

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, June 27, 2019**

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

Members Absent: Clint Hoxie

Others Present: Abbi Dooley, Mallory Witham, Heather Miles, Kendra Mullison

Meeting called to order by Chair Allen Bone at 5:11 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

APPROVAL OF MINUTES: Brooke moved and Maggie seconded the *motion to accept the minutes of the regular meeting of Thursday, May 23, 2019 as written. The motion passed.*

FOR: Allen Bone, Maggie Newman, Brooke Wegner

AGAINST: None

ABSTAIN: Holly Wurl

Holly moved and Maggie seconded the *motion to accept the minutes of the special meeting of Thursday, June 6, 2019 as written. The motion passed.*

FOR: Allen Bone, Maggie Newman, Brooke Wegner, Holly Wurl

AGAINST: None

Brooke moved and Maggie seconded the *motion to accept the minutes of the workshop on Thursday, June 20, 2019 as written. The motion passed.*

FOR: Allen Bone, Maggie Newman, Brooke Wegner, Holly Wurl

AGAINST: None

LIBRARY DIRECTOR'S REPORT:

Library Programs:

Technology Report: Heather reported on her June 25th Computer Basics Class titled "Internet Privacy". Heather used Google's presentation on the subject and gave the group handouts. She had five enthusiastic participants. She is now preparing for her July 30th class: "Getting Photos from Device to Wall".

Friday Night at the Library: *Mary Poppins Returns* was shown May 24th at 6 p.m. with 20 people in attendance. The June 28th show will be Disney's *Rocketman* at 6 p.m.

Tango Cowboys: The duo will perform at the library on July 18th at 5:30 p.m. Mallory reported that Rich Hinrichsen has written a book called “Sing Along Cowboy! Songs of the Wild Frontier” with a forward by Rob Quist. This is a musical book filled with cowboy songs, guitar chords, written melody and lyrics. The Tango Cowboys will be leading attendees in a cowboy sing-a-long.

Summer Reading Program Update: Kendra gave an update on the progress of the first two weeks of the summer reading program. There are many exciting upcoming programs for children and adults. So far, 803 people have signed up for the program. Martin Horejsi, Associate Professor of Instructional Technology and Science Education, Solar System Ambassador for NASA and meteorite hound gave two programs on Thursday, June 20th on the Moon, Mars & Meteorites. His program for adults lasted 2 ½ hours with four in attendance. Today, the SpectrUM “Science of Me” program had 45-50 kids & adults in attendance. They enjoyed hands-on activities and learned about the anatomy of humans and animals. Nick Wethington from the Western Montana Astronomical Association trained the staff on the three telescopes we have at this time. He also assisted in Makerspace and helped the children make bounce rockets. There will be a break in programming next week for the 4th of July. The next big event will be the “Bug Race” at the Elks Lodge on July 11th. July 18th, Amy Williams will present “Star Stories & Native Skywatchers”.

“Our Big Sky”: The Montana Space Consortium will present space themed programs for adults & teens on Tuesday, July 23rd from 5:00-7:00 p.m.

Solar Observation: Kendra will be presenting “Black Holes & NASA @ My Library” on July 25th at 10:30 a.m. and Mark Paulson with the Big Sky Astronomy Club will be doing Solar Observation with our patrons later that day.

Grant received: The Library was awarded a \$3,000 grant from the Lower Flathead Valley Community Foundation for the Summer Reading Program.

Community Outreach:

Guide to Turning 18: The Guide was printed and delivered to the high school history teacher so she could teach from it before graduation. A nice thank you note signed by all of her students was received. The printing is paid for by the Library Foundation. Allen asked if the guide had changed at all over the years. Abbi answered that it has not changed in the last few years.

Brochure: Abbi created a “Welcome to the Library” brochure that has important library information including a list of all of the Partner libraries. Printing was paid for with Tamarack funds for outreach.

Administrative:

Telephone System Upgrade: Access Montana completed the upgrade on June 4th. Abbi, Mallory, Kendra and Heather have direct extensions and voicemail. Angela and Lizzy have one extension and the general library voicemail. The hope is that this will improve our communication with patrons by giving them direct access to certain staff members. Holly asked if there is a choice for our hold music, as she does not like what is currently playing. Abbi explained that the choices are very limited. Holly asked if the library’s IT person did the install, Abbi responded that he had to do a brief consultation with Access Montana regarding the data ports.

Greater Polson Community Foundation: The library was awarded a grant for \$1,150 to pay for the software for the self-checkout computer. Abbi will receive the grant funds on July 2nd. Holly asked if this was a one-time fee or if this is the annual cost. Abbi explained this was the main bulk of the cost. The annual maintenance fee will be much less.

Library Survey: To comply with the Public Library Standards, a survey has been made available to the public on the library's website, Facebook page and in the library. It will stay up through July and then results will be compiled.

Public Library Standards: Abbi has submitted the Standards and is now waiting for the paper copy for Allen and her to sign. Holly asked if she could get a copy of the Standards. Abbi explained that the entry was done on Aspen so she was not able to print a copy, but that she will share the signed copy with the Trustees at the July meeting.

Staff Update:

Summer Help: Sara Brookman started on June 3rd. Jeanne started working more hours on June 3rd. Both have been a huge help as traffic is picking up.

Continuing Education & Meeting Schedule:

PNLA Conference: Heather and Angela will attend the regional Pacific Northwest Library Association Conference in Spokane on August 7th – 9th.

Public Service Academy: Abbi will attend the academy on August 15th & 16th in Missoula at UM.

R IPL Conference: Abbi and Mallory will attend the regional Research in Public Libraries conference in Billings October 6th – 8th. There is potential for a large travel grant that would cover most/all of the expenses. These conferences are typically held in much larger and further away cities, so it is a great opportunity to attend in Billings.

Library Closure Dates & Hours: The library will be closed for Independence Day on Thursday, July 4th.

FRIENDS OF THE LIBRARY REPORT:

The Friends met June 21st. They made \$1,134.50 at the book sale (including sale of their tote bags). Abbi reported that they made about \$600 on books and \$500 on the totes. Abbi gave them a recap of the renovation plans and invited them to the July 11th board meeting. The Friends asked about items they could purchase for the library. Abbi noted that the library is in need of a new camera, as the current digital camera does not take very good photos. The Friends presented Abbi with a check for \$489 to buy a DSLR camera package for the library. Abbi has purchased the camera. It also takes video. Maggie asked if the Friends got rid of a lot of books. Abbi answered that they did. The worst books were taken to the dump and they have found storage for the rest. Abbi reminded the Friends of the SPLASH in October and that they had said they would provide the beverages. Abbi also suggested they purchase a water bottle filler water fountain as part of the renovation. They discussed an author dinner and potential authors. Abbi noted how wonderful it is to have the Friends support. Their next meeting is August 16th at 1 p.m. Maggie mentioned that when SPLASH was held at the pool, it was very well attended. They estimated about 500 people attended.

SPLASH: Abbi noted that the Chamber just started charging a \$2.00 entry fee for SPLASH. All proceeds go to help pay for the 4th of July fireworks show. Holly asked if we had worked out all the concerns about alcohol and closing the library early. Abbi stated that the serving of alcohol is covered by insurance but we had not come to a final decision on when or if to close the library early. Abbi explained that the Chamber will be responsible for advertising the cost of tickets. As far as closing early, Abbi stated that she thinks the library needs to close and then reopen for SPLASH. She is not comfortable with the children we have at the library being unsupervised during the event. The public computers would be turned off, but the staff and catalog computers would be up so attendees could get library cards and check out books. Staff would be present to do tours and talk about the renovation plans. Allen was concerned about 500 people being in the large meeting room. Abbi explained that the whole building will be open and it is usually like an open house with people coming and going.

FOUNDATION REPORT: As far as we know the Foundation has not met again, and neither Abbi nor Maggie have heard from anyone about a future meeting. Brooke asked how many Foundation members attended the meeting with the architect. Abbi answered that Bob Bushnell and Rick LaPiana were there. Brooke then asked if they were present when the question of the cost of renovations came up. Bob was present, but Rick had left. At their last meeting the Foundation mentioned having a group come in to teach them about running a capital campaign. It was suggested that the Foundation meet with Penny Jarecki as a resource for fundraising.

BOARD BUSINESS:

Financial:

May 2019 Financial Report: Abbi had emailed out the May 2019 claims, monthly spreadsheet, and BMS reports prior to the meeting. Maggie noted that there were a few items that were over budget, but most of the budget is right on. Abbi stated that she has reviewed the library's cash position and feels comfortable transferring \$15,000 to the Depreciation Reserve Fund. Maggie asked what the balance of the library account is with Whitefish Credit union. Abbi answered that the current balance is about \$240,000. Cash flow options were discussed. Abbi noted that the County limits the cash reserves the library is allowed to keep in the General Fund. The budget meeting is Wednesday, July 17th at 5 p.m. Holly questioned some of the over budget lines, specifically noting the equipment and technology line. Abbi reminded her that grant funds from the Greater Polson Community Foundation and funds from the Friends were not budgeted but were used to purchase items for the library during the year. Brooke stated the Memorial funds are tricky in that they are sometimes dedicated to very specific things that we may not need at the moment. Holly asked if memorial funds will then continue to increase year by year. Abbi explained that the funds in 2755 will not increase. Funds in 2758 will. Abbi explained restricted monies, such as the NASA grant. The 3D printer was also not budgeted, but was an expensive and welcome surprise. Maggie moved and Holly seconded the *motion to accept the May 2019 Financial Report as presented*. **The motion passed.**

FOR: Allen Bone, Maggie Newman, Brooke Wegner, Holly Wurl

AGAINST: None

Unfinished Business:

Strategic Facility Planning: Allen stated that he has a draft of the agreement with the architect. It only covers the design portion. A second contract will be completed when it is time to move toward construction. Abbi stated that Jim notified her that his firm is only working on an entrance using the northeast corner. He will be traveling to Montana on vacation so the library will save money on travel for the July 11th meeting. Holly asked if he will be able to give us an idea of how much the renovation will cost. Abbi replied that he will not be able to do that until a final design has been chosen and then he will contact a local contractor. Abbi stated that if an agreement can be made on a design, he may not need to return later in July as he had proposed.

Abbi noted that once the library is ready to move forward, she will have to request bids. Maggie stated that the contractor must be bonded to cover the cost of the project and there may not be anyone locally who can do that. Abbi and Maggie also noted that the board accepts the lowest responsible bid, emphasizing responsible. Abbi noted that she could check with the City and County to see if any of the bidders have been excluded from their responsible bidder lists. Abbi stated that she received a very helpful document from Tracy Cook at the State Library explaining the bidding process.

Abbi stated that she spoke with the County Attorney's office and was advised by Wally Congdon to split the contract into two, starting with only the design phase. Discussion about this ensued. The question of whether or not Jim Cary would need to be onsite was broached and Maggie stated that he could work with a local architect to minimize his travel costs. Abbi read parts of the contract to the Trustees. Abbi mentioned that Glacier Bank and the title companies offer a service to monitor construction costs and obtain lien releases. Glacier Bank charges 1% of the total cost of the project to do this and someone from their Construction Department makes in person visits to monitor the process.

Maggie asked about the Foundation's discussion in regards to finance. Abbi stated that they had mentioned that the library could take out a loan. Abbi also noted that the library could issue bonds, but would rather not go that route.

Holly asked if there are multiple plans in the event the construction costs are very high. Maggie asked if the project could be done in stages. Abbi noted that ADA compliance has to be top of the list. Maggie reminded the group that ADA funds are available and that someone could write grants. Abbi spoke to Gayle Siemers and he thinks the library might qualify for TIF (tax increment financing) District funding for exterior parts of the building. Allen stated that the Foundation should take responsibility to fundraise and write grants for the project, as they have stated they will fund the renovation.

Maggie asked if the Friends and the Foundation have been invited to the meetings. Abbi responded that she has invited them. Holly asked if there would be a vote on a design plan at the July 11th meeting. Abbi replied that it is a possibility. Everyone agreed that they are anxious to see the designs and options.

Abbi stated that it is probably best to do the long-term renovation now. It will only cost more the longer it is put off, and it would be unfortunate to have to do another major renovation in just a few years. While it would be nice to do everything at once, new furnishings and other minor details could be done later.

Holly asked about adding more books. Abbi responded that the staff is adding about 150-200 books each month and wondered what types of books Holly would like to see added. Holly asked if patron suggestions were taken, and Abbi replied that they are and are almost always purchased. Holly asked if the library could

keep new books on our shelves for a few months. Abbi replied that that is a violation of the Partners agreement. She reiterated the Partners rules and explained that patrons need to learn (and the staff are teaching them) to place holds for new items.

Abbi reminded everyone that the next renovation meeting is Thursday, July 11, 2019 at 5 p.m. with the architect. She will email out the drawings as soon as she receives them.

FY 2020 Budget planning: Abbi reminded everyone that the budget workshop is next Wednesday, July 17th at 5 p.m. It was decided that snacks would be best and dinner would be ordered if the meeting ran long.

New Business:

Monthly Statistics Report: Abbi had emailed the May 2019 Statistics report to the Trustees prior to tonight's meeting. There were no comments.

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, July 25, 2019 at 5:00 p.m. at the Library. Maggie noted that she will not be there.

The meeting adjourned at 6:47 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director