

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, March 28, 2019**

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

Members Absent: Allen Bone

Others Present: Abbi Dooley, Mallory Witham, Angela Claver, Heather Miles

Meeting called to order by Vice-Chair Bruce Harrop at 5:00 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

MINUTES: Holly moved and Brooke seconded the *motion to accept the minutes of the regular meeting of Thursday, February 28, 2019 as written.* **The motion passed.**

FOR: Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

AGAINST: None.

The minutes from the Executive Session of February 28, 2019 were passed around to all of the trustees present to review and sign. The minutes were sealed and will be retained for safekeeping.

LIBRARY DIRECTORS REPORT:

Library Programs:

Adopt-a-Book: Abbi noted that the program brought in \$285, which is significantly lower than years past. She is not sure why, as advertising was equivalent. Abbi explained that some of the regular participants either did not buy books this year or bought less than in previous years. This is not a loss to the library as the books would be purchased for the collection either way, but disappointing that the program wasn't as successful.

Technology Report: Heather reported on her March 26th *Computer Basics – Email* class. She had 4 attendees. She chose to create her own slides and handouts for this session and feels optimistic that these will be helpful for other patrons in the future. The April 30th class will be *Computer Basics - Social Media*.

Adult Coloring: Angela reported that she will be conducting her next Adult Coloring program: "Egg-Straw-Ordinary" on Thursday, April 4th at 2 p.m. Bruce asked if attendees will be coloring actual eggs. Angela explained that patrons will color paper eggs with decorative patterns.

Needle Arts Series: Angela gave a wrap-up report on the latest needlecrafts series on crochet. There were 42 attendees over the 4 sessions that were offered during March. She was pleased that it was a diverse group. Angela showed an example of a crocheted mug rug that participants crafted. The series will continue in May with embroidery stitching taught by Julane Matejovsky.

Friday Night at the Library: On March 22nd the library showed the Disney film *Christopher Robin*. There were 10 attendees plus 2 staff members. The series has been successful and will continue in the coming months.

Humanities Montana Program: The library will host “UFOs and Extraterrestrials in Montana” with Joan Bird on Friday, April 26th. There will be a brief morning program at the volunteer breakfast and then a full evening program for the public at 5:30 p.m.

National Library Week: April 8th – 13th is National Library Week 2019. The Library will offer “Food for Fines” during this week. There will also be a 25% off sale in the gift shop throughout the month of April.

Volunteer Breakfast: This annual volunteer appreciation event will be held Friday, April 26th at 8:30 a.m. Invitations will be mailed out soon. Maggie noted that she would be out of town and would not be able to attend.

Administrative:

Patron Complaint & Resolution: Abbi received a patron complaint via email, Allen was copied. The patron complained about the closure dates for Staff Development in February and March and about the move from Wednesday to Thursday. Abbi responded and the patron is satisfied with her reply. Maggie complimented Abbi on her professional and diplomatic response.

Financial Review: Abbi shared that she received the engagement letter from the audit firm for the financial review. Abbi read through the letter and Bruce signed it. Holly stated that she thought that the library was not required to have an audit. Abbi stated that the library did not have enough in revenue to require an audit, however she noted that the discussion that the board had was that it would be prudent to have a financial review completed. Doing an annual review may also reduce costs in the event that a full audit is required in the future. Holly asked if this was something that everyone thought was necessary. Maggie and Abbi replied that a review is prudent and it is good to have a third party review the financials. The review was included in the FY19 budget. The cost estimate is \$3,000 to \$3,500.

Greater Polson Community Foundation Grant: Abbi stated that the deadline for the Greater Polson Community Foundation Grant is coming up. She asked the board if there is something specific they would like her to apply for. Maggie and Holly replied that perhaps the Foundation would approve a grant for the self-checkout software. Abbi said she will submit the grant for that purpose.

Building & Equipment:

Roof: Abbi reported that with the warm-up some cracking was noticed in the dry-wall and tile in the public restrooms. Abbi had Whiting Waterproofing shovel the roof for better drainage and she had Jason Delaney, a structural engineer, look at the cracks. He is not concerned about a failure at this time and noted that this may be the heaviest snow load the roof has seen since the last paint job. He noted that the new heating units may have changed the way the snow drifted. He suggested opening the walls and reinforcing the structure on the south side of the building when the bathrooms are renovated. Holly asked how much of the snow was gone. Abbi replied that she has not been on the roof herself. Maggie and Abbi stated that they think that most or all of the snow on the roof should have melted.

Atrium Windows: Abbi contacted Valley Glass, but they cannot proceed without a contractor or architect. Abbi stated she took a webinar on Tuesday regarding a new way of strategic planning and thinks we need a “facilities management strategy.” Maggie stated that she would not be at the April 4th planning meeting and

asked if getting a contractor or architect would be our next step. Abbi described the different options. Holly asked what was spent on the last architect. Abbi noted that the plans were drawn in 2008. Bruce, Maggie and Abbi added their thoughts on this and Bruce thought that the library paid between \$50,000-\$60,000 for the architect's plans. Abbi added the plans are stamped "not for construction." Abbi has been looking at those plans trying to see what would be usable information and what has changed. Holly stated that the library has made a significant investment in the previous architectural plans.

The water fountain: The water fountain has been sticking for a few weeks. The night of the movie Abbi had trouble getting it to shut off. Plumber Tom's crew has been here to look at it, but we do not have a cost estimate for repairs as of yet. If it will be too much, Abbi will look at a water delivery solution until the unit will be replaced with the bathroom renovation.

Continuing Education & Meeting Schedule:

MLA: Abbi and Mallory will travel to Helena for the MLA Conference April 10th through 13th. Kendra will be attending the MLA Board meeting on April 10, 2019.

FRIENDS OF THE LIBRARY REPORT:

The Friends met March 15th. They continue to discuss fundraising ideas and are looking at selling tote bags at the next book sale. They are actively fundraising, and have raised about \$5,000 so far. Their next meeting is April 19th at 1p.m.

FOUNDATION REPORT:

Their next meeting is April 29th at 3:30 p.m. at the library. Abbi stated that since Maggie will be out of town it would be good if another board member could attend. Maggie asked who would be available. Holly volunteered to go. Maggie noted disappointment that there hasn't been anyone from the Foundation at the library board meetings and Abbi expressed concern that they have not been doing any fundraising, to her knowledge.

BOARD BUSINESS:

Financial:

February 2019 Financial Report: Abbi had emailed out the February 2019 claims, Monthly Spreadsheet, and BMS reports prior to the meeting. Holly asked if we are spending \$3,000 per month at Costco. Abbi explained that the Costco Citi Card is used for all purchases, not just Costco. She noted that the library receives cash back by using that card. Holly also asked about the cost of Black Mountain Software and if there was any less expensive option. Abbi, Bruce & Maggie said that all governmental accounting software is expensive, and Maggie noted that Black Mountain is based in Polson, so it is nice to have support so close. Holly asked a couple of questions regarding unexpected revenue. Abbi explained that some expenses were not budgeted for because the revenue was not known at the time that the budget was created. She used the charging stations paid by the GPCF grant as an example. Maggie moved and Brooke seconded the *motion to accept the February 2019 Financial Report as presented*. **The motion passed.**

FOR: Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

AGAINST: None.

Pilot for Online Payments in Enterprise: Abbi stated that the MSL has requested that the library

participate in a pilot program for accepting payments for fines and fees through the online catalog using PayPal. A minimum payment can be set. Abbi suggested lowering the minimum payment for all credit/debit card transactions from \$15 to \$5. The fees are minimal and a lower minimum may actually increase the amount that is received. Abbi noted that patrons are blocked for all services, including online services, if their card has more than \$10 in fines/fees. This option would allow those who don't come to the library to pay the fees and restore access to online services quickly. The board agreed to participate in the pilot with the \$5 minimum.

Tamarack Federation FY2019: The Library has received an additional \$677.76 from the Tamarack Federation that will be used for technology by June 30, 2019. Bruce asked how we received this money. Abbi replied that it was granted by the State Library Commission.

Montana Community Foundation: Abbi stated that the Rosa Annuity annual distribution was received in the amount of \$508.15 and is to be used for operating expenses.

Unfinished Business:

Trustee Workshop: The MSL is offering a workshop on April 24th in Butte, MT. Stu Wilson from Library Strategies will be available to help trustees come up with planning processes that will work for their libraries and communities. Holly asked if Maggie wanted to go, but she will be traveling. Bruce stated that if we are changing the way we do long range planning that it may not be useful to attend. Holly doesn't think she can go, but hopes that there will be some handouts or packets she can get for the board. Abbi will reach out to Jo Flick who is the coordinator for CE for the state.

New Business:

Monthly Statistics Report: Abbi had emailed the February 2019 Statistics Report to the Trustees prior to tonight's meeting. Bruce noted that all the numbers were down. Holly asked if there was a purging of cardholders. Abbi replied that the state does an annual purge of inactive cardholders each February. Holly's follow up question had to do with the number of cardholders vs number of people living within the city limits. Abbi clarified that the Polson residents include anyone with a 59860 ZIP code. There was a discussion of the upcoming 2020 Census and how that will give a better picture of the number of residents.

Updates to Employee Handbook: Abbi noted that the handbook is due for its 3-year review. Abbi has made changes and the attorney has reviewed them. The original as well as the updated version with changes were emailed to the Trustees prior to tonight's meeting. Abbi expanded upon and changed the original version which was written by Jim Kerins of Communication & Management Services, LLC out of Helena. Holly questioned the section regarding Holiday Pay for employees who work the holiday. Abbi clarified that in reality, this would most likely never happen unless there was an emergency. She stated that she is unsure if the verbiage is required by state law. Abbi asked the board if they wanted to revise the section and noted that it was not a new section, but had just been moved. Brooke suggested that we keep the language. Maggie added that it doesn't matter if we are never going to be open on a holiday. Holly brought up the issue of an emergency and didn't think it was right that the employee would be paid 1.5 times their pay plus the holiday hours. After discussion, the consensus is to delete the second part of the sentence to reflect that employees would only be paid 1.5 times their regular rate of pay for the hours worked on a holiday. Abbi said they could remove it but that she would check with the MCA and the original author as to the legality of what was written. Maggie moved and Holly seconded the *amended motion to accept the Employee Handbook revisions as corrected – on page 8, last paragraph remove “and receive*

holiday benefit hours paid at the regular rate.” **The motion passed.**

FOR: Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

AGAINST: None.

OTHER BUSINESS: Maggie noted that she will be absent for the April 4th, April 25th and the May 23rd meetings due to travel.

PUBLIC COMMENT: None.

SPECIAL MEETING: A workshop will be held Thursday, April 4, 2019 at 5:00 p.m. in the library meeting room to discuss building renovation.

REGULAR MEETING: The next regular meeting of the North Lake County Public Library District Board of Trustees is scheduled for Thursday, April 25, 2019 at 5:00 p.m. in the library’s small meeting room.

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

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

Abbi Dooley, Library Director