

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, May 28, 2020**

The North Lake County Public Library District is committed to providing access to its proceedings in accordance with MCA Title 2, Ch. 3 Part 2 Open Meetings. All comments received, including those received through the online meeting platform, become part of the official public record of the North Lake County Public Library District Board proceedings in accordance with MCA 2-3-212.

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

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Angela Claver, Kendra Mullison, Elizabeth Jore, Tracy Cook

The meeting is being held online using Zoom. Information for public access to the meeting was posted on the library's website, Facebook page, building front door and was sent to Lake County.

The meeting was called to order at 5:03 p.m. by Chairman Allen Bone.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

APPROVAL OF MINUTES:

Maggie moved and Holly seconded the *motion to accept the minutes of the regular meeting of Thursday, April 23, 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:

Online Offerings: Abbi reported that the trial of Kanopy was successful and it is now a regular offering. Holly asked about the cost. Abbi reported that the library sets the budget. Each movie is \$2 per click with a limit of 5 per month per patron, the Great Courses are \$5 for 30 days per program, and Kanopy Kids is \$5 per month for the entire platform. Abbi also noted that children's programming continues on YouTube with weekly videos.

Newsletters & Information: Abbi stated that a monthly technology newsletter has been added and the regular monthly newsletter is still going out with information. The three local newspapers, radio station and Chamber of Commerce are also kept up-to-date.

Hotspots: Abbi reported that the library should be receiving three unfiltered Wi-Fi hotspots for patron checkout. The hotspots are being given to the library with a free year of cellular service through T-Mobile paid for by the Montana State Library with funds from the federal coronavirus relief acts. Allen asked about the hotspots being unfiltered. Abbi explained that the library's policy is to not filter the internet, so the hotspots are also unfiltered. Abbi explained further how a hotspot works, delivering internet service for those who do not have it at home. Clint asked if the data is unlimited and Tracy Cook responded that it is and confirmed that current checkout is set for 14 days. Abbi noted that after the first year of use, she will reevaluate to see if the service should be continued.

Summer Reading Program: Through coronavirus relief funding, the Montana State Library is offering access to the online reading tracking program READSquared for two years. The library will be using this software for the 2020 and 2021 summer reading programs. There will also be a paper reading log for those that prefer it. Patrons will track their

reading and earn badges, unlock games and be entered to win prizes. It is an easy to use and interactive program. Abbi stated that she hopes to launch the program on Monday, June 8th. No in-person programming is planned at this time. Abbi also reported that rather than ask local businesses to give to the program this year, the library will be paying for prizes to be given away. Some businesses have insisted on donations, which have been gratefully accepted.

Collection Information:

Grab n Go: Abbi reported that the Grab n Go section of the new books has been eliminated, as these items cannot have holds placed on them. They have been transferred to the regular new book section. Clint asked when Partners sharing would resume. Abbi stated that there wasn't a confirmed date yet, but the hope is in June.

Continuing Education and Meeting Schedule:

Aspen Training Online: Abbi announced that there is training for Aspen, the online library directory and continuing education portal on Wednesdays at 3 p.m. She encouraged the Trustees to sign up at aspen.mt.gov.

FRIENDS OF THE LIBRARY REPORT:

No report.

FOUNDATION REPORT: Holly reported that the Foundation met with Campaign Counsel. They had discussed whether or not to go to the next phase of fundraising. There were three members present and one voted against moving forward, so they deferred making a final decision until they had more representation.

BOARD BUSINESS:

Financial:

April 2020 Financial Report: Abbi provided the April 2020 claims, monthly spreadsheet, and BMS reports to the Trustees prior to tonight's meeting. Holly asked about the claim for legal services. Abbi responded that it involved a complicated personnel leave issue that has been resolved. Holly asked about the claim for The Fish Guy and wondered about keeping the fish since the building has been closed. Abbi responded that the fish tank needed to be cleaned during this time. When asked how long the fish would stay, her response was at least until renovation. Maggie moved and Clint seconded the *motion to accept the April 2020 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): John Hudson from 100 Fold Studio contacted Abbi to see what the status is of the renovation plan. The consensus from the Trustees is that the interview will need to be delayed until the Foundation decides when they are moving forward with fundraising.

Plan for reopening: Abbi gave an update on staffing, PPE, and work stations. The Trustees asked various questions about the safety measures in place for the staff. The question of requiring masks arose. Clint and Maggie felt it should be encouraged but not required, as there is a concern for the personal safety of library staff in enforcing mask wearing. Holly stated that masks should be mandatory to use the library. More discussion ensued. Abbi stated that according to talks with the state library, it is within the Trustees authority to require that masks be worn. Abbi reiterated the concern for staff safety. In the end, the Trustees all agreed that masks will be required and those who would rather not wear a mask can use curbside pickup. Holly made a motion to *require face masks at the library as part of Phase II for all library users*. Clint seconded the motion. Discussion continued with agreement that if the requirement of masks becomes problematic for the staff, the Trustees will revisit it. **The motion passed.**

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

AGAINST: None

Abbi continued with her plan for reopening. There was a discussion about the suggested hours and several options were presented. It was agreed that the library would be open for several hours in the morning, then closed for two and opened again for two in the afternoon. Special hours for high risk individuals will also be in place. The lending of life jackets was discussed and all agreed it was best not to lend life jackets this summer. Abbi also noted that restrooms will be closed, but available in the event of an emergency. She also stated that the meeting rooms are unavailable for use as the small meeting room is now an office and the large meeting room is for quarantining returned materials. No programs are scheduled. Abbi stated that the staff is ready and recommended that the library reopen on Monday, June 1st. Brooke moved and Maggie seconded the *motion to reopen the library building to public traffic on Monday, June 1, 2020 beginning with limited access and easing back to full service.* **The motion passed.**

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

AGAINST: None

Clint and Holly complimented Abbi on her handling of the situation in spite of the few complaints that have been received. Holly suggested that signage included a statement that the closure of the library is the decision of the Library Trustees, and she hopes that this will stop Abbi from being unfairly targeted. Clint agreed.

New Business:

Monthly Statistics Report: Abbi had provided the April 2020 Statistics Report to the Trustees prior to tonight's meeting.

Tamarack Federation Meeting Report: Brooke provided a written report that is attached to these minutes. Brooke also noted that another library had done an active shooter training and wondered if that was still something that should be done with the staff. Allen mentioned that a fire extinguisher training needs to be done. The Joys & Concerns document was shared.

Laptop Lending Policy for Outside Library: Abbi suggested tabling this item since the library would be reopening, but wondered if the Trustees had any thoughts now. The Trustees decided that they want to move forward with this policy but change the lending time to 7 days and the replacement fee to \$500 for the laptop. Also an edit regarding protecting the laptops from high temperatures. Abbi stated that there are three laptops that can be checked out and that the hotspots could be lent simultaneously. Clint moved and Maggie seconded the *motion to approve the Laptop Lending for Use Outside the Library Policy as revised.* **The motion passed.**

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

AGAINST: None

Initial Budget Meeting: It was decided to hold the initial budget meeting on Thursday, July 9, 2020 at 5:30 p.m.

OTHER BUSINESS: Clint stated that his work schedule has changed and he will not be available until 5:30 p.m. for any meeting going forward. The Trustees agreed all meetings will now be held at 5:30 p.m. beginning in June.

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, June 25, 2020 at 5:30 p.m. Abbi will try to hold this meeting in the library.

The meeting adjourned at 6:49 p.m.

Respectfully submitted,


Abbi Dooley, Library Director