

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, August 27, 2020
Meeting held online via Zoom**

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, Tracy Cook

The public hearing was started at 5:32 p.m.

PUBLIC HEARING:

Fiscal Year 2020 Budget Amendments: No public comment.

Fiscal Year 2021 Preliminary Budget: No public comment.

The public hearing ended and the regular meeting was called to order at 5:45 p.m. by Chairman Clint Hoxie

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

APPROVAL OF MINUTES: Maggie moved and Allen seconded the *motion to accept the minutes of the regular meeting of Thursday, July 23, 2020 as written.* There being no objections, the **motion passed** by consensus.

LIBRARY DIRECTOR'S REPORT:

Library Programs & Services:

Take n Make Kits: Staff handed out kits to make a treasure chest as well as a mosquito larvae experiment kit from the NASA @ My Library grant. Angela did a pirate program and the 24 treasure chests were given out. Approximately 50 NASA kits were handed out.

Rightfully Hers Display: The library received a pop-up display from the National Archives for the 100th anniversary of the 19th Amendment. It is on view in the library atrium and will remain for several months.

Hubble Banner: The 30th anniversary Hubble banner is on display in the library foyer.

Summer Reading Program wrap-up: There were a total of 254 participants, with 36 completing the program. Thirty-four prizes were given out in a random drawing. Participants received an entry for every 100 points earned. Abbi answered questions about the participants and stated that there were 97 adults, 24 teens, 86 school kids and 47 pre-K who registered. She didn't have hard numbers, but the ratio of finishers to participants this year seemed lower compared to last year. Abbi noted that the loss of the Happy Hippo rides and the changes this year due to the pandemic affected the numbers greatly. Holly asked if there were funds remaining. Abbi responded that there are and they will be put toward next year's program.

Notary Services: Angela has expressed interest in becoming a notary so the library can provide this service. The cost is minimal. The library has received requests for notary services with the bank lobbies closed. Bonding, licensing and education will be included in that cost. Abbi asked if there were any objections, and the overall consensus was very positive to move forward with this. Abbi will have Angela begin the process.

Administrative:

COVID-19 Update: Abbi reported that the restrooms were reopened on July 24th. The couches were removed from the atrium and four chairs, spaced 6 feet apart were added. One chair was added to the children's area. Two additional public computers were made available. Revised requirement so now children aged 12 and under must be accompanied by a responsible individual 15 or older. Maggie asked and Abbi answered that there are now 6 computers total available.

Delta Dental Credit: Abbi reported that Delta Dental provided a one-month premium credit for September due to COVID-19.

Mission Valley Power: Abbi stated that she would like to make the Trustees aware that the MVP bill will be paid by credit card due to a change in due date. She also reported that the library was a winner of this month's \$100 credit for on-time payment.

Furniture & Equipment:

Front Door Glass: Montana Air Cartage was contacted and they will pay to replace the cracked glass in the front door due to their driver's accident with the crates. Abbi is waiting on a second quote from a local glass company and then will submit both quotes for reimbursement.

Children's Shelving: The shelving has arrived and Guys for the Job will be in on September 1st to put them together and move the existing shelving. The Foundation will be writing the check to Demco as per the grant. Holly asked what will happen to the old shelving, and Abbi responded that they will be stored.

Library Hours:

Weekday Hours: August 24th weekday hours were expanded to 10 a.m. to 5 p.m. The hour of 9 a.m. to 10 a.m. on Wednesdays and Fridays remains for high risk individuals.

Saturday Hours: Beginning Saturday, September 12th the library will be open from 10 a.m. to 1 p.m. This will allow about 30 minutes before opening and 30 minutes after closing for the full-time staff member to prep and disinfect while keeping them within their 40 hours for the week. The Trustees were in favor of this addition in hours.

Staff Update:

- Sara Brookman's last day for the summer was August 21st
- Heather Miles has moved back to her regular desk in the staff work room
- Jeanne Quigley will cover Monday mornings for the full-time staff member who works with her on Saturdays
- Julie Wenner has agreed to be an emergency on-call substitute

Library Closure Date:

Monday, September 7 – Labor Day

FRIENDS OF THE LIBRARY REPORT: No report.

FOUNDATION REPORT: Holly was not able to attend the last Foundation meeting; therefore, she did not have a report. Abbi noted that Connie stopped into the library and shared that she was meeting with Campaign Counsel today.

BOARD BUSINESS:**Financial:**

July 2020 Financial Report: Abbi provided the July 2020 claims, monthly spreadsheets, and BMS reports to the Trustees prior to tonight's meeting. Holly moved and Maggie seconded the *motion to accept the July 2020 Financial Report as presented*. There being no objections, the **motion passed** by consensus.

FY2020 Additional Claim: Abbi reported that the claim for Whiting Waterproofing came after the reports were presented for June 2020 at the July meeting. The claim will be paid in August but credited to June 2020 in the amount of \$575.

Unfinished Business: None.

New Business:

Monthly Statistics Report: Abbi had provided the July 2020 Statistics Report to the Trustees prior to tonight's meeting. Several comments were made on the positive increase in numbers for Montana Library2Go. Holly asked what the rules are regarding purchasing additional copies of books. Abbi explained, with the assistance of Tracy Cook, that this library is not currently allowed to purchase additional copies of books in Montana Library2Go just for this library's patrons, as per current consortium rules. Abbi said that she watches hold reports and checks other factors (such as number of NLCPLD patrons with holds on an item, how many copies NLCPLD owns of items being held, popularity of material, etc) to determine when it is appropriate to purchase additional paper copies.

Adopt FY2020 Budget Amendments: Maggie asked for clarification on the discrepancy between the total increase in appropriations and the object number breakout. Abbi explained that the overall increase in the fund was just \$49.36, however on the actual amendment each object number needs to be broken out line by line to show how the increase affected that object. Maggie moved and Allen seconded the *motion to adopt Resolution No. 2021-01 to appropriate money and provide for the payment of debts and expenses for the North Lake County Public Library District in fiscal year 2019-2020 as detailed in Exhibit A of the resolution.* There being no objections, the **motion passed** by consensus.

Adopt FY2021 Budget: Allen moved and Maggie seconded the *motion to adopt the FY 2021 Budget through Resolution No. 2021-02 and send a letter requesting 11.14 mills in funding to the Lake County Clerk & Recorder.* Holly Wurl abstained from the vote. The remaining Trustees had no objections so the **motion passed**.

Revision to closure dates for remainder of 2020: Allen moved and Brooke seconded the *motion to revise the remaining 2020 library closure dates as presented.* Abbi clarified for Holly that she removed the remaining Staff Development Days due to the closure during COVID-19 and the three Saturday dates fall on or near holidays. There being no objections, the **motion passed** by consensus.

Records Destruction Document (RM88): Maggie moved and Brooke seconded the *motion to allow for the destruction of library records that have met state record retention requirements.* There being no objections, the **motion passed** by consensus.

OTHER BUSINESS: The Trustees thanked Angela for her willingness to take on notary duties for the library.

PUBLIC COMMENT: None.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library Board of Trustees is scheduled for Thursday, September 24, 2020 at 5:30 p.m. via Zoom.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,


Abbi Dooley, Library Director