

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, January 23, 2020**

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

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Angela Claver, Cindy Willis, Connie Brownell

The meeting was called to order by Chairman Allen Bone at 5:04 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

MINUTES: Holly moved and Brooke seconded the *motion to accept the minutes of the regular meeting of Thursday, November 21, 2019 as written.* **The motion passed.**

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

AGAINST: None

Holly requested that the minutes of the December 10, 2019 meeting be amended to include a statement she made about rescinding her vote on the final architect plans from the prior meeting. Maggie moved and Clint seconded the *motion to accept the minutes of the special meeting of Tuesday, December 10, 2019 as modified.* **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 quorum Foundation meeting of Wednesday, January 8, 2020 as written.* **The motion passed.**

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

AGAINST: None

LIBRARY DIRECTOR'S REPORT:

Library Programs:

Needle Arts Series: Angela informed the Trustees of the return of the Needle Arts Series with crochet classes on Tuesdays in February at 2 p.m.

Seasonal Sing-a-Long: Angela reported that there were 25 in attendance for the Seasonal Sing-a-Long on Thursday, December 5th at 5 p.m. and that Lizzy assisted her with this program.

Flipster Fun Series: Angela also reported on the *Holiday Sugar Scrub* program that took place Tuesday, December 17th at 5 p.m. Lizzy also assisted with this program. There were 21 patrons that attended this crafting session and there was a variety of age groups participating. The body scrub recipe came from the *Willow & Sage* magazine available to library cardholders for free through Flipster.

Adult Coloring: Angela reported on the adult coloring program held January 9th at 2 p.m. with the theme “A trip to Mexico.” Twenty participants attended and enjoyed coloring Mexican tile patterns and other projects. Angela reported on two outcomes of the program: One attendee is battling Alzheimer’s disease and came with their caregiver. In four years of Adult Coloring programs, there have been 376 participants.

Movin’ to the Music: Angela reported that on January 15th at 5 p.m., 8 patrons joined her for this multi-generational movement program. She divided the hour into three sections of varied, interactive movement. Attendees requested a repeat of this program.

Technology Report: Abbi reported on Heather’s behalf that there were no computer classes in December or January. The next class is on February 25th at 2 p.m. on “Tablets: from Starting Up to Playing Games”.

Friday Night at the Library: Abbi reported that on November 22nd the Library showed *The Lion King*. Eight patrons attended. On January 3rd *Downton Abbey the Movie* was shown to 9 people. There will be no movie in February due to staff schedules.

Humanities Montana Program: Mallory reported that “Montana’s Changing Political Landscape” with Mike Dennison on January 21st at 6:30 p.m. had 81 attendees. There was bipartisan support for this program, as the Lake County Democrats and the Lake County Pachyderm Club were co-sponsors.

Board Game Group: Mallory stated that on Wednesday, February 19th at 2 p.m. the first of four scheduled board game sessions will occur. An in-library survey has garnered over 20 suggestions for favorite board games.

Adopt-a-Book: This annual donation drive will run February 3rd – 29th. The adoption “fee” is \$15 per book and an inscribed book plate is placed with a personal message from the adopter.

Administrative:

FY2019 State Statistical Report: Abbi reported that she submitted the report to the state on time. She has not heard when the information will be available to view online.

FY2019 Annual Financial Report: Abbi reported that the AFR was submitted on time. Revenues for FY2019 did not exceed \$750,000, therefore no audit is required.

Financial Review: Abbi asked if the Trustees want to have a financial review completed for FY2019. She reminded them that a review was conducted for FY2018 and that an audit will be likely in the year that renovation occurs. She also suggested going out for bid if a review is requested. Maggie stated that the Trustees are given monthly financial reports and that the prior audits and reviews have been clean. She did not feel that it would be necessary to have a review completed this year. By consensus the Trustees decided not to do a financial review for FY2019.

Food for Fines: The library forgave \$52 in fines at the end of November and donated 81 pounds of food to the Polson Loaves and Fish Food Pantry.

Community Outreach:

Parade of Lights: Library Staff participated in December and gave out about 1,000 peppermint candies. Abbi expressed that the staff was glad to see improved security and traffic control at the event.

Continuing Education & Meeting Schedule:

Offline: Abbi, Mallory and Angela will be attending the annual MLA technology conference, Offline in Helena February 7th & 8th.

Library Closure Dates:

- Thursday, February 13 – Staff Development Day (CPR Training and Certification)
- Monday, February 17 – Presidents’ Day

FRIENDS OF THE LIBRARY REPORT: The Friends met January 17th. They have scheduled their annual book sale for May 29th and 30th.

FOUNDATION REPORT: Connie Brownell and Cindy Willis reported on the status of the capital campaign. The Foundation hired Campaign Counsel to do a feasibility study and assist with starting the campaign. A representative out of Missoula will be doing interviews with Library staff and Trustees and Foundation and Friends Directors in the next few weeks. They estimate the feasibility study will take 2-4 months to complete.

BOARD BUSINESS:

Financial:

November 2019 Financial Report: Abbi provided the November 2019 Claims, Monthly Spreadsheet, and BMS Reports to the Trustees prior to tonight’s meeting. Maggie moved and Brooke seconded the *motion to accept the November 2019 Financial Report as presented.* **The motion passed.**

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

AGAINST: None

December 2019 Financial Report: Abbi provided the December 2019 Claims, Monthly Spreadsheet, and BMS Reports to the Trustees prior to tonight’s meeting. Brooke moved and Clint seconded the *motion to accept the December 2019 Financial Report as presented.* **The motion passed.**

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

AGAINST: None

Clarkson Trust: Abbi reported that the Library received the annual distribution in the amount of \$6,273.39. The information from the 4th Quarter Statement from First Interstate Bank is below.

Beginning market value 09/30/19	352,050.45
Income & Capital Gain Distributions	6,321.86
Withdrawals and fees	(7,346.42)
Change in account value	14,114.87
Market value on 12/31/19	\$365,140.76

Amazon American Express Credit Cards: Abbi stated that she was unhappy with the First National Bank credit cards and will be cancelling them after the end of the month. She chose to replace them with Amazon American Express Business cards. The Library gets 5% back on Amazon purchases with this card.

Unfinished Business:

Building Renovation (Strategic Facility Planning): Abbi stated that the Request for Qualifications was placed in the Lake County Leader and Advertiser for two weeks, as per law. She also sent letters to qualifying architectural firms in Western Montana, including Helena.

Opening and rating of RFQ proposals: The Library received two packets in response to the RFQ, one from Cardinal Architecture out of Seattle, WA and the other from 100 Fold Studio out of Lakeside, MT. Both packets were opened at the meeting and reviewed and rated by the Trustees. Next steps were discussed. Maggie stated that her son-in-law, an architect from Missoula, offered to review the packets and help the Trustees negotiate and assist in the process. Allen also suggested that Ginny DuBrucq review the packets, as she has been involved in the process. The Trustees agreed. Maggie and Holly asked to table the decision on choosing a firm to the February 27th meeting.

Disability Rights Montana email update: The attorney had a meeting scheduled in December but the person from DRM cancelled and she has not heard back.

New Business:

Monthly Statistics Report: Abbi had provided the November and December 2019 Statistics Report to the Trustees prior to tonight's meeting.

Collection Development Policy: Abbi asked the Trustees if there were any additions or changes to be made and stated that the policy will be on the agenda for a vote at the February 27th meeting. She stated that an ADA policy will also be on the agenda for a vote, as the Library's current policy is within the original Information Resources Management Policy which will be replaced with the Collection Development Policy. Abbi will send the ADA policy to the attorney for review prior to the vote.

Director Annual Review: Trustees were given the annual review form to complete and submit to the Chairman for review at the February meeting. The evaluation will take place in Executive Session after the February 27th meeting.

OTHER BUSINESS: Clint stated that he would not be at the February 27th meeting.

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, February 27, 2020 at 5:00 p.m. at the Library.

The meeting adjourned at 6:53 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director