

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
Thursday, April 26, 2018**

**Members Present:** Allen Bone, Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

**Others Present:** Abbi Dooley, Angela Claver, Heather Miles, Kendra Mullison, Mallory Witham, Connie Brownell, Ed Kugler, Bonnie Manicke

Meeting called to order by Chairman Allen Bone at 5:04 p.m.

**ADDITIONS OR CHANGES TO THE AGENDA:** Maggie Newman requested that the report from the Foundation meeting be added to the agenda under New Business.

**PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA:** Bonnie Manicke wanted to bring the Board's attention to the empty lot kitty corner to the library. She suggested that the trustees think about buying the lot, and noted that this had been discussed in the past. She thought it may be useful for future parking or another purpose for the library, and noted that Cindy Willis owns the lot. Bonnie is willing to research this further if the Board would like her to do so.

**MINUTES:** Maggie moved and Bruce seconded the *motion to accept the minutes of the regular meeting of Thursday, March 15, 2018 as written.* **The motion passed.**

**FOR:** Allen Bone, Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

**AGAINST:** None.

**LIBRARY DIRECTORS REPORT:**

**Library Programs:**

**Humanities Montana Program:** Anne Foster presented "Alcohol, Corsets & the Vote – a Conversation with Mary Long Alderson" in two programs on April 20<sup>th</sup>. Mallory reported that there were 25 volunteers and staff for the morning presentation and 17 in the audience for the afternoon presentation, for a total of 42 attendees. A large number of surveys were completed and all were very positive. Mallory noted that it was exciting to have an educator from St. Ignatius and her students attend the afternoon presentation.

**Volunteer Luncheon Report:** Abbi reported that there were 17 volunteers in attendance out of the 32 invited. This year's theme was "Volunteers Rock!" She explained that this theme was chosen to coincide with the Summer Reading Program's theme. St. Joseph Hospital catered a wonderful luncheon. Everyone seemed to appreciate and enjoy the event. For the annual Hochmark collection purchase, volunteers were asked to list three books on CD that they would like to see added to the collection. Selections will be purchased based on these lists and plaques placed to honor each volunteer.

**National Library Week Food for Fines:** Abbi reported that \$9.00 in patron fines were forgiven and 27 lbs. of food for Polson Loaves and Fish was collected.

Technology Programs: Heather had 7 attendees at her March 27<sup>th</sup> Core Class Internet Basics I. Her April 10<sup>th</sup> class had 5 people for Pinterest. They discussed privacy and algorithms while looking at the Library's Pinterest page. April 24<sup>th</sup> was Internet Basics 3 – Troubleshooting and had 6 attendees. Participants asked more questions and enjoyed the open format. On May 15<sup>th</sup> Heather will feature the library's digital resources, Flipster, Freegal and Shoutbomb.

Senior Outreach Program: Heather reported on the new Assisted Public Library Access (APLA) program. She is taking library services to the St. Joseph Assisted Living Center. Residents are excited to receive help with their devices, and to have access to books and other library materials. Heather feels this is definitely a community service that is needed. Allen mentioned that he had a private help session with Heather. Heather is considering expanding or changing her dates and times to reach more people. Bruce asked what Flipster is. Abbi explained that it is our free online magazine service. Abbi added that we ended up with a credit from EBSCO from canceling a database, so she has added additional magazines to this resource.

NASA @ My Library Event – Community Dialog: Kendra reported that this event is coming April 30<sup>th</sup> from 12-1pm. She has received 17 positive RSVPs thus far and is expecting more, 86 were invited. The NASA grant requires that a community dialog be held each year that the grant is in place. Kendra explained that for the first one, she will keep it short and her hope is to provide networking for STEM educators. Kendra would like to create a database of these STEM involved community members as a resource. Abbi noted that there would be a quorum of the Trustees at this event, so it will be noticed.

Coloring Program – Tuesday, May 17<sup>th</sup> at 2pm: Angela gave a humorous report on the upcoming coloring program. The theme is the Royal Wedding. Julane Matejovsky will loan her collection of fancy hats and gloves to be on display during the event. Angela read a snippet from the Reader's Digest on how to prepare for the wedding.

Non-library program of note: Abbi wanted to bring to the Board's attention that the Polson Chamber of Commerce is planning a candidate meet and greet in the library meeting room on May 9<sup>th</sup> in the evening. All of the candidates that are running will be here that evening.

### **Library Staff Projects:**

Weeding and reorganization: The Library staff will begin a major weeding project in the coming weeks. Plans to reorganize the fiction and non-fiction sections of the library will be advertised and tested with the public. The idea is to move organization to a book store model that is a growing trend in libraries and is more patron-friendly. The non-fiction section is quite outdated, so books will be purchased to update that section. This will help the library staff see what areas the library is lacking in and what there may be too much of. Abbi said that she attended a session at PLA that supported her thoughts on this. Reports have been that circulation stats rise significantly when moved to a genre-based model. The thought is to start with the YA section and utilize David for this project. Abbi invited the board's thoughts and feedback on this idea. Maggie said that she thinks it is a great idea and Bruce agreed. Allen liked the idea of trying to get more youth in the library.

### **Administrative:**

Lower Flathead Valley Community Foundation Grant: The library received a \$3,000 grant from the LFVCF for our Family Summer Reading Program, which was a \$500 increase over last year. A thank you note was sent.

Storage Unit: Thank you to Allen, Emmett May, and Dave Rittenhouse for moving items out of the unit. It was closed and we've received a refund for the unused months. Items were moved into the small meeting room. The "Clean Up, Green Up!" group will be in our small meeting room next week, so we are having a tag sale this Saturday.

Tag Sale: An indoor yard sale is planned for Saturday, April 28<sup>th</sup> to sell or give away excess furniture and miscellaneous items from the library and the storage unit. Abbi has volunteered to monitor the sale but would be happy to have other volunteers help out.

Excellent Library Service Award (ELSA): Abbi received the certificate at MLA and will have it framed. Holly mentioned that the template was emailed, but would like the completed form emailed out also.

Courier Service: The Montana State Library has secured a new courier service that will start on May 1<sup>st</sup>. We have not been informed of which company it is yet, but do know that it will not be Moon River, our current courier. An online meeting is set for tomorrow to go over the details.

### **Building & Equipment:**

Story Shuttle: Was fixed by Oh's, as they had the lowest bid. Abbi will have the web address added to the tailgate but nothing more. The bid from sign pro was \$130.00. Abbi will get additional bids from local businesses. She will also have the last two window coverings sealed as long as they are in good enough condition. The cost was \$2,050.83. With the payment from the insurance company, the total cost out of pocket to replace the tailgate was about \$1,450.

Vacuum: One of the two library vacuums is no longer working. The cost of repair is close to the cost of replacement. The problem was the roller motor and the cost was within \$100.00 to purchase a new one. It will be kept for parts. At this time we should not need to purchase another machine, as we have one for the meeting room and Sandy has her own for her work.

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

Public Library Association Conference in Philadelphia March 21<sup>st</sup> – 24<sup>th</sup>: Abbi reported on her conference experience at PLA. She was able to bring back about 80 free books from vendors, 20 of which were finished copies that she added to the collection. The others are advance reader copies and will be used for FSRP prizes. Abbi reported on several of the programs she attended as well as an author lunch with Daniel Pink. She recommended his book, *When* and noted that it is currently on display in the library as her staff pick. She attended a session on teen programming and will incorporate some ideas from that in the summer "Adulting 101" series for teens. Another session was regarding getting away from the Dewey Decimal System. It goes along with the book store model. *Allen teased that he had just memorized the Dewey system.* Another session was called Operationalizing your Strategic Plan. The presenter gave everyone access to a matrix she created in Excel. Abbi thinks this will be a helpful tool as we proceed with both short and long-term planning. Abbi noted that she was able to download materials from other sessions and that she will have access for one year. Abbi also spoke with a lot of the vendors and found a few services and tools that may be of interest. One was adding mobile printing to Envisionware and another was a 3D printer that is under \$1,000.

Montana Library Association Conference in Bozeman April 11<sup>th</sup> – 14<sup>th</sup>: Abbi reported on the conference. She attended many sessions, including a 3-hour session on teamwork. She also attended Conversations with the MT State Library Commission. They gave an update on the non-profit that they are forming to benefit all the

libraries in the state by funding statewide projects. This is a very long-range plan and will take many years to see the benefit. The Commission also hired a firm to create an advertising campaign that will run this fall into the 2019 legislative session. It will focus on community awareness for public libraries. They are looking for volunteers to sit on committees, let Abbi know if you are interested. Abbi and Kendra attended a session on unique collections presented by the Missoula, Kalispell and Helena libraries. They talked about the unique items that they loan out to patrons including telescopes, gardening tools, cooking utensils and more. They also talked about their seed catalogs and the popularity of them. Abbi noted that the staff is interested in starting a seed catalog but that we would need to partner with local organizations to make it happen. Maggie noted that the Bee Keepers might be a good resource. Abbi also attended a session on social media marketing, which will be presented at the Tamarack meeting. Bigfork author, Leslie Budewitz spoke at the Saturday brunch. She writes cozy mysteries. Leslie will be coming to the library to do a reading and signing in July.

Kendra gave her report on some of the sessions she attended. She attended the 3-hour Intellectual Freedom Bootcamp. A speaker from ALA presented on library advocacy and intellectual freedom. Kendra noted a personal connection with the speaker and her parents' library in Denver. Kendra also attended the ABC's of DNA and noted the concern about privacy with online genealogy services. They discussed how to help your patrons navigate the choices for companies that are performing this service.

Montana Shared Catalog Spring Meeting in Helena May 3<sup>rd</sup> & 4<sup>th</sup>: Abbi will attend this required meeting.

Tamarack Federation meeting in Bigfork May 11<sup>th</sup> & 12<sup>th</sup>: Abbi and Holly will attend this required meeting.

## **BOARD BUSINESS:**

### **Financial:**

March 2018 Financial Report: Abbi had emailed the March 2018 claims, monthly spreadsheet, and Black Mountain Software reports to the trustees prior to this meeting. Maggie noted that she likes the new format of the monthly spreadsheet. Bruce moved and Brooke seconded the *motion to accept the March 2018 Financial Report as presented*. **The motion passed.**

**FOR:** Allen Bone, Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

**AGAINST:** None.

### Clarkson Trust: 1<sup>st</sup> Quarter 2018

Beginning market value 01/01/18	\$ 349,865.25
Income & Capital Gain Distributions	1,262.72
Withdrawals and fees	(1,067.79)
Change in account value	(1,427.17)
<b>Market value on 03/31/18</b>	<b>\$ 348,633.01</b>

Eagle Bank CD: The Certificate of Deposit matures on May 25, 2018. Eagle Bank presented the Library with the best rate at 1.7% for 12 months. Abbi recommended that we cash out the CD and start a new CD with an even \$250,000. Maggie moved and Bruce seconded the *motion to renew Eagle Bank CD with \$250,000 for 12 months at 1.7%*. **The motion passed.**

**FOR:** Allen Bone, Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl  
**AGAINST:** None.

Signature Cards from WFCU: Allen and Maggie signed the updated signature cards. Marilyn Trospen was removed as she is now retired.

**Unfinished Business:**

Evaluation Form: Brooke will continue to work on a form while she is on maternity leave. She will email it to the Board when it is ready.

ADA Assessment Update: Allen came into the library with his friend Joe who uses a motorized wheelchair. Joe was not concerned with the ramp, but was concerned with the heaviness of the doors since they are not automatic. The stacks were too narrow in some spaces for him to pass, but very wide in others. It is impossible for him to reach books that are on the uppermost shelves. One of the concerns that Joe mentioned was the lack of exits. The alley exit only has stairs and is the only rear exit. Bruce suggested adding an entrance on the western side of the building for public access with a ramp. Joe thought the children's section was quite tight and suggested removing the wall. Abbi noted that she and Kendra had discussed this and thought it might be better to move the children's area to the current non-fiction area. This would give the staff a good sightline to the children's area and allow for a "noisy" side on that end of the building. The annex area could then be repurposed as more of the "quiet" side with study rooms, reading nooks and the public computers. Abbi stated that DEMCO has a design service for libraries that we may want to utilize. They can create virtual reality tours of the library. Abbi noted that David Simmons, the City's building inspector, is listed as qualified to approve ADA compliance on their website. At this time the consensus was that we don't need Summit to do an ADA assessment, but we will confer with qualified professionals as we move forward with talks of renovation. Abbi noted that she is struggling to find a security mirror that will attach to the post in the children's section. She will continue to research this to see what is available.

Board of Trustees By-Laws Revisions: Abbi made corrections to the bylaws as discussed at the last meeting. She changed some of the wording to match the Montana Code Annotated. Maggie questioned the removal of the term "qualified" in regards to the approval of newly elected trustees. Abbi stated that it is not used in the MCA wording. Maggie stated that the new language for the audit requirement is very confusing. Abbi said that she used the exact language that is in the law but did add a clarifying statement that she received from the Department of Administration. Maggie moved and Bruce seconded the *motion to accept the Board of Trustees By-Laws as revised*. A finished copy will be signed by all trustees at the next meeting. **The motion passed.**

**FOR:** Allen Bone, Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl  
**AGAINST:** None.

Tamarack Federation training opportunity: Dan Clark from the Local Government Center of MSU will present Working Together: *Building & Nurturing Positive Relationships with Governing Agencies & the Community* on the afternoon of Friday, May 11<sup>th</sup> and the morning of Saturday, May 12<sup>th</sup> as part of the Tamarack Federation meeting. Bruce, Maggie and Holly have expressed interest in attending. (Bruce later told Abbi that he would not be able to attend, therefore there will not be a quorum of the trustees.) Abbi will register the trustees for the training.

**New Business:**

Monthly Statistics Report: Abbi had emailed the report of the March 2018 statistics to the Trustees prior to tonight's meeting. Maggie wondered if the staff should start the genre-fiction in a larger section, since YA does not have very good circulation numbers. It was noted that large type may be a good start. Bruce asked for clarification on Grab & Go. Abbi explained that those are the new books that are only available in the library; they cannot be put on hold. Abbi stated that she is curious to see how the circulation numbers change as the genre-fiction begins. Holly asked who repainted the Little Free Libraries that were damaged. Abbi stated that Edna Lemm painted them and that Jay Krantz built them.

Quarterly Circulation Statistics Report: Abbi had emailed the First Quarter 2018 Statistics Report to the Trustees prior to tonight's meeting. The Board had positive feedback.

Poster Appeal: Ed Kugler, on behalf of Last Chance Patriots submitted a written appeal to the board regarding the poster policy. Ed spoke at the meeting giving a background of the organization. He stated that the Library has not been allowing the group's posters for some time and now wanted to follow up on it. He spoke about other organizations they have dealt with and their experiences with them. Ed expressed concern about the limitation on his freedom of speech and stated his concern that as a conservative organization they were not being treated fairly. He also referred to a Muslim professor that spoke in the library's meeting room (this event was not hosted by the Library; the room was rented by an outside organization for the event). Abbi thanked Ed for bringing this to her attention and for prompting the library to review the poster policy.

Poster Policy Revision: After careful review, Abbi presented a revised poster policy that is more in line with the use of the meeting room. The new policy is very straight-forward and has little restrictions on posting. It removes the staff from making subjective decisions on posters. The new policy allows posting of services and events of interest to the public. Maggie suggested including the poster size restriction in the new policy. Abbi stated that the staff would monitor the board and if anyone posted a very large poster they would be contacted and asked to provide something smaller. Most posters are no larger than 11x17. Ed Kugler asked to add a comment, and suggested that the requirement for the library staff to see the poster remain. Abbi expressed that the purpose of the new policy is to make things easier and more efficient for the staff. She noted again that the board would be monitored. Maggie moved and Bruce seconded the *motion to accept the Poster Policy as presented*. **The motion passed.**

**FOR:** Allen Bone, Bruce Harrop, Maggie Newman, Brooke Wegner

**ABSTAIN:** Holly Wurl

**AGAINST:** None.

After the vote, Holly noted that she was disappointed that there was such a long period of time between the problem and the resolution. Abbi stated that the timing was unfortunate in that she was away at conferences both times Mr. Kugler contacted Mallory, and there was some miscommunication. She also noted that the staff members involved with the situation have been spoken to about how to handle these situations in the future. Holly stated that she felt the new policy was further away from the meeting room policy, and was specifically concerned with Section I, A, 5. Abbi clarified that this section deals with requests for multiple meeting room dates booked at one time for lectures/series and that the bigger issue involves fair public access to the meeting room.

Foundation Report: Connie Brownell was in attendance representing the Foundation. Maggie noted that Mission Bay is selling their round oak tables at the community yard sale and that they would give the library a

table and chairs if we want it. Abbi will contact Melanie Brooks if she is interested. Connie stated that the Foundation had held a get together with the library staff, library board and foundation members a few years ago and that they would like to do that again. They will plan for a date in October. The Foundation has moved almost all of their investments to Edward Jones. They are just waiting on a small amount from First Interstate Bank to be released. The Foundation is meeting quarterly and Mark Vergeront gives a report at those meetings. Maggie told the Foundation of the library's desire to replace the HVAC units. The Foundation would like to fund that. The Foundation also talked about other commitments they would like to make to the Library. Discussion was held on the HVAC units. Abbi will get quotes from several companies and will inform them of our plans to renovate. She will get quotes to replace just the oldest unit as well as quotes to replace all three units. Abbi stated that we most likely will not hit the threshold requiring us to go out for bid. Connie added that the Foundation is ready and willing to help. She suggested that a committee be formed consisting of representatives from all four (staff, trustees, foundation, and friends) interested parties of the library to start planning and prioritizing projects. The Foundation's next meeting is July 11<sup>th</sup>.

**OTHER BUSINESS:**

- Discussion continued on the topic of renovation. Allen asked if we are pursuing automatic doors and whether we could use the same doors in the event of a remodel. Holly asked about replacing the bathroom doors. Abbi will get quotes for the doors as well.
- Maggie noted that John Laimbeer has offered to write a grant to help us with our ADA compliance. She will contact him when we are ready.

**PUBLIC COMMENT:** None.

**NEXT REGULAR MEETING:** The next regular meeting of the Board of Trustees is scheduled for Thursday, May 24, 2018 at 5:00 p.m. in the Library Meeting Room.

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

*Abigail J. Dooley*

Abbi Dooley, Library Director