

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, September 26, 2019**

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

MEMBERS ABSENT: Allen Bone

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

The meeting was called to order by Vice Chairman Clint Hoxie at 5:00 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: Correction - the next meeting date is Thursday, October 24, 2019.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

MINUTES: Maggie moved and Brooke seconded the *motion to accept the minutes of the regular meeting of Thursday, August 22, 2019 as written.* **The motion passed.**

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

AGAINST: None

LIBRARY DIRECTOR'S REPORT:

Library Programs:

Technology Report: Heather reported that she had 13 patrons in attendance for her August 27th Google Services class. The group that attended the class were intrigued to learn more about some of the 62 public services available through Google, so they unanimously requested a second class on the subject. Heather had 14 for her September 24th Google Part 2 session. Her next class will be on October 29th at 2 p.m. and will focus on computer backups.

Adult Coloring: Angela reported on her September 19th class that highlighted scratch art designs. She noted that a regular patron promoted the program at her place of work, which was much appreciated. During the program Angela showed attendees how to sign up for the library newsletter and she highlighted the library display of non-book items that are available for checkout. The next coloring program is November 7th at 2 p.m. and will use the release of the Downton Abbey movie as the inspiration for the theme.

Friday Night at the Library: Abbi reported that August 23rd the library showed the live action version of *Dumbo*. There were 25 attendees. September 27th the library will show *Aladdin* at 6 p.m.

3D Printer launch at Makerspace: Kendra reported that on September 30th at 3:30 p.m. she and Heather will be demonstrating the new 3D printer for the public. Test prints and the basics of the software will be explained. Snowstorm appropriate snacks will be served. Kendra explained the gift of the 3D printer and what the demonstration day will hold. Ira from the Missoula library has been very helpful during the calibration.

Author Visit: Mallory reported that Thursday, October 3rd at 5:30 p.m. the library will host a book reading and signing for “We Leave the Flowers Where They Are.” Billed as: 41 Women, 41 Unforgettable true stories; this anthology was published Sept. 1, 2019 There will be 3 of the 41 Montana women authors at the event to do readings and signings of the book. There will also be a representative from Safe Harbor of Lake County present to answer questions about their services.

Adult Program: Mallory reported that Monday, October 14th at 6:30 p.m. Sharon Randolph will present “Early Footprints to the Areas of Yellowstone, Glacier & Canada’s National Parks” which will be a 90 minute slideshow and presentation on the early history of these iconic parks. Sharon is the author of the “Connecting Us to the Sun” series.

Humanities Montana Program: Mallory also reported that Tuesday, October 22nd at 6 p.m. the library will host another Humanities Montana program by Mary Jane Bradbury, who has been at the library in years past. This program will be: “Me and Martha: Intimate Reflections of Dora DuFran about the Real Life of Calamity Jane”. Dora DuFran was a close friend of Calamity Jane’s whose real name was Martha Canary. Dora will tell us about their time together from 1867 to 1903.

Community Outreach:

Day of Hope: Kendra reported that on August 24th the Day of Hope event was held from 10am to 4pm in downtown Polson. Kendra participated on behalf of the library in this collaboration of local businesses and churches to do a back to school festival for children. The group gave away 160 fully stuffed backpacks, as well as information and free haircuts. There were food trucks, a bouncy house, live music and lots of fun. Kendra promoted the library’s digital services, answered questions and gave handouts about library services and programs. Hundreds of people came by the library tent. Kendra felt it was a great partnership and a positive event.

Food for Fines: Although the value of an item of food was increased from \$1 to \$1.50, there still was not much patron participation. Abbi reported that \$17.85 was forgiven in fines and the food was given to Polson Loaves and Fish Food Pantry. Abbi said that she will continue to look at reasons for the decline in participation. She thinks perhaps the value will need to be increased even more.

SPLASH: The library is hosting the Polson Chamber SPLASH event on Thursday, October 17th from 5 to 7 p.m. There will be tours, information, and library card sign-ups that evening. Abbi encouraged all the Trustees to attend. Angela is creating a library pumpkin scavenger hunt. Friends of the Library are providing and serving the adult beverages. Blodgett Creamery will cater the food. The library is providing the non-alcoholic beverages. The library hopes to showcase plans for the renovation.

Community Survey Results: Abbi explained that the survey was open to the public for a month. She gave the board members a written summary of the results. There were 65 completed surveys. Overall the library received good or excellent ratings on its services. The three most important services were access to a variety of quality books both in print and online, the Partners sharing program, and the library staff. The library website and Facebook page are the most popular ways that people get information about library events. Requests included adding more specific genres, adding more eBooks to Montana Library2Go, more comfortable seating, and more adult programs.

Administrative:

Public Library Standards: The library received a letter from State Librarian Jennie Stapp offering congratulations on meeting all of the library standards for 2019. The State Library will be issuing state aid checks soon.

Montana Library Association: All full time staff and Trustees have had their membership renewed.

ADA Complaint: On Tuesday, September 24th Abbi received a phone call from a representative of Disability Rights Montana stating that a complaint had been made against the library. Abbi requested more information but the person on the phone would not give it stating that they didn't have a written release. They proceeded to ask Abbi about very specific policies and said that they would check back at a later date.

Continuing Education & Meeting Schedule:

ARSL Conference Report: Abbi reported that the \$500 in grant money she earned toward this conference by participating in the Summer Library Leadership Institute in 2017 has been received from the State Library. She noted that the leaves had not yet changed color in Vermont, but the scenery was still very nice. It reminded her of Flathead Lake. Abbi was impressed with this conference, and felt the content was valuable to her work. Abbi submitted a written report about the conference and added that she felt the speakers were impressive. Many of the sessions provided useful information which Abbi has already started to implement with the staff. Abbi estimated there were approximately a thousand people in attendance.

R IPL Conference: Abbi and Mallory will attend the regional Research Institute for Public Libraries conference in Billings October 5th – 9th. A \$750 travel grant was awarded to help cover the cost of attendance.

Tamarack Fall Meeting: Brooke and Abbi will attend the online meeting on Wednesday, October 16th at 5:30 p.m. Abbi stated she will forward the information for the meeting to Brooke.

Montana Shared Catalog Fall Members Meeting: Abbi will attend the virtual meeting on Wednesday, October 23rd at 9 a.m.

Library Closure Dates:

The library will be closed Thursday, October 10th for Staff Development Day. The library will close at 4 p.m. on Thursday, October 17th to prepare for SPLASH.

FRIENDS OF THE LIBRARY REPORT:

The Friends of the Library (FOL) are preparing for their book sale and picked up many boxes of donated books to sort. The sale is November 1st and 2nd in the library meeting room. Lizzy was very excited that she got to see the table top on the donation table for the first time since joining the library staff! Abbi reported that there was a very productive staff development day in September taking care of the books in the annex and preparing for the book sale. Abbi stated that the October Staff Development Day will be more of the same as well as preparing the annex for SPLASH. Maggie stated that she ran into John Freemole and discussed the SPLASH coming up. The FOL sent out their donation letters last week. Abbi reported that they are already receiving donations.

FOUNDATION REPORT:

Abbi reported that Rick dropped off a check for \$11,000 for the first payment to the architect. Holly was surprised that no one from the Foundation was present for tonight's meeting. Bob Bushnell and Connie Brownell had hoped to be there. Holly reported that the Foundation has had a couple of meetings. Holly reported on the status of the Foundation's fundraising strategy. Brooke asked if the Foundation members are aware of SPLASH. Abbi answered that they are and they plan on attending. Holly explained what she understands the Foundation would like the Board to know. She reported that Cindy will be attending a nonprofit conference in Billings. Holly asked if there is a conflict with Ginny DuBrucq potentially joining the Foundation and helping the Trustees. The Trustees agreed there isn't a conflict.

Holly asked if there is a need to get a permit from the County about changing the building entrance. Abbi stated that this will be through the City, not the County and is part of the construction process. Abbi added that the architect and contractor will be helping us through the proper permits. Holly reported that the Foundation does not have the fundraising committee formed yet. Holly noted that the Foundation is meeting more frequently and reaching out to those in the community and educating themselves. Clint thanked Holly for her work with the Foundation and added that he appreciates the efforts. The Foundation will have their next meeting October 7th.

BOARD BUSINESS:

Financial:

August 2019 Financial Report: Abbi had provided the August 2019 Claims, Monthly Spreadsheet, and BMS Reports to the board members prior to tonight's meeting. Maggie asked if the cash flow will be okay. Abbi responded that she is keeping a close eye on it but expects the cash flow to be fine. She noted that the two accounts that are showing in the negative on the Operating Cash Report are just waiting for checks that covered items already expended. Holly noted the continuing education budget and asked if the library was still paying for individual rooms for staff. Abbi replied that it is. Discussion ensued with Abbi, Brooke, Clint and Maggie all noting issues with shared rooms. Brooke also noted that Abbi has received grant money to cover the cost of some of her travel. Clint stated that the additional cost for individual rooms far outweighs the risk of one complaint by an employee. He stated that it is worth the money to spend on individual hotel rooms. Maggie moved and Holly seconded the *motion to accept the August 2019 Financial Report as presented.*

The motion passed.

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

AGAINST: None

Unfinished Business:

Building Renovation (Strategic Facility Planning): Abbi reported that she has received a verbal preliminary cost estimate of \$1.2 million for the renovation. This was provided by Swank through the architect. It does not include furniture. The architect felt that this number was reasonable, but the overall budget will be higher. Brooke asked if we needed three bids to have the process be legal. Abbi stated that this was not a bid, but a project cost estimate. Abbi explained that the bidding process will be publicized and open to any business who chooses to bid. The Trustees will then get together to open the sealed bids. The Trustees will need to choose the lowest bid from a responsible bidder. Abbi has been working with Demco to get a virtual walkthrough of the library. She noted the service is free as long as the library makes a purchase of items from them. Holly asked what the amount is that we need to purchase to get the "free service". Abbi replied that they have not given her a figure yet. Holly asked how Swank got involved. Abbi responded that Jim contacted

a few companies and Swank was available to provide a quick cost estimate as they are in town working on the Linderman gym. Clint noted that a more realistic figure is probably \$1.5 million. Maggie noted that Quality Construction is building the new Boys and Girls Club. Abbi reminded the Trustees of the service offered by Glacier Bank's Construction Department, which involves periodically checking on the project in person.

Abbi emailed the County Attorney's version of a written agreement with the Foundation. She also provided the MOU that she wrote three years ago as a reference. Holly added that the Foundation wanted clarification of which funds were restricted. Abbi replied that the only one that she found was Hochmark. Abbi could not see that any of the funds are truly restricted. Maggie noted that most of the restrictions put on the funds were done by the Board of Trustees prior to the transfer to the Foundation. Holly suggested that Abbi modify the old draft MOU. Abbi added that language should be added to this document specific to the renovation project. Clint stated that he wants an agreement that will prevent the Foundation from stopping funding of the renovation, especially if there is turnover on their Board. Maggie noted that with construction contracts it is standard to add 10% as a contingency, so \$1.5 million would be more accurate. Brooke added that now that there is an actual cost estimate, hopefully it will help the Foundation get started on fundraising. Abbi noted that she hopes the Foundation will continue to fundraise beyond the renovation, and stated that most Foundations hold annual fundraisers. Clint reminded everyone that costs could increase with the tariffs and Maggie stated that costs will keep going up. Brooke asked if the estimate includes new trees, the outside landscaping etc. The group agreed that the estimate does not include anything besides the construction. Abbi stated that when she receives the written estimate she will forward it to the Trustees.

Holly questioned Abbi about how Connie knew that Swank was submitting a cost estimate. Abbi stated that she did not tell Connie, but perhaps Allen had shared it with her as he is copied on emails from the architect. Abbi reassured the Board that she does not share information with the Foundation that the Trustees have not already been made aware of. Holly noted that there isn't another meeting scheduled with the architect and noted several items that she and Allen had discussed with Abbi after the last meeting with the architect. Abbi recalled the conversation, but noted that the two items including the foyer door to the coffee shop and a door between the meeting room and makerspace were not crucial to the design and can be discussed during the construction phase. Abbi assured Holly that there will be another meeting to finalize the plans. Maggie noted that there needs to be a question regarding a history of cost overruns in the bidding process.

New Business:

Monthly Statistics Report: Abbi had provided the August 2019 Statistics Report to the Trustees prior to tonight's meeting. There was a comment on the increased Wi-Fi usage in spite of the shortened hours that it is turned on. Maggie noted that World Book still had no usage after four months. Abbi stated that it is up for renewal soon. The Trustees and Abbi agreed that the usage does not justify the cost, so Abbi will not renew the subscription.

Materials Donation Policy: Abbi explained that the library has been overwhelmed with the generosity of the community. In order to have better control over the donation process Abbi is proposing a policy to accept donations one day each week on Tuesdays. This way Mallory can schedule volunteers to be on site to help with the accepting and sorting of donated items. Abbi stated that the policy would not be enforced until November, giving patrons an opportunity to learn of the changes. Holly stated that it was a good, well written policy. She wondered how this information will get to the patrons. Abbi replied that staff will post notices, post on Facebook and the website, and educate patrons that ask about donating materials. Maggie

complimented the Nooks. Clint stated that the traffic at the Tribal Health nook is amazing. The Trustees are very pleased with the Nooks and complimented Lizzy. Holly moved and Brooke seconded the *motion to adopt the Materials Donation Policy as presented*. **The motion passed.**

FOR: Clint Hoxie, Maggie Newman, 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, October 24, 2019 at 5:00 p.m. at the Library.

The meeting adjourned at 6:42 p.m.

Respectfully submitted,



Abbi Dooley, Library Director