 to purchase a 3D Printer for Makerspace. Abbi is planning to order the machine and needed accessories in the next few weeks. Allen asked if this was a high price or low price. Abbi explained that there is a huge range of prices. This donation will allow the Library to purchase the best rated machine for its needs as well as a dedicated laptop, and the filament and other supplies necessary to run it. Allen asked about software requirements. Abbi answered that the software comes with the machine and patrons will be able to print virtually anything (within size restrictions). Abbi noted that there has been some controversy with 3D printers lately regarding the printing of weapons, and that a policy for use will need to be in place. Abbi noted that this machine will only be available during Makerspace, initially, and will always be supervised by a staff member. Someone asked if we would charge for use. Abbi stated that we will not charge, especially not while it is used in the Makerspace program. If demand for use grows, then the Board will need to revisit that topic. Allen added that he understands these printers can use different kinds of plastic and metal. Holly asked if the printing of items would require staff supervision. Abbi explained that Kendra is present for Makerspace, but that the staff does not need to watch the entire printing process, as this can continue after the Makerspace program is finished. Maggie suggested we speak to Missoula about their experiences with 3D printers. Abbi stated that she and Kendra have had discussions with them and stopped last April to view their printers and setup.

**Projector:** A patron who had checked out the Library's projector several months ago gave a donation of \$350 to the Foundation toward the purchase of a new one. The new projector and case have been purchased and it is available for checkout for a \$20 fee. The remainder of the cost (\$276.32) will be paid for with technology funds from the Foundation. Holly asked if these items are insured. Abbi will create a form similar to the laptop and tablet checkout form that the patron must sign which will explain the cost of replacement if

damage occurs. The patron will be responsible for the costs. Maggie asked about the specifics of the projector. Abbi explained that it is a movie projector that can be connected to a laptop, tablet or phone.

### **Community Outreach:**

**Parade of Lights:** The parade was held November 30<sup>th</sup>. Nearly 1,000 candy canes were distributed and the staff still ran out about half-way through the route. The Story Shuttle was decorated with lights and wings to turn it into the “Space Story Shuttle” in celebration of the 2019 Summer Reading program.

**The Good Coffee Roasting Company:** The owners of Polson’s newest coffee shop contacted Abbi in regards to obtaining books to fill their built-in book shelves so customers have something to read while there. The space is ideal to add as a “Book Nook” without the cost of the shelving unit. Books have the Library’s sticker and are available for the public. Two boxes were supplied to get started. Maggie noted that if more Nooks are purchased in the future that we do not add the rocking chairs, as they seem to not get much use and are often in the way.

**Little Free Library:** The library has an extra Little Free Library and Cindy Willis has requested that it be placed in Jette Lake. She was going to check to see if the HOA would be willing to pay for and do the installation. Abbi is expecting to hear back from Cindy.

### **Continuing Education & Meeting Schedule:**

**Offline:** Heather will be attending Offline in Butte February 1<sup>st</sup> & 2<sup>nd</sup>.

### **Library Closure Dates:**

Staff Development Day – February 14<sup>th</sup>

President’s Day – February 18<sup>th</sup>

**FRIENDS OF THE LIBRARY REPORT:** Abbi reported that the FOL meeting was held December 14<sup>th</sup>. They are planning for the book sale on January 26<sup>th</sup>. They will set up the day before and will provide cookies, coffee and hot cocoa to shoppers from 10 a.m. to 4 p.m. They have officially changed their name to The Friends of the North Lake County Public Library. The Friends approved the purchase of a new big-screen TV and sound system for the meeting room. However, upon further research Abbi noted that the new projector provides an excellent picture and staff think it would be ideal to use a large white canvas screen in front of the accordion doors to show films. This would provide a much larger picture than a TV. There was also concern that the Bose speaker system was not functioning properly. Heather investigated and found that someone had broken off part of a connection in the system. She was able to repair it and it is now working properly again. Maggie suggested that Abbi contact Kris Sampson at the pool. They had been showing films but are no longer doing so and they may have a screen. The next FOL meeting will be Friday, January 25<sup>th</sup> during setup.

Allen wanted to clarify the \$20 fee on the checkout of the projector. Abbi explained that it is a per use fee, not a deposit. Additional policy ideas were discussed.

**FOUNDATION REPORT:** The next meeting is Monday, January 28<sup>th</sup> at 4pm in the Library’s small meeting room. Maggie noted that she will not be in town for that meeting and invited another Trustee to attend. Holly stated that it would be good to have representation at the meeting. Maggie clarified that Abbi will be at the meeting. No one volunteered to attend since Abbi will be representing the library.

## **BOARD BUSINESS:**

### **Financial:**

November 2018 Financial Report: Abbi had emailed out the November 2018 Claims, Monthly Spreadsheet, and BMS Reports prior to the meeting. Allen asked if there were any questions or comments. Holly questioned the Library's IT costs and noted that the intent was that Heather's training would reduce the costs for this year. Abbi stated that much of the cost has been reimbursement for new PCs and upgrades to the laptops. She noted that Jim is close to retirement and will be very busy with Missoula's new building so she chose to be proactive and get the Library current in its technology before that happens. The Foundation provided all of the necessary funds to upgrade the public PCs, the laptop lab and to purchase a new Server. Abbi stated that Jim has been training Heather and that she shadows him when he is working in the Library. Abbi feels that once everything is updated and running, then Heather will have the tools to be able to troubleshoot the majority of issues that come up. This will decrease the IT costs significantly. Holly expressed concern that most of the IT budget for FY2019 has been used. Abbi noted that we will go over our budget for FY2019 because she chose to be proactive and upgrade everything this year before Jim's retirement. FY2020 should be much less. There are two big projects left which include getting the Server switched over (there has been a delay due to an issue with Dell support) and installing a self-checkout machine. Missoula donated an all-in-one PC to the Library for this purpose and Abbi hopes it will be up and running soon. Maggie stated that she is excited about this addition.

Holly asked about the higher bill from the electrician. Bruce noted that he also thought that expense was higher than anticipated. Abbi noted that Jensen Electric had talked to her about why the bill was much higher than the quote. Gary had increased the size of one of the units that was installed for the eastern side of the building as it was the same price as the smaller unit, and would provide better heat in the annex. The existing breaker panel could not handle the increased size and parts needed to be upgraded. Maggie asked if the utility bills have gone down. Abbi said that they haven't. Abbi was alarmed at the bill from Mission Valley Power, but contacted them and found that everyone's bill was quite a bit higher for this billing period due to differences in weather from 2017. Abbi noted the thermostats are on schedules and the temperature is kept at or below 70 degrees throughout the building. Holly again voiced concern about the increase in bills. Maggie asked how much we turn up or down the temperature. Abbi replied that the contractor had advised us not to change the temperature more than five degrees up or down at a time. Abbi also explained the MVP bills are not on a calendar month but cover two different months. Abbi has kept the annex a bit warmer to keep the small meeting room at a temperature that will keep the main water pipe from freezing. Bruce and Abbi agreed that we need more time to truly see how the new units are doing. Holly wondered what the consequence of renovations, i.e. tearing down walls, would have. Maggie noted that knocking down walls may help equalize the temperature.

Maggie moved and Bruce seconded the *motion to accept the November 2018 Financial Report as presented*. **The motion passed.**

**FOR:** Allen Bone, Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

**AGAINST:** None.

December 2018 Financial Report: Bruce asked about Brett Fisher's bill. Abbi stated that this was his final bill. Bruce moved and Maggie seconded the *motion to accept the December 2018 Financial Report as presented*. **The motion passed.**

**FOR:** Allen Bone, Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

**AGAINST:** None.

Clarkson Trust: 4<sup>th</sup> Quarter Statement from First Interstate Bank

Beginning market value 10/1/18	355,837.39
Income & Capital Gain Distributions	6,467.17
Withdrawals and fees	(7,125.46)
Change in account value	(37,771.90)
<b>Market value on 12/31/18</b>	<b>\$317,407.20</b>

All commented that the decrease was reflective of the current Stock Market. Abbi noted that the annual Clarkson proceeds are \$6,110.17 which is an increase of \$1,423.83 from 2018.

**Unfinished Business:** None.

**New Business:**

Monthly Statistics Reports: Abbi had emailed the November & December 2018 Statistics Reports and the 4<sup>th</sup> Quarter Circulation Reports to the Trustees prior to tonight's meeting. Holly asked about the change of numbers in books going to the Nooks. Abbi explained that with Ser leaving and Lizzy coming on, there was a period of time that deliveries were not being made. Maggie noted that the Nooks seem fuller than in the past and are well used. Holly questioned the meeting room figures. Abbi realized that she flipped the sessions and attendance and will have that fixed for the January report.

Laptop & Tablet Checkout Policy: Tablets that the Friends purchased are now ready for the public. Maggie asked if the public will be able to leave the building with the tablets. Abbi stated that the Adult tablets are about the same price as a book, but at this time, checkouts will be restricted to stay in the building. Maggie requested that some wording be changed within the policy regarding responsibility for damage. Maggie moved and Brooke seconded the *motion to accept the Laptop & Tablet Checkout Policy as revised*. **The motion passed.**

**FOR:** Allen Bone, Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

**AGAINST:** None.

Director Annual Review: Abbi had emailed the fillable form to the Trustees prior to tonight's meeting. Bruce and Maggie both had trouble with the interactive PDF form. Maggie filled out a paper form and gave it to Allen. Brooke noted she was able to work with it on her computer but needed to download the PDF. Board members are going to contact Abbi if they need it resent. The forms should be completed and returned to Allen to be reviewed at the February meeting.

**OTHER BUSINESS:** None.

**PUBLIC COMMENT:** Virginia DuBrucq introduced herself and spoke about her past work experience. She stated she has turned in her packet to be on the May ballot for the Board of Trustees. She is a retired architect and has worked on seven libraries. She loves libraries and came to learn more about the Board.

**EXECUTIVE SESSION:** The Trustees, Abbi and Mallory went into Executive Session at 6:27 p.m. to discuss a patron complaint that could lead to potential litigation. MCA Code 2-3-203 4(a) – Except as provided in subsection 4(b), a meeting may be closed to discuss a strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position of the public agency.

The Board reconvened and reopened the meeting at 6:37 p.m.

**NEXT REGULAR MEETING:** The next regular meeting of the North Lake County Public Library District Board of Trustees is scheduled for Thursday, February 28, 2019 at 5:00 p.m. Maggie noted that she will not be able to attend this meeting.

The meeting adjourned at 6:34 p.m.

Respectfully submitted,

*Abigail J. Dooley*

Abbi Dooley, Library Director