

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, November 21, 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

The meeting was called to order by Chairman Allen Bone at 5:02 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: Abbi asked to add D & O insurance under Unfinished Business.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

MINUTES: Maggie moved and Holly seconded the *motion to accept the minutes of the regular meeting of Thursday, October 24, 2019 as written.* **The motion passed.**

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

AGAINST: None

LIBRARY DIRECTOR'S REPORT:

Library Programs:

Staff Update: Abbi acknowledged and praised Heather for receiving her 60 hours of state library certification. Heather will receive the \$600 continuing education award at the end of this month.

Technology Report: Heather reported that on October 29th she had five attendees for her "Better Safe than Sorry: Computer Backups and How to do them" class. For the November 19th "Avoiding Scams and Shopping Safely Online" she had seven students present. Heather created handouts on this topic if anyone would like them. There will not be a class in December due to the holidays.

Adult Coloring: Angela reported on her popular November 7th "Downton Abbey - The Adult Coloring Program". She had 21 people in attendance. Some patrons dressed in period costume. Angela shared that the group wanted to know the date and theme of the next coloring program. Angela gave them the date of January 9th and the group agreed by consensus that they are "Going to Mexico"!

Friday Night at the Library: On October 25th *Beetlejuice* was shown. There were nine patrons in attendance. On November 22nd *The Lion King* will be shown at 6 p.m. As of January 3rd, Friday Night at the Library will be moved to the first Friday of the month. The first feature will be *Downton Abbey the Movie* at 6 p.m. With the afternoon movie, these will be advertised as a "Double Feature".

Humanities Montana Program: Mallory reported that Gwen Florio presented "Five Steps to a Winning Novel" on Saturday, November 9th. There were 21 enthusiastic participants for this writer's workshop and all survey responses were positive.

Seasonal Sing-a-Long: Angela will run this new program Thursday, December 5th at 5 p.m. She reported that she has had this idea for a while. She invited the Trustees to join in and to pass along the invitation to others.

Flipster Fun Series: Angela reported that there will be the second installment of the Flipster Fun Series: *Holiday Sugar Scrub* Tuesday, December 17th at 5 p.m. A Facebook poll was conducted and Peppermint won over Gingerbread.

Community Outreach:

Parade of Lights: The Library staff will participate in the Parade on Friday, December 6th. The parade starts at 6:30 pm. Abbi added that she has heard that there will be better security and safety this year.

Turtle Lake LFL: We have not been able to get a volunteer to commit to repairing the Little Free Library that was damaged in Turtle Lake. If you or someone you know would like to volunteer to do this we would be grateful. It just needs a new piece of Plexiglas and the library will pay for all costs associated with fixing it (with the exception of labor). Maggie suggested asking Frank Thomas and she volunteered to call him for us. Abbi noted that it has been awhile since it was looked at, but no one has contacted the library stating that they fixed it.

Library Closure Dates:

- Thursday, November 28 –Thanksgiving Holiday
- Thursday, December 12 – Staff Development Day
- Tuesday, December 24 – Christmas Eve Holiday
- Wednesday, December 25 – Christmas Day Holiday
- Tuesday, December 31 – Closing at 4 p.m.
- Wednesday, January 1 – New Year’s Day Holiday
- Monday, January 20 – Martin Luther King Jr Holiday

FRIENDS OF THE LIBRARY REPORT: Abbi reported that the Friends held a meeting on November 6th at Barbara Hammon’s home. They made \$520.50 in book sales and \$225 in canvas bag sales. They are exploring changing their pricing and process for future book sales, and are looking at doing one per year in either May or September.

Clint Hoxie arrived at 5:16 p.m.

FOUNDATION REPORT: Cindy Willis reported that Connie Brownell has had a serious health issue but is on the mend. The Foundation will be meeting tomorrow at Connie’s house for further fundraising ideas. They are pursuing local and national grants. Cindy reiterated that the Foundation would like a list of naming opportunities. Abbi stated that she will get a list to Cindy. The Foundation is now meeting weekly.

BOARD BUSINESS:

Financial:

October 2019 Financial Report: Abbi provided the October 2019 Claims, Monthly Spreadsheet, and BMS Reports to the Trustees prior to tonight’s meeting. Allen asked if there was any discussion. There being none, Maggie moved and Brooke seconded the *motion to accept the October 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 received an updated cost estimate from Jim Cary for the construction phase. The new estimate is higher than what was discussed at the beginning stages of the project (due to plan changes) and exceeds the \$50,000 total project limit for direct negotiation with an architect set by the State of Montana. Abbi explained that the next step is to go out for an RFQ – Request for Qualifications which is open to any architecture firm. Abbi confirmed with Jim that all work done and paid for in the design phase is now the property of the Library District. Discussion followed.

Abbi put together an RFQ document using posted RFQs from other libraries in the state. She did not receive a response from the County Attorney's Office requesting a template. She also reminded the Trustees that they have not made the final design from Cardinal Architecture official, and that would need to be done before the RFQ goes out and suggested it be done tonight (an action item is placed on the agenda). Abbi stated that a special meeting could be held if the Trustees would like more time to review the RFQ as it was posted later than the other meeting materials. Abbi explained the process.

Cindy expressed concern about the timeline in regards to grants. She asked about estimates for specific aspects of the construction. Abbi told her to email her with those questions. The Trustees agreed to vote on the design plan tonight and schedule a special meeting for December 10th to approve the RFQ.

Brooke moved and Clint seconded the *motion to accept the design plan by Cardinal*. **The motion passed.**

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

Disability Rights Montana email update: The library's attorney has sent a letter to DRM and they have until December 18th to respond. All communication will go through the library's attorney.

Directors & Officers Insurance: Abbi reported that the D&O insurance had been secured, but there was a question of coverage amount. The Trustees agreed to increase the coverage to 2 million, by consensus.

New Business:

Monthly Statistics Report: Abbi had provided the October 2019 Statistics Report to the Trustees prior to tonight's meeting. Cindy requested statistics on children's programs.

Exam Proctoring Policy: Abbi reported that there has been a significant increase in the number of people using the library's proctoring services and felt the need to create a policy addressing the details. Review and discussion of the policy and new fee followed. Cindy suggested that a volunteer do the exam proctoring but Abbi explained that most colleges require that a librarian be the proctor. Maggie moved and Clint seconded the *motion to approve the Exam Proctoring Policy as presented*. **The motion passed.**

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

Hours, Holiday and Closure Policy: Allen asked if there was any discussion. There being none, Clint moved and Brooke seconded the *motion to accept the revised Hours, Holiday and Closure Policy as presented*. **The motion passed.**

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

AGAINST: None

Collection Development Policy: Abbi reported that this was formerly called the IRMP policy. This policy had been a requirement by the state and should be revised every three years. Abbi explained that the “Grab ’n Go” part of the collection may be eliminated by Partners. Abbi asked the Trustees to take time to review the policy, as it is quite long, and she will put it back on the agenda for a vote in the new year.

OTHER BUSINESS: Allen asked Abbi to discuss the book embargo from McMillan Publishing. Abbi explained the effect it has on library patrons using Montana Library2Go. McMillan Publishing is limiting libraries and consortiums to purchasing one copy of a new release for the first 8 weeks after it is published. Montana Library2Go is a consortium, and therefore is only allowed one book for all participating libraries.

PUBLIC COMMENT: Cindy stated that the Foundation would like to have a brochure in the library and asked about the bulletin board policy. Abbi stated that they may post on either the public or the library bulletin board.

NEXT MEETING: The group agreed to a special meeting for the purpose of voting on the RFQ on Tuesday, December 10, 2019 at 5:00 p.m. The next regular meeting of the North Lake County Public Library District Board of Trustees is scheduled for Thursday, January 23, 2020 at 5:00 p.m. at the Library.

The meeting adjourned at 6:26 p.m.

Respectfully submitted,



Abbi Dooley, Library Director