

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, June 25, 2020
Meeting held in the library.**

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

MEMBERS ABSENT: Allen Bone

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Cindy Willis

The meeting was called to order at 5:30 p.m. by Vice Chairman Clint Hoxie

ADDITIONS OR CHANGES TO THE AGENDA:

- Holly requested an executive session to discuss the personnel issue that led to recent legal fees.
- Allen had requested prior to the meeting to add discussion of a recently received complaint email from a patron.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

APPROVAL OF MINUTES: Holly asked that the minutes be amended to read that three Foundation members were present at a meeting in which they voted two to one to move forward with the second phase with Campaign Counsel, however due to the low turnout they decided to defer making a final decision until they had more representation. Maggie moved and Brooke seconded the *motion to accept the minutes of the regular meeting of Thursday, May 28, 2020 as amended.* **The motion passed.**

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

AGAINST: None

LIBRARY DIRECTOR'S REPORT:

Library Programs:

Online offerings: Abbi reported that the staff is doing their best to continue children's programming videos now that there is no longer a Youth Services Librarian on staff. They will try to keep Mother Goose going but may share existing videos for other story time sessions.

Summer Reading Program Update: Abbi reported that as of today 199 people have signed up for the Summer Reading Program online. She noted that there are no expectations for a large number of participants this year.

Administrative:

Public Library Standards: In light of the disruptions with COVID-19, the Montana State Library Commission has decided to postpone any changes to the Public Library Standards. Abbi has completed the FY2020 standards form.

Change in insurance carrier: MACO came in with better rates for FY2021. Abbi reported that MACO was significantly lower than the existing carrier. She is waiting for verification on the deductible for the vehicle. Maggie noted that she was assured by our insurance agent that the library is covered for the change to the D&O insurance.

Grant: Abbi reported that the library received a grant from the Lower Flathead Valley Community Foundation for the summer reading program. Abbi noted that the entire grant may not be spent on this year's program but can be rolled into next year.

Staff Update: Abbi reported that Sara Brookman is back working part-time for the summer. Kendra Mullison resigned from the library effective June 16th. Abbi noted that she will wait to post the Youth Services Librarian position until things stabilize with programming.

Library Closure Dates: The library will be closed for Independence Day on Friday, July 3rd.

FRIENDS OF THE LIBRARY REPORT:

They have not met.

FOUNDATION REPORT: Cindy Willis reported that the Foundation applied for a grant from the CARES Act for movable shelving after she had consulted with Abbi. Cindy stated that they had not heard back yet, but that the Foundation has agreed to fund the movable shelving whether or not the grant is received. Cindy also said that the Foundation discussed that it would be good if there were more local partnerships between the library and other organizations such as local museums and the Confederated Salish and Kootenai Tribe. Cindy reported that the Foundation voted to move forward with the next phase with Campaign Counsel. Abbi added that Allen told her that they also asked about moving forward with renovation of the restrooms now and whether that is possible. Abbi stated that the interview process has not been completed for the architect, and construction drawings are still needed. She also stated that it is her understanding that once a major project starts the library must commit to making the entire building ADA compliant. Clint stated that he also believed that to be true.

BOARD BUSINESS:

Financial:

May 2020 Financial Report: Abbi provided the May 2020 claims, monthly spreadsheet, and BMS reports to the Trustees prior to tonight's meeting. Maggie stated that everything looked fine, but did have questions about the legal fees. Brooke moved and Holly seconded the *motion to accept the May 2020 Financial Report as presented*. **The motion passed.**

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

AGAINST: None

Unfinished Business:

Montana State Library Trustee Toolkit: This item was tabled due to Allen's absence.

New Business:

Monthly Statistics Report: Abbi had provided the May 2020 Statistics Report to the Trustees prior to tonight's meeting. Maggie noted the increase in Montana Library2Go usage and commented that there seems to be more materials available. Abbi confirmed this and stated that additional funds were added to the Montana Library2Go consortium purchases. Holly asked about the number of online videos being added by the staff and the difference from the number in April versus May. Abbi responded that there are challenges with the library being open and that they would create new content when there was time. Maggie asked about the traffic in the current month. Abbi stated that in a normal year there would be on average 200 people per day, but in June they were seeing an average of 40.

Library Accessibility Policy Revision: Abbi reported that she received a complaint notice from the Department of Education regarding the library's accessibility policy. The complaint was very narrow and specific, stating that the library did not include the phone number for the designated ADA compliance coordinator in the policy. Abbi has made this correction on the library's website and within this revision of the policy which should satisfy the complaint. Maggie moved and Holly seconded the *motion to revise the Library Accessibility Policy as presented*. **The motion passed.**

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

AGAINST: None

Staff Pay Scale: Abbi stated that the Trustees had requested a stepped pay scale at last year's budget meeting that could be used from year-to-year to create predictability, consistency and ease the budgeting process. She reported that she has been working on this for the past year, researching and collecting information from various sources including similarly sized libraries in Montana. She noted on the presented scale that the grade would be guaranteed by job title and each step would be based on performance. The midpoint is for an employee who is fully qualified for the position. Abbi also included Lake County's information for years of service bonuses as well as information on current minimum wages for several local businesses as a reference point. Questions were asked and answered on various parts of the scale. Brooke stated that it is difficult to hire quality people if wages are too low. Holly asked how this library's wages compare to other libraries of a similar size. Abbi responded that the director and assistant director positions are at or above but the other positions, especially that of the library aides, is below. Clint asked that Abbi give the Trustees more information about what other libraries are paying their employees and update the existing table with comparable numbers. He stated that he wants to avoid emotional or arbitrary decisions on wages. Abbi clarified what the Trustees' expectations are and will make further adjustments to be presented at the budget workshop. Opinions were mixed on whether or not to add length of service bonuses.

Patron Complaint: The complaint emails were briefly discussed, noting that the patron has received an email response. The complaint was in relation to the library closure due to COVID-19.

OTHER BUSINESS:

Length of Minutes: Clint stated the minutes are getting longer again. Abbi responded that she tries to find a balance between action minutes and verbatim minutes, but often when comments are not included it is requested that the minutes be amended to add them.

EXECUTIVE SESSION:

At approximately 6:10 p.m. the Trustees entered into an Executive Session to discuss the personnel matter related to recent legal fees. Cindy Willis left the meeting at this time. The Trustees came out of Executive Session at 6:24 p.m. to resume the regular meeting.

OTHER BUSINESS, CONT.:

Kanopy: Holly expressed concern with the cost structure of Kanopy in relation to the number of library cardholders. Abbi reassured here that the Kanopy budget is capped and there is a limit as to how many videos a person can watch each month. She also noted that the first month's bill was only \$10. Abbi noted that the budget can be continually monitored to meet the needs of the patrons.

PUBLIC COMMENT: None.

BUDGET WORKSHOP: The budget workshop is **Thursday, July 9, 2020 at 5:30 p.m.** It was agreed by all in attendance that in-person meetings during this time are difficult, especially with the requirement to wear masks and how that affects an individual's ability to hear and understand what is being said. Library Board meetings will move back online going forward until such a time that they are no longer needed or allowed.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library Board of Trustees is scheduled for Thursday, July 23, 2020 at 5:30 p.m. via Zoom.

The meeting adjourned at 6:29 p.m.

Respectfully submitted,

Abigail J. Dooley
Abbi Dooley, Library Director