

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
Thursday, September 24, 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, Cindy Willis, Tracy Cook

The meeting was called to order by Chairman Clint Hoxie at 5:31 p.m.

**ADDITIONS OR CHANGES TO THE AGENDA:** None.

**PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA:** None.

**APPROVAL OF MINUTES:** Allen moved and Holly seconded the *motion to accept the minutes of the regular meeting of Thursday, August 27, 2020 as written.* Holly asked and Abbi answered that the Mission Valley Power bill will continue to be paid by credit card. There being no objections, the **motion passed** by consensus.

**LIBRARY DIRECTOR'S REPORT:**

**Library Programs & Services:**

**Hubble Banner:** The library received 200 lithographs of the 30<sup>th</sup> Anniversary Hubble image available for anyone to pick up in the library.

**Mother Goose:** The library was contacted by an English teacher at PHS to begin a collaboration with some of her students to read for Mother Goose. Unfortunately, no students have come to read in the past two weeks. Allen asked why. Abbi clarified that the teacher was very excited and read once for Mother Goose, but we haven't heard back from her or the students. Holly asked what the contingency plan is. Abbi replied that Angela and Mallory have been reading for the programs.

**Partners:**

**Holds Sheltering Pilot:** Abbi reported that the Partners voted in a recent meeting to attempt a six month holds sheltering pilot for new materials. Participation is voluntary as to whether or not a library keeps their new materials in their own library or allows them to be shared. Smaller libraries have asked for this due to inequities in the sharing group. Depending on which libraries choose to shelter, this may have a significant impact on patrons. Abbi noted that there is no date set yet for when this will begin. Discussion was held and Abbi tried to explain more about the pilot, but not much is known at this time. She will keep everyone apprised as things move forward.

**Administrative:**

**CARES Act Reimbursement:** Abbi reported that the library received funds from the CARES Act reimbursing it for all COVID-19 related expenses through June 30, 2020. Abbi will submit invoices again by the December deadline to the County for reimbursement from July 1 for additional COVID-19 expenses. Maggie asked and Abbi answered that the library received \$928 so far.

**Public Library Standards:** Abbi added that she received a letter from State Librarian Jennie Stapp stating that the library passed the Public Library Standards and that a check for State Aid funds should be arriving soon.

### **Furniture & Equipment:**

Children's Shelving: The new shelving looks great and has eased the congestion in the picture book section. We were unable to remove the largest shelving unit as it appears to be one long unit. The smaller unit is in the small meeting room.

Fish Tank: The fish tank sprung a leak over Labor Day weekend. The cost to repair would be too great. The Fish Guy took all of the fish to rehome them. Abbi asked if there are no objections, she will try to give the old tank away if someone is willing to haul it. Maggie suggested asking for a donation, but no minimum amount was set.

### **Staff Update:**

Heather Miles: Heather is out on leave through October 13<sup>th</sup>.

Thank You Note: Abbi read a thank you note written by Angela Claver to the Trustees in regards to the stepped wage scale.

### **Continuing Education & Meeting Schedule:**

Association of Rural & Small Libraries Conference: Mallory and Lizzy received grants to attend the 2020 ARSL Virtual Conference September 28-October 2.

Fall Montana Shared Catalog Meeting: Abbi will attend the virtual Fall MSC Members Meeting on October 14<sup>th</sup>.

Tamarack Fall Meeting: The fall Tamarack meeting is October 21 at 6 p.m. Details have yet to be emailed out, but Abbi will share these with Brooke once received.

**FRIENDS OF THE LIBRARY REPORT:** Abbi reported that the Friends met and voted to give the library \$2,000 for books.

**FOUNDATION REPORT:** The Foundation will pay for the cost of assembling the mobile shelving. Cindy Willis reported that the Foundation is still in the interview process with Campaign Counsel and that they have yet to provide any summaries of their findings. Cindy also reported that there are two new Foundation members: Nancy Armistead and Brittany Simonich. Cindy and Connie Brownell attended the Montana Non-Profit Association conference virtually. Cindy reported that she is excited about some of the ideas they heard. Cindy asked everyone to let her know if there are additional things that may qualify for CARES Act grant money. Clint thanked the Foundation and asked Cindy to pass his thanks onto the other members.

### **BOARD BUSINESS:**

#### **Financial:**

August 2020 Financial Report: Abbi provided the August 2020 claims, monthly spreadsheets and BMS reports to the Trustees prior to tonight's meeting. Maggie moved and Brooke seconded the *motion to accept the August 2020 Financial Report as presented*. Holly asked about the various NASA grant purchases. Abbi replied that she has to spend the remaining grant funds by mid-October which is why there have been expenses. Holly asked and Abbi answered that the reason the Mission Valley Power bill seems higher is that it included one full month plus a partial month. There being no objections, the **motion passed** by consensus.

**Unfinished Business:** None.

#### **New Business:**

Monthly Statistics Report: Abbi had provided the August 2020 Statistics Report to the Trustees prior to tonight's meeting. Holly questioned the lower usage of CreativeBug. Abbi noted that the service is being advertised.

Financial Review for FY2020: Maggie stated that she thinks that the library should have a review done for FY2020, but agreed with Abbi that the library should go out for bid. Abbi reminded everyone that there was no review done for

FY2019, as an audit was to be expected with renovation. Maggie moved and Brooke seconded the *motion to go out for a request for proposals for the purpose of hiring a CPA to conduct the FY2020 financial review*. There being no objections, the **motion passed** by consensus.

**OTHER BUSINESS:** None.

**PUBLIC COMMENT:** None.

**NEXT REGULAR MEETING:** The next regular meeting of the North Lake County Public Library Board of Trustees is scheduled for Thursday, October 22, 2020 at 5:30 p.m. via Zoom.

The meeting adjourned at 5:52 p.m.

Respectfully submitted,

*Abigail J. Dooley*  
Abbi Dooley, Library Director