

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

Members Present: Allen Bone, Clint Hoxie, Brooke Wegner, Holly Wurl

Members Absent: Maggie Newman

Others Present: Abbi Dooley, Mallory Witham, Kendra Mullison

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.

APPROVAL OF MINUTES: Clint moved and Brooke seconded the *motion to accept the minutes of the regular meeting of Thursday, June 27, 2019 as written. The motion passed.*

FOR: Allen Bone, Clint Hoxie, Brooke Wegner, Holly Wurl

AGAINST: None

Clint moved and Holly seconded the *motion to accept the minutes of the special meeting of Thursday, July 11, 2019 as written. The motion passed.*

FOR: Allen Bone, Clint Hoxie, Brooke Wegner, Holly Wurl

AGAINST: None

Brooke moved and Clint seconded the *motion to accept the minutes of the workshop of Wednesday, July 17, 2019 as written. The motion passed.*

FOR: Allen Bone, Clint Hoxie, Brooke Wegner

AGAINST: None

ABSTAIN: Holly Wurl

LIBRARY DIRECTOR'S REPORT:

Library Programs:

Technology Report: Abbi reported that Heather will present "Getting Photos from Device to Wall" on Tuesday, July 30 at 2:00 p.m.

Friday Night at the Library: *Rocketman* was cancelled due to lack of attendance on June 28th. This Friday, July 26th will be a showing of *The Great Outdoors* at 6 p.m.

Tango Cowboys: Mallory reported that the musical duo was in the meeting room to lead patrons in a Cowboy Sing-Along on July 18th at 5:30 p.m. There were 32 enthusiastic attendees. Everyone seemed to have a great time and there was a nice mix of all age groups.

Summer Reading Program Update: Kendra reported that the Summer Reading Program is moving along. There have been some bumpy spots; most notably the speaker for Tuesday July 23rd cancelled the “Our Big Sky” program the day before it was to be presented. Kendra reported there have been a few typically crazy days when programming runs back to back. She also described some competition from the school district’s summer program and anticipates some from The Boys & Girls Club when their new facility opens. Kendra is seeing this as a challenge for future programming and an opportunity for forming partnerships with these groups.

Kendra also introduced Mark Paulson to the group as he was wrapping up his Solar Observation class. There were 23 patrons between the two portions of the program. Kendra reported that more patrons were attracted by the group outside doing the solar observation.

Abbi reported that the annual movie will be *Apollo 13* at the Showboat Theater, on August 8th at 10:30 a.m. There will also be a showing of *Earthrise*, a documentary on August 15th at 10:30 a.m. Abbi added that the library may offer this film again during the fall in the evening for people that work during the day. Allen asked for more information on the film. Abbi gave him the description from the website. Abbi added that the Ice Cream Social and wrap up of the Summer Reading Program will be August 22nd at 10:30 a.m.

Community Outreach:

Food for Fines: Abbi reported that the library will run a food for fines drive in the last week of Summer Reading August 19th – 24th. All donations will go to the Polson Loaves & Fish Food Pantry.

Administrative:

Public Library Standards: The form has been signed and returned to the State Library. Abbi included a copy of the completed form in the meeting packet.

Google Calendar: A calendar has been created just for board meetings and workshops. All Trustees were sent a calendar invite. It is also available to the public on the library website.

Staff Training: Abbi reported that Allen came to train the staff on the Reflex Protect product, which is a spray meant for self-defense. Allen showed a film demonstration of the product and the staff took turns shooting a practice canister at a target. Incident procedures were reviewed.

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.

ARSL Conference: Abbi will attend the Association of Rural and Small Libraries Conference in Burlington, VT September 3rd through 7th. A \$500 travel grant was awarded to help cover the flight cost.

R IPL Conference: Abbi and Mallory will attend the regional Research in Public Libraries conference in Billings October 6th – 8th. A \$750 travel grant was awarded to help cover the cost of attendance.

FRIENDS OF THE LIBRARY REPORT: Abbi reported that the Friends next meeting is August 16th at 1 p.m. at the Library.

FOUNDATION REPORT: Abbi reported for Maggie in her absence. Maggie and Abbi attended a special meeting on July 2nd. The purpose of the meeting was to discuss the library renovation and the Foundation's next steps. Both talked with the Foundation about the progress so far, including meetings with the architect. Bob Bushnell and Rick LaPiana had been at the meeting with the architect and expressed their opinions. Not much else was discussed before both Maggie and Abbi had to leave at 5:30 p.m. The meeting continued until 6 p.m.

The Trustees discussed the Foundation's role in fundraising for the renovation project as it relates to their purpose as a library Foundation. Brooke asked what options there are if the Foundation does not fund the project. Abbi noted that Cindy Willis had mentioned Inter-Cap loans at the meeting with the architect, and stated that this may be an option. They are loans through the Montana Board of Investments with variable interest rates that change each February. Abbi added that this is not an ideal solution, but could be a bridge while the Foundation pursues fundraising. The hope is that the Foundation will pay for all or most of the renovation project.

The Trustees agreed that there needs to be a written agreement with the Foundation about how the renovation project will be funded and outlining the roles and responsibilities of the Trustees and the Foundation Directors. Abbi will communicate with the County Attorney's office to get started on an agreement.

Abbi stated that it is difficult to plan when she is not getting information from the Foundation. Allen said that he has been in contact with Connie, but has not gotten an affirmative answer as to fundraising. Abbi said she will send an email to Connie inviting her and the Foundation members to the August 8th meeting with the architect.

BOARD BUSINESS:

Financial:

June 2019 Financial Report: Abbi had emailed out the June 2019 claims, monthly spreadsheet, and BMS reports prior to the meeting. Clint moved and Brooke seconded the *motion to accept the June 2019 Financial Report as presented*. **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Brooke Wegner, Holly Wurl

AGAINST: None

FY 2019 Budget vs. Actual Report by Fund and Object: Abbi presented this report to show the three funds that were over budget and will require budget amendments at the August meeting. She noted that all three overages were fully funded with unexpected revenues.

Financial Statements and Independent Accountant's Review Report for FY 2018: Wipfli has completed the review for FY2018. Abbi stated that she has a printed copy available for anyone who would like to review it

(an electronic copy was included in the meeting packet). The accountant's conclusion states "based on our review, we are not aware of any material modifications that should be made to accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States."

Clarkson Trust

2019 2nd Quarter Statement from First Interstate Bank

Beginning market value 04/1/19	347,711.19
Income & Capital Gain Distributions	1,544.35
Withdrawals and fees	(3,571.32)
Change in account value	7,324.05
Market value on 06/30/19	\$353,008.27

Abbi stated that the library cannot withdraw any of the principal from this trust, but the disbursements can be used for any purpose for the benefit of the library.

Unfinished Business:

Strategic Facility Planning:

The next design meeting is **Thursday, August 8th at 5 p.m.** Jim Cary will attend via Go to Meeting.

FY 2020 Budget: Holly stated that she missed the budget meeting, but wondered what was discussed versus what was voted on. Clint clarified that nothing has been voted on; that the formal vote will happen at the August 22 meeting. Holly asked about the claim for Mission Valley Security for footage. Abbi explained that they don't allow her access to the DVR to pull video, so they charged the library to pull security footage of a purse theft that happened to a library patron for the police. Holly questioned whether it is necessary to have MVS do the security cameras and if there are other options. Abbi stated that MVS provides the security system and fire system for the library and she is not aware of other companies in the area. She stated that they are very responsive when there are problems.

New Business:

Meeting Room Request: The Lake County Attorney's Office has requested use of the library meeting room for two training days. Abbi explained the meeting room reservation policy, but as they have outside speakers coming on two different dates, the request could be an exception if the board agrees. Brooke moved and Clint seconded the *motion to accept the request of the Lake County Attorney's Office for two meeting dates of September 17th and October 1st for training sessions.* **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Brooke Wegner, Holly Wurl

AGAINST: None

Monthly Statistics Report: Abbi had emailed the June 2019 Statistics report to the Trustees prior to tonight's meeting. Holly asked what the current book inventory is. Abbi replied that she doesn't have a firm answer, but she believes the count on the last statistics report was near 30,000 items. Holly also asked about how often the "recently added" books are updated on the library's online catalog home page. Abbi stated that it is

done through the state and she believes it happens overnight, via SirsiDynix. Abbi said she cannot control the speed or amount of time that books show on that screen.

Quarterly Circulation Report: Abbi had emailed the 2nd Quarter 2019 Circulation Report to the Trustees prior to tonight's meeting. There was no discussion.

FY2019 Infographic: Abbi presented an updated infographic with the FY2019 figures. She noted that this was very popular last year, and all that were printed were taken by the public. The library will again keep a supply in the building, put them in the book nooks and distribute them to the community.

Election of FY2020 Officers: (chair and vice chair limited to 3-one year recurring terms)

By consensus the officers for FY2020 are as follows:

Chair – Allen Bone

Vice Chair – Clint Hoxie

Tamarack Federation Rep – Brooke Wegner

Designation of Foundation Representative – Holly offered to take this position.

Clint asked what the board's by-laws say regarding attendance at meetings. Abbi read from Article IV Section 8.

Abbi will contact the bank and have updated signature cards drawn up with Allen, Clint, Abbi, and Mallory as the signers for the Glacier Bank accounts.

OTHER BUSINESS:

- Brooke asked if the board could approve Mallory's job title change. Abbi stated that she didn't think the board would need to vote on that. Holly stated that she does not support changing Mallory's title to Assistant Director. Her objections are based on broader state implications in regards to the statistical report, Mallory's level of training, and the implication that Mallory would become the Director if Abbi left the position. Clint and Brooke stated that would not be the case, that there would be a search, but Mallory could be an acting Director in Abbi's absence. Brooke asked Holly to remember that Abbi was not automatically moved into the Director position. Brooke added that Mallory has supervisory responsibilities when Abbi is away from the library. Clint stated that there would be a difference in the state statistics. Clint explained his reasoning behind his recommendation for the job title change and potential pay increase. He noted that his view of an administrative assistant is more secretarial, and a secretary is not typically given the responsibility of making decisions and supervisory duties.
- Clint requested a change in the way that documents are sent prior to a board meeting. Abbi stated that Heather had suggested Google Drive and that may be a better option, especially when there are many attachments. Abbi stated that she will utilize Google Drive for future meetings.
- Holly stated that she wants the other Trustees to know that she will not support the proposed budget. She has concerns about the increases in the staff wages, and feels some are too high for the positions.

She added that the employees also get benefits and continuing education. She stated that Polson's staff was 9th out of 82 library salaries in the state when she compared the salaries from the 2017 State Library Statistical Report. Holly feels like the staff salaries have been increased exponentially. Abbi noted that she has reviewed the latest wage and salary survey completed by the Department of Labor, and the proposed salary increases would put the staff members close to the state averages.

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, August 22, 2019 at 5:15 p.m. at the Library. A public hearing will be held prior to the meeting at 5:00 p.m. for the purpose of presenting the FY2019 Budget Amendments and the FY2020 Preliminary Budget.

NEXT RENOVATION MEETING: Thursday, August 8, 2019 at 5:00 p.m. will be a meeting with the architect to review more detailed designs. Holly asked that he include square footage of the small meeting room.

The meeting adjourned at 6:42 p.m.

Respectfully submitted,



Abbi Dooley, Library Director