

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, April 25, 2019**

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

Members Absent: Maggie Newman

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

Meeting Called to order by Chair Allen Bone at 5:00 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

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

FOR: Allen Bone, Bruce Harrop, Holly Wurl

AGAINST: None.

Brooke Wegner joined the meeting at this time.

Holly requested that the language regarding her views on getting a new architect be modified. Bruce moved and Holly seconded the *motion to accept the minutes of the special meeting of Thursday, April 4, 2019 as written.* **The motion passed.**

FOR: Allen Bone, Bruce Harrop, Brooke Wegner, Holly Wurl

AGAINST: None.

LIBRARY DIRECTORS REPORT:

Library Programs:

Food for Fines: The library forgave \$18.20 and donated 36 lbs. of food to the food pantry. Abbi noted there was less participation this year and said we may need to consider increasing the waiver so that each item is worth \$2 forgiven in fines since the cost of food has increased. The food pantry valued the donation to be about \$54.

Volunteer Breakfast: Will be held April 26th at 8:30 a.m.

Humanities Montana: “UFO’s & Extraterrestrials in Montana” with Joan Bird will be April 26th at 5:30 p.m. There has been a lot of interest in this program.

Maggie Plummer: Local author, Maggie Plummer will be doing a book signing for *Bell Bottom Gypsy*, May 9th at 7 p.m.

Technology Report: Heather reported that her April 30th class will be on “Social Media”. Her May 21st class will be on “Library Services,” such as Freegal, Flipster and Libby.

Adult Coloring: Angela reported that great weather and sunshine are coming! To celebrate, she will be presenting “Let’s Take a Vacation” on May 23rd from 2 p.m. to 4 p.m. *Travel Across America Color by Number* will be the highlighted project. She has decided that only “healthy snacks” will be provided so everyone can be ready for the beach.

Embroidery: Angela told the group the definition of embroidery, and reported that the Needle Arts series will continue with embroidery classes in May. Sessions will be held from 2 p.m. to 3 p.m. in the small meeting room. Retired home economics teacher, Julane, created a syllabus and will be providing all the materials.

Friday Night at the Library: May 24th we will be showing *Mary Poppins Returns* at 6pm.

Administrative:

Trustee Election: Ballots have been mailed with a deadline of May 7th. Abbi will send an email to all Trustees when she is notified of the results.

Building & Equipment:

Story Shuttle: During an oil change it was discovered that the driver side axle seal is leaking. Don Aadsen Ford will fix this and it is covered under the Powertrain Warranty. The warranty covers us through November. The shuttle is a 2014 model.

Water Fountain: The cost to repair our current water fountain would be too high. McGowan water will bring a cooler and begin water delivery on April 23rd. The part was a couple of hundred dollars but the labor would far exceed that. Holly asked if McGowan is out of Polson. Abbi answered that McGowan is based out of Missoula and were quite a bit less expensive than Culligan. They come to Polson every two weeks.

Exterior Electrical Outlet: The lock has now been broken for the third time. Bruce will remove the outlet and cover the hole. Brooke asked if the Wi-Fi timer has been changed. Abbi answered that it is being turned off at 10 p.m. The belief is that the individuals breaking the outlet cover do so to charge their phones.

Community Outreach:

Little Free Library (LFL): The LFL at the Turtle Lake location was vandalized and the glass was broken out of the door. Abbi drove up and looked at the damage. The glass needs to be repaired. We hope to have some new volunteers fix it. The replacement will not be glass, but a more durable Plexiglas. Abbi also reported that Cindy Willis let her know that she will ask the Jette Lake HOA if they would like to install the extra LFL there at their next meeting in May.

Staff Update:

Summer Help: Megan Rost turned in her resignation and will not be back for the summer. Jeanne Quigley will work part-time and Saturdays during the summer. A job has been posted to fill the full-time seasonal summer reading assistant position. The applications close on April 30th and there are three applications submitted thus far.

Continuing Education & Meeting Schedule:

Montana Library Association (MLA): Abbi & Mallory attended MLA in Helena April 10-13. Their reports were emailed to the Trustees prior to tonight's meeting. Wilmot Collins, the Mayor of Helena was the keynote speaker. Abbi and Mallory noted that his story of how he came to America after being a refugee from Liberia was incredible to hear.

ABC for Business Clinic: Abbi will attend the clinic on May 7th in Kalispell. (This clinic will not be offered at Ninepipe this year.)

MSC Spring Meeting: Abbi will attend the required MSC Spring Meeting on May 9th and the Partners meeting on May 10th in Helena.

Tamarack Federation: Abbi and Holly will attend the required spring meeting on May 17th & 18th in Bigfork. Dan Clark from Local Government Services will speak all day on May 17th from 10 a.m. to 5:30 p.m. This excellent education opportunity is open to all who want to attend and lunch is provided. He will train on: Board Training, Board Best Practices, Public/Private Partnerships (how public funding and private funding can and cannot work together and what to consider when making formal agreements with private entities), and Open Meeting Law for Library Boards. Abbi highly recommends that any of the board members that can, should attend. Dan Clark is very knowledgeable and is a great resource.

Library Closure Dates:

Staff Development Day: The May 9th date has been cancelled due to Abbi's travel so the library will be open.

FRIENDS OF THE LIBRARY REPORT:

The Friends have not met since their March meeting. They are actively planning the book sale which will be held May 31st and June 1st in the library meeting room. Holly asked if the leftover books are back in the annex. Abbi answered that they are for now, but the Friends will move any books left after the book sale.

FOUNDATION REPORT:

Their next meeting is Monday, April 29th at 3:30 p.m. at the library. Holly will attend as a representative from the Board of Trustees.

BOARD BUSINESS:

Financial:

March 2019 Financial Report: Abbi had emailed out the March 2019 claims, Monthly Spreadsheet, and BMS reports prior to the meeting. Bruce moved and Brooke seconded the *motion to accept the March 2019 Financial Report as presented*. **The motion passed.**

FOR: Allen Bone, Bruce Harrop, Brooke Wegner, Holly Wurl

AGAINST: None.

Eagle Bank CD: The CD will mature on May 28, 2019. Abbi will begin comparing rates. The Board will have time in the May meeting to decide what they should do before the CD matures. Brooke noted the difficulties

that the library had had with Eagle Bank's posting of the CD interest. Abbi said that it was better at the last renewal, but noted that Eagle Bank should be providing additional securities for the amount over \$250,000. She will recommend investing under the \$250,000 to account for this and to insure FDIC coverage.

Bishop Insurance: The library was a recipient of Bishop Insurance's referral program donation for the first quarter. The library was chosen by the insurance staff to receive \$250. Their customers make referrals to other customers and they put \$20 in a donation fund. The employee's voted for this library and Ronan's library. Representatives from Bishop Insurance came with a (literally) big check for a photo opportunity.

Unfinished Business:

Strategic Facility Planning: Abbi was able to roughly scan the original blueprints and create a simple rendering of the current walls. She attached this and a possible design idea to the email sent prior to tonight's meeting. *At the beginning of the meeting, Holly brought up some areas of concern in regards to the building. Those are reflected in the comments below. A lengthy discussion ensued, below are the main points of the discussion:*

- Bruce stated that he really looked at the men's restroom and sees the age of the equipment and space. Allen asked how many paper towels are used and asked if we should consider air dryers. Abbi responded that there is a noise concern in using those.
- Holly reiterated her concerns about pursuing renovation before checking the integrity of the building. She would like a structural engineer to come in now. Holly asked for clarification on the sketched floorplan that Abbi created after the April 4, 2019 meeting.
- Abbi explained the drawing and noted that the 3D printer and a permanent spot for Makerspace has been a long term goal for the staff, and would provide better access to the public. Storage issues were also discussed. Abbi added that with better shelving and organization, she feels that the storage capacity will change greatly. Brooke asked about the "New Doors" area in the large meeting room on the drawing. Abbi clarified that she was thinking of the accordion doors in the large meeting room. Brooke stated that we could increase our storage area there too.
- Holly added her thoughts on drafting a three part plan for strategy of the renovations. She hopes to have the least amount of disruption to the library.
- Abbi would like the bathrooms to be renovated in the fall, then have work done on the annex side as the next step. The large meeting room could be set up as a temporary, smaller library space during renovation. Abbi hopes to not have any, or very little, closure for the public.
- Holly commented that it didn't make sense to her to have the magazines and newspapers in the "Refreshment/Book Sale" area on the east side of the library due to noise coming from that space and the children's area.
- Allen would like to see the process move along faster. He has not been in contact with the architecture firm out of Lakeside that was suggested by Ginny DuBrucq, as he is not sure of the process. Abbi noted that she has reviewed the state procurement laws, and by her interpretation the library will have to go out for bid for anything over \$50,000. She would like to get confirmation of this, and will contact Local Government Services. Brooke and Bruce both noted that it might be less expensive to use the architect that drew up the 2008 plans.
- Allen asked if a committee should be formed with the Foundation, Friends, this Board and the staff. Abbi stated a committee can be formed, but that this board has the duty to make the final decision.
- Holly stated that the library has spent a significant amount of money on the plans created in 2008 and that they provide a lot of information. She is concerned that the board not spend money to recreate plans when so much has already been done.

- Allen asked how the board would like to move forward. Brooke suggested they start looking at architect bids. Holly again brought up her concerns about the structural engineer signing off on the integrity of the building before proceeding. Allen and Bruce stated that an architect would be aware of the structural issues. Holly wants to ensure that a structural engineer come in independently if an architectural firm did not have a structural assessment as part of their process.
- Abbi stated that she could email the 2008 architect to see what the process would be and if it would even be possible for him to work off of the old plans. Allen asked if he could also contact the company in Lakeside to get an idea of the costs from them, as they work with non-profits.
- Holly stated that she would like to be on the building committee. Allen asked if we need a committee now or if should just make some inquires first.
- The Trustees agreed that Abbi will contact Jim Cary via email and Allen will contact the firm in Lakeside.

New Business:

Monthly Statistics Report: Abbi had emailed the March 2019 Statistics Report to the Trustees prior to tonight's meeting.

Quarterly Circulation Report: Abbi had emailed the 1st Quarter 2019 Circulation Report to the Trustees prior to tonight's meeting.

Audubon Speaker Series Request: The Mission Mountain Audubon Society is requesting the following dates for use of the large meeting room for their spring lecture series: April 18, May 29, June 12 or 13. Abbi read the email from the Audubon group with their upcoming programs. Allen asked if there was a second May request. Abbi added that the only request for May is the Denver Holt owl program. To accommodate any additional dates Brooke moved and Holly seconded the *motion to accept the meeting room request of the Mission Mountain Audubon for a spring lecture series in April, May & June 2019*. **The motion passed.**

FOR: Allen Bone, Bruce Harrop, Brooke Wegner, Holly Wurl
AGAINST: None.

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, May 23, 2019 at 5:00 p.m. at the Library.

The meeting adjourned at 6:24 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director