

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
PUBLIC HEARING & BOARD OF TRUSTEES MEETING
Thursday, August 22, 2019**

MEMBERS PRESENT: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Angela Claver, Heather Miles, Kendra Mullison, Cindy Willis

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

PUBLIC HEARING: The public hearing regarding the FY2019 budget amendments and the FY2020 proposed budget for the North Lake County Public Library District was called to order at 5:00 p.m. by board chair Allen Bone. There were no public comments regarding either. In the interest of time, Maggie moved and Clint seconded the *motion to close the public hearing with the understanding that the hearing would be reopened if a member of the public wished to be heard.* **The motion passed.** The hearing was closed at 5:05 p.m.

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

AGAINST: None

The business meeting was called to order by Chairman Allen Bone at 5:05 p.m.

MINUTES: Clint moved and Brooke seconded the *motion to accept the minutes of the regular meeting of Thursday, July 25, 2019 as written.* **The motion passed.**

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

AGAINST: None

Clint moved and Maggie seconded the *motion to accept the minutes of the workshop of Thursday, August 8, 2019 as written.* **The motion passed.**

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

AGAINST: None

LIBRARY DIRECTOR'S REPORT:

Library Programs:

Technology Report: Heather reported that she had eight attendees at her July 30th class on managing digital photos. Heather noted that discussion with the group gave her new ideas for future classes. Heather will be teaching a class on Google services on Tuesday, August 27th at 2 p.m.

Flipster Fun Program: Angela stated that August 23rd at 2 p.m. she will be leading the first "Flipster Fun" program. This series of programs will pull ideas from magazines that are available through the library's Flipster subscriptions. Thus far there are 15 RSVPs. Angela plans to have Flipster displayed on the Smart Board to help promote this resource. Angela unveiled a sample of the facial scrub project that came from the summer 2019 *Willow & Sage* magazine.

Adult Coloring: Angela reported that her next Adult Coloring program will be on September 19th at 2 p.m. The theme will be scratch art and she showed a sample of the scratch coloring projects.

Friday Night at the Library: Abbi reported that on July 26th *The Great Outdoors* had 10 attendees. On August 23rd the movie is the live action release of *Dumbo* at 6 p.m.

Summer Reading Program Wrap-Up: Kendra reported that there were about 140 people for the Ice Cream Social and prize drawings today. Kendra felt that everyone was happy overall and that the programming ran smoothly. She did mention that the number of participants was slightly less than previous years. Kendra listed some things that she has thought of for next year in hopes of increasing the participant numbers. Kendra hopes to partner with the school district and work with their out of school program schedule and to partner with the Boys and Girls Club. She did note that summer events were not published in the *Leader*, at no fault of the library, which also may have decreased participation in programs. Kendra highlighted some of the most popular programs focusing on the universe and space. Kendra noted, pun intended, that it was *a stellar program* this summer! NASA backpacks have been a hit. She is looking forward to expanding the STEAM programs and activities. The final registration number of readers was 968. Kendra added that she only signed up half of one of the large day care facilities this year which also decreased the number of participants. In total, there were 14 special events and activities this summer.

Fall programming preview & 3D Printer launch at Makerspace: Kendra reported that this Saturday, she is going to the “Day of Hope” event that will be held downtown in Polson. The community is donating free backpacks and bicycles, giving haircuts and school supplies to help local children get ready to go back to school. She was asked to have a table with library information to hand out. Kendra is hoping to host a star party, but is waiting for better star gazing weather. She is also trying to schedule more programs with scientists from the Northwest calling in to interact and teach patrons about their specific fields. Kendra shared the plans to have a soft launch of the 3D printer in Makerspace after Labor Day and to prepare and promote a bigger launch on September 30th for the public. With the fall schedule returning, Kendra will continue with routine programming. Wiggle Worms went throughout the summer and the rest of the youth programs are going back to their normal hours.

Community Outreach:

Food for Fines: Will run the last week of Summer Reading August 19th – 24th. So far there hasn't been a good response. The value of an item of food was increased from \$1 to \$1.50.

Staff Update: Abbi reported that today was Sara's last day for the summer. Jeanne will return to her Saturday and fill-in schedule and Julie will be back for evenings on September 3rd with the return of the regular hours.

Continuing Education & Meeting Schedule:

PNLA Conference reports: Heather and Angela attended PNLA in Spokane, WA. Each gave a report on their experience. Heather highlighted a presentation on bio-tapestry stitch. She reported that a librarian started an illuminated manuscript. Heather said she was inspired with new ideas for programs. Angela gave a report on her experience of the PNLA conference. She reflected on her library career. She went on to talk about why renovation is so important for the library, she noted that there is so much to gain with a re-imagined space that is safe, ADA compliant, has a good line of sight and new bathrooms. She added that simple changes like

shelving, flooring, paint and furniture will welcome and enliven this community hub. Angela went on to state that libraries have saved lives; they keep people out of prison, educate, and provide access to resources for business, tax and legal concerns. She finished by saying that the pulse of a community is felt in its library and is an indicator of a community's overall health. Angela referenced the situation in the Spokane Public Schools. Allen asked about this. Angela confirmed that she learned that all of the school librarian positions in Spokane have been eliminated.

Public Service Academy report: Abbi reported that she attended the University of Montana's Public Service Academy last week. She noted that there were a variety of governmental employees and non-profits in attendance from local, county and state levels. She highlighted the program on strategic planning and noted that it needs to start with the staff and be a fluid, flexible plan. She also noted the program on negotiation tactics and the session on partnering with non-profits. Abbi stated that she learned that many in the small break-out groups she was in were not familiar with what public libraries offer, which makes advocacy and marketing even more important. Abbi felt that this was a worthwhile training, especially with the perspectives coming from outside of the library world.

Content Management Committee meeting: Abbi will be in Helena August 23rd for this Montana Shared Catalog committee meeting.

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.

Library Closure Dates: The library will be closed Monday, September 2nd for Labor Day and Thursday, September 12th for Staff Development Day.

FRIENDS OF THE LIBRARY REPORT:

The Friends met August 16th. Abbi was not at the meeting, but heard from the Friends that they are pursuing beer and wine options for the SPLASH. Brooke asked if there will be a big architectural display for SPLASH. Abbi replied that she is working with Jim and Demco to have drawings ready. Abbi also reported that the Friends of the Library have scheduled another book sale for the fall. The sale is scheduled for November 1st & 2nd.

FOUNDATION REPORT: Both Holly and Cindy Willis reported on the Foundation meeting that was held on August 5th. Cindy Willis reported that the biggest news from the Foundation group is that they are gearing up for a capital campaign. Cindy stated that Ryan Gage and Marc Vergeront are looking at possible restrictions on existing funds. Cindy stated that \$69,000 has been earned this year in interest and that this amount is available to the library to kick start the project. She added that all the Foundation members are reading a book on capital campaigns recommended by Judy Preston. They are actively seeking ways to raise money for big projects. Cindy added that the group learned that the public wants to know *the outcome* of any renovation project. She spoke to the variety of fundraising backgrounds the members of the Foundation have. They had a presentation by Judy Preston that included the successful fundraising recently done by the Boys and Girls Club. It was stressed that members of the Foundation need to each make a "stretch gift" themselves while asking others to give. They also learned that the capital campaign committee does not have

to be limited to current Foundation members. Holly added that Judy gave lots of ideas in her presentation. Also, that everyone needs to know a figure to shoot for. The amount of money and the time line for the renovation were questions that the Foundation members still have. Maggie stated that she had told the Foundation to aim for fundraising two million dollars. Cindy said that they were told that by Maggie but didn't have a firm number from the Trustees. Clint also stated that the Foundation has been given a figure to aim for. Cindy noted that the investments are at about \$800,000. Clint expressed that he is frustrated that the Foundation has not already been fundraising. Holly added that Judy Preston stressed the importance of getting a realistic timeline for the project to the public. Ms. Preston also confirmed that the library staff should not be involved in the fundraising but should provide the selling points. Clint asked how much time the Foundation needs. Cindy responded that capital campaigns need a year, but the Foundation does not feel that they have that long. Maggie and Allen added that it could be a year, because we are looking for a contractor that is bonded. Abbi added that ideally we would be able to start this coming spring, but it will depend on the contractor's schedule. Holly added that Ms. Preston's presentation provided good tips on "quick cash" versus long-term planning.

The board was in consensus that the Foundation's goal should be to raise two million dollars. Abbi added that Connie had wanted to talk with her but she hadn't heard from her yet. Abbi has created a written document about why the library needs renovation and the benefits to the community. Abbi also stated that the first bill from Mr. Cary has been received for \$11,542.08. Abbi asked if the Foundation has cash available to cover this bill. Cindy stated she believes that the Foundation will cover this first bill.

BOARD BUSINESS:

Financial:

July 2019 Financial Report: Brooke moved and Clint seconded the *motion to accept the July 2019 Financial Report as presented.* **The motion passed.**

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

AGAINST: None

Updated Signature Cards: Abbi noted that Allen and Mallory need to sign the signature cards for Glacier Bank after the meeting. Clint and Abbi had already signed.

Unfinished Business:

Building Renovation (Strategic Facility Planning): Abbi presented an enlarged paper version of the latest plans. Clint noted that the hallway was modified and the Makerspace is slightly bigger. The book drop area is now closed to the public. Abbi asked Jim to change the configuration of the children's computers to make more room for shelving. The question of the pirate ship came up. Abbi stated that she thinks it would be best to hold off on the ship idea. It is something that can be added after renovation. The fish tank was discussed. Patrons have stated that they hope that we keep the fish tank. Different possibilities were discussed. Brooke suggested that we auction off the current tank. Allen brought up a salt water tank instead of fresh water. Abbi added that a tank about 1/3 the size of the existing tank would be ideal with tropical fish. She noted that a tank this size could be managed by the staff (one staff member has volunteered to clean it). Maggie & Clint mentioned that they have seen great office space sized tanks that would be more reasonable. Holly asked if we could just let it wait until we see the amount of the public push back. Abbi noted that it could be added after renovation. Abbi stated that the engineers have been contacted and she is waiting to hear more from Jim.

Allen asked to open the discussion of the windows. Allen stated that he is not in favor of the windows being floor to ceiling. Brooke stated she thinks the floor to ceiling windows are inviting to the public. Abbi added that the reason that she likes the bigger windows is for the natural light that would be created in the library space. Clint said that he can see it either way. He said that the large library in Seattle has all glass walls to the ground which draws the public in. Clint said he and his family could see through the entire library when they were there. Brooke added that this would help the line of vision for the staff throughout the library. Allen asked what we found out about the west side windows. Abbi read Jim's response to this issue, specifically the problem with the public alley. No one on the board wants to add skylights. Many were in favor of west side daylight windows, however Abbi stated that the way she understands Jim's description, sprinklers would have to be added to be able to add those windows. Abbi will get clarification from Jim. North side windows and covering the windows with a special coating was discussed. Abbi stressed that it is very dark in the library if the power is out, so there needs to be more natural light. Clint added that perhaps it would be best to just follow the architect's suggestions on the windows. Ideas were shared about shelving options and windows. Abbi asked the board to tell her their greatest concerns about the windows so she can communicate this to Jim. Abbi and Brooke explained that their understanding was that it would be more of an illusion of windows from the outside, not glass all the way to the ground. Allen asked if Abbi had heard from Demco. Abbi was waiting for the final plans from Jim before contacting them, but will do so now. The Trustees would like to have visuals to share with the public by SPLASH in October.

New Business:

Monthly Statistics Report: Abbi had emailed the July 2019 Statistics Report to the Trustees prior to tonight's meeting. Maggie commented that there were some figures that are up and some down, but we are making progress. Maggie thanked Abbi for providing such great data. Allen asked about the dates on the graphs. Abbi clarified that the fiscal year right now is 2020 (July 1 – June 30) even though it is calendar year 2019.

FY2019 Budget Amendments: Maggie moved and Brooke seconded the *motion to adopt the FY 2019 Budget Amendments through Resolution No. 2020-01*. **The motion passed.** Holly stated that her concerns were not with a particular person, but was unhappy that a staff member with less than two years with the library was being given a 25% pay increase. She is concerned about the ramifications for the future budget. She also objected to the change in title from administrative assistant to assistant director, and said that she does not know what that will mean for the future of the library. Maggie questioned Holly's vote and stated that the vote was for the FY2019 amendments. Holly then changed her vote to yes for this motion. The secretary confirmed that she was changing her vote to "for" on the last motion.

FOR: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl*

AGAINST: None

*Holly originally voted no, however changed her vote to yes after realizing that the vote was for the budget amendments, not the new budget.

FY2020 Budget: Clint moved and Brooke seconded the *motion to adopt the FY 2020 Budget through Resolution No. 2020-02 and send a letter requesting 11.14 mills in funding to the Lake County Clerk & Recorder*. **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner

AGAINST: Holly Wurl

Maggie asked if the library needed to send a letter to the county. Maggie and Abbi discussed the DOR form and which line to use. Holly asked Abbi if we are required by the state to order new library cards periodically. Abbi replied that we are not required, but are just running low on stock.

SPLASH early closing: Clint moved and Holly seconded the *motion to close the library at 4:00 p.m. on Thursday, October 17, 2019 for the purpose of hosting the Polson Chamber SPLASH.* Maggie asked if there will be wine. Allen added that there will be beer and wine. Abbi added that it will be a great opportunity to network and show the public the plans for the renovations. Abbi said that the staff will be giving tours, signing people up for library cards, and highlighting library services. Allen asked if we are selling the liquor. Abbi answered that we will not be selling alcohol; each adult is given two free drink tickets. There is a \$2.00 entrance fee that goes toward the city fireworks in July. **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl
AGAINST: None

Records Destruction: Abbi explained that the state requires that the board approve the destruction of records that have met record retention requirements. The form that is signed must be kept for 30 years. Holly moved and Maggie seconded the *motion to allow for the destruction of library records that have met state record retention requirements (form RM88 attached).* **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl
AGAINST: None

Foundation Agreement Status: Abbi stated that there is no update, but she has put in the request with the County Attorney. She will continue to follow up. Abbi was asked if another attorney could be used. She replied that another attorney could be used, but there would be a significant fee.

OTHER BUSINESS: Allen and Clint complimented Abbi on using Google Drive for the board packet. Maggie noted she had problems accessing it. Maggie asked if there are any more architect meetings before September 26th. Abbi replied that there are no meetings scheduled at this time.

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, September 26, 2019 at 5:00 p.m. at the Library.

The meeting adjourned at 6:31 p.m.

Respectfully submitted,



Abbi Dooley, Library Director