

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, October 24, 2019**

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

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Angela Claver, Heather Miles, Cindy Willis, Robert Turner

The meeting was called to order by Chairman Allen Bone at 5:00 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: Holly requested that the topic of Directors and Officers Insurance be added to the agenda. As Robert Turner from PayneWest Insurance was present, this agenda item was moved up and discussed. Robert informed the Trustees that he had reviewed the library's policy and found that D&O had not been included in the new policy with Cincinnati. By consensus, the Trustees asked that Robert and Abbi proceed with obtaining this insurance. Robert did assure the Trustees that they have been and are currently covered under PayneWest's E&O policy due to this oversight.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

MINUTES: Holly requested corrections to the section regarding the Foundation. Clint suggested that the content of the minutes be decreased to include action items. Abbi agreed that it would be less time consuming to complete the minutes if they were closer to action minutes with important detail. It was agreed by consensus to move forward with minutes that are more condensed. Maggie moved and Clint seconded the *motion to accept the minutes as amended of the regular meeting of Thursday, September 26, 2019*. **The motion passed.**

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

ABSTAIN: Allen Bone

AGAINST: None

2020 HEALTH INSURANCE PRESENTATION: Robert Turner of PayneWest Insurance presented the options and premium information for health insurance coverage to the Trustees. He noted that the premiums for the Dental, Vision, and Life insurance policies will not increase. Robert provided options for the Health insurance coverage with varying premium increases. After some discussion Maggie moved and Clint seconded the *motion to select plan Navigator Gold HSA 3000*. Holly asked about a different plan and more discussion took place. Maggie amended her motion to read *motion to select plan Navigator Silver HSA 3000 to be paid for by the library for all full-time staff for 2020, and staff have the option to buy-up to a different plan by paying the difference in premium through payroll deduction*, Brooke seconded. **The motion passed.**

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

AGAINST: None

Robert Turner left the meeting at this point.

LIBRARY DIRECTOR'S REPORT:

Library Programs:

Technology Report: Heather reported that she will be holding a Computer Basics class October 29th titled: "Better Safe than Sorry: Computer Backups and How to do them." Heather will be teaching about ransomware threats and how patrons can protect their data. November's topic will be: "Avoiding Scams and Shopping Safely Online." This class will be on Tuesday, November 19th at 2:00 p.m.

Adult Coloring: Angela reported that her next program will be November 7th at 2 p.m. "Downton Abbey Tea Party Coloring Program." Angela added that these programs have become self-supporting in many ways through donations of supplies.

Friday Night at the Library: Abbi reported that September 27th the library showed the live action *Aladdin* film. There were 31 attendees. On October 25th the library will be showing *Beetlejuice* at 6 p.m.

Adult Programming: Mallory reported on the "We Leave the Flowers Where They Are" program which was held the evening of October 3rd. There were 18 in attendance. Sharon Randolph was back on October 14th for her 90 minute slide show on "Early Footprints to the Areas of Yellowstone, Glacier & Canada's National Parks". There were 16 patrons in attendance. Mallory also reported on the Humanities Montana program: "Me and Martha: Intimate Reflections of Dora DuFran about the Real Life of Calamity Jane" with Mary Jane Bradbury, October 22nd at 6 p.m. There were 40 in attendance for that engaging program.

Mallory then reported on the upcoming Humanities Montana Program: "Five Steps to a Winning Novel" with Gwen Florio Saturday, November 9th at 1 p.m. This will be a writer's workshop.

Community Outreach:

SPLASH: The library hosted the Polson Chamber SPLASH event on Thursday, October 17th from 5 to 7 p.m. It was a huge success with approximately 120 attendees.

Trick or Treat at the Library: There will be candy for trick-or-treaters on October 31st.

Administrative:

Incident: An incident involving drug use occurred in the lobby. The reporting patron called 911. The police arrived very quickly and the suspect was identified through video footage. These types of situations reiterate the importance of full line of sight for the staff with renovation.

Staff Development Day: The staff had two very successful staff development days on September 12th and October 10th. The time was spent clearing out the annex and preparing the library for SPLASH with some deep cleaning. Customer service training was held, including a brief training on helping homeless patrons.

Funds: The Library received a check for Per Capita State Aid (\$4,145.48) and Tamarack Funds (\$3,352.82).

FY2019 Public Library Statistics: The State Library is using a new vendor. Statistics are due December 2nd.

Continuing Education & Meeting Schedule:

RIPL Conference: Abbi and Mallory attended the conference in Billings October 5-8. Both submitted reports. Telling stories of the impact of the library within the community was highlighted.

Homeless Library Training: Mallory, Heather and Angela listened to a live webinar by Ryan Dowd on the Librarian's Guide to Homelessness as a continuation of the training held on September 12th.

Montana Shared Catalog Online Meeting: The meeting was held Wednesday, October 23rd at 9 a.m. Clint asked Abbi to explain the difference between the Montana Shared Catalog and the Partnership. She clarified that the Montana Shared Catalog is the system that is used and the Partnership is the consortium of libraries that share materials. The Partners are in the Montana Shared Catalog, but not all of the libraries in the Montana Shared Catalog are in Partners. The state's goal is to create one sharing group that would incorporate most of the MSC libraries.

Library Closure Dates: The Library will be closed on Monday, November 11th for Veteran's Day and Thursday, November 28th for Thanksgiving.

FRIENDS OF THE LIBRARY REPORT:

Abbi reported on behalf of the Friends. The Friends served beverages at SPLASH and talked with many people. They have received many donations with their donation drive. There will be a book sale November 1st and 2nd in the meeting room.

FOUNDATION REPORT: Cindy Willis reported for the Foundation. The Foundation members attended SPLASH and talked with many people about the renovation plans. They also handed out a form for interested people to complete. Cindy informed the group that the Foundation would like to put together a handout that includes photos and stories from the library. She presented the Trustees with a draft form for photo use permission. It was decided that the Foundation could use the library's form for their purpose. Cindy reported that she and Connie Brownell attended the Montana Nonprofit Association Conference in Billings. She stated that the Foundation members have been asked to make a stretch gift and requested that the Trustees do the same. Cindy stressed the importance of having all those involved with the library supporting the renovation project. Cindy presented the Trustees with a handout for this purpose. Holly added information from the Foundation's regular meeting. She stated that they agreed to reimburse the library for the second bill from the architect and were made aware that there could be an additional \$25,000 during the next phase. She also reported that a motion was made and passed by the Foundation to fully support the renovation project of the Library. This formalized the role of the Foundation in the project. During the Foundation meeting Cindy noted that there was a question of whether the City still owned the lot. The library building and lot were deeded to the District in 2011. Cindy asked the Trustees if it would be okay to offer naming opportunities with the renovation. Abbi will help provide a list that would be suitable. Cindy stated that she will be a regular representative from the Foundation at the library board meetings rather than a rotation. Discussion ensued regarding the capital campaign goal. It was decided that a reasonable goal for the campaign is \$1.75 million.

BOARD BUSINESS:

Financial:

September 2019 Financial Report: Abbi had provided the September 2019 Claims, Monthly Spreadsheet, and BMS Reports to the board members prior to tonight's meeting. Allen asked if there was any discussion. There being none, Holly moved and Clint seconded *the motion to accept the September 2019 Financial Report as presented*. **The motion passed.**

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

AGAINST: None

Unfinished Business:

Building Renovation (Strategic Facility Planning): Abbi reported that she had forwarded Demco's virtual tour to the Trustees, however only Brooke and Clint said that they received it. Abbi will forward this again after Demco makes a few changes. Abbi stated that she spoke with the architect and the next step is to go into the Construction phase. Discussion was held and it was decided to include moving forward on the November agenda. Abbi requested that a Trustee pursue the Tax Increment Financing application with the City. Maggie said she would do this. It was suggested that redoing the sidewalks and/or adding outside lighting might qualify. Cindy noted that the City also has a sidewalk fund. Maggie noted that there should be grants for ADA compliance available. Abbi stated that Jack from Steve Daines' office was at SPLASH and Melanie Brooks reported at the Foundation meeting that his office can help find grants. The Foundation is pursuing this avenue.

Agreement with the Foundation: Abbi asked if one or two Trustees would like to work on this. Cindy noted that the Foundation has reviewed their by-laws and formally voted to support the renovation project. Abbi noted that an agreement may be necessary when it is decided how the project will be funded, i.e. a loan.

New Business:

Monthly Statistics Report: Abbi had provided the September 2019 Statistics Report to the Trustees prior to tonight's meeting. Abbi noted that some changes in how items are listed in the catalog have happened making her circulation report difficult. She asked the Trustees what statistics are most valuable to them. Clint responded that he likes to see trends over time. Abbi will review the available data and find a way to report statistics that are meaningful and not so time consuming to compile.

Tamarack Fall Meeting Report: Brooke reported that she and Abbi listened to the meeting on the phone. She stated that the State Librarian reported that requests have been sent out for software for statistics, interlibrary loan & cataloging. She added that the Census is coming up in 2020 and will be mostly online. Abbi noted that the library received the Census toolkit and that the Census determines the library's Per Capita funds. Abbi added that the state is updating the Public Library Standards to be more outcome/impact based rather than output based. These will go into effect in 2022.

2020 Library Closure Dates: There was discussion about the proposed Staff Development Days. Abbi agreed to eliminate the January date and noted that if there is no need for the library to be closed she will cancel the Staff Development Day and keep the library open. Maggie moved and Brooke seconded the *motion to accept the 2020 Library Closure Dates as presented, with corrections, including an early closing time of 4 pm on December 31, 2020.* **The motion passed.**

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

AGAINST: None

ABSTAINED: Holly Wurl

OTHER BUSINESS: Allen asked if the Board was going to address an email that was received from Disability Rights Montana regarding an ADA complaint. Abbi was not aware of the email but all of the Trustees had received it. After discussion it was decided to have Abbi forward the email to the library's attorney in Missoula.

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, November 21, 2019 at 5:00 p.m. at the Library.

The meeting adjourned at 7:43 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director