

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, August 23, 2018**

MEMBERS PRESENT: Allen Bone, Bruce Harrop, Maggie Newman, Brooke Wegner, Holly Wurl

OTHERS PRESENT: Abbi Dooley, Kendra Mullison, Bonnie Manicke

PUBLIC HEARING: The public hearing regarding the FY2018 budget amendments and the FY2019 proposed budget for the North Lake County Public Library District was called to order at 5:01 p.m. by board chair Allen Bone. There was no public comment regarding the budget amendments. Bonnie Manicke had two questions regarding the FY2019 proposed budget. Bonnie asked how many full-time and part-time employees the library has and how they are figured on the budget. Abbi responded that there are 6 full-time and 3 part-time employees on staff and their wages and benefits are calculated on the budget. Bonnie also asked if there had been any written comments from the public. Abbi responded that there had not been any written comments. Seeing no other public comment, Chairman Allen Bone closed the hearing at 5:05 p.m.

Following the hearing, the regular meeting of the Board of Trustees was called to order at 5:05 p.m.

ADDITIONS OR CHANGES TO THE AGENDA:

- Abbi asked to include, under Approval of Minutes, the meeting minutes from the Executive Session of July 26, 2018.
- Allen asked to include an Executive Session at the close of the regular meeting to discuss Abbi's evaluation, and to review the evaluation forms completed by the remaining trustees.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

MINUTES: Maggie moved and Holly seconded the *motion to accept the minutes of the regular meeting of Thursday, July 26, 2018 as written.* **The motion passed.**

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

AGAINST: None.

The minutes from the Executive Session of July 26, 2018 were passed around to all of the trustees to review and sign. All of the trustees and Abbi were present at that session. The minutes were sealed and will be retained in safekeeping.

LIBRARY DIRECTORS REPORT:

Library Programs:

Technology Report: Abbi reported for Heather that she held a class on July 31st on Internet Safety. There were 8 attendees. Her next class is August 28th on Tablets.

Family Summer Reading Program: Kendra reported that the FSRP was again a success. She stated that the registrations and attendance were equivalent to last year. The completion rate was much higher at 51% of registrants, as the tickets given for the Happy Hippo were one-third more than last year. The library gave out

225 tickets, which equates to approximately \$5,850 in value. Altogether there were 1,103 registrants; there were 1,699 attendees at 13 FSRP programs. There were no Dayton visits this year due to lack of interest. The ice cream social finale saw approximately 120-130 attendees and 3 buckets of ice cream from the Cove. Volunteer, Teri Warford helped serve and former library employee, Taylor Rost assisted with the prize drawing. Megan Rost led the crowd in a lively rendition of the "Chicken Dance." Overall it was a very successful program. Allen noted that he came to the library one day and all of the staff were very busy assisting patrons with reading logs. He commented that it was impressive how the staff handled the situation.

NASA @My Library Grant: Kendra reported that the library is now in the second year of the grant. The library has received the telescope, which is for library programming only until the grant is completed and is awaiting other resources. Special programming is a requirement again this year. Abbi and Kendra are not yet sure if the library will receive additional funds.

Humanities Montana Program: Abbi reported that there was a nice turnout for Almeda Bradshaw with "Homes & Honky Tonks: Post WWII Women in Country Music" with 23 in attendance on August 15th at 6pm. She presented a slide show with images from the 1940s and 1950s as well as played her guitar.

Adulting 101: Abbi reported that the Adulting 101 program was mentioned in the Mountain Plains Library Association regional newsletter. The final session was held August 21st at 1pm on the topics of finance and travel. Only three were in attendance, however Abbi received comments that others wanted to attend but were traveling. Abbi plans to offer these classes again at a different time of the year as there has been continued interest.

Author Visits: Gwen Florio was at the library August 22nd at 5:30pm to do a reading and signing of her latest book. There were 15 attendees. Bernice Ende "Lady Long Rider" will be at the library to talk about her book and her 30,000+ mile journeys on horseback September 26th at 7pm. She will have a slideshow presentation.

Great American Read: PBS is hosting this program. The library will have endcap displays of some of the 100 books that are in the collection. Abbi will make purchases as necessary so that we have each of the books. The library is also participating in the Recovering the Classics 50x50 program that is a nice tie-in to this. This is a program where artists across the country have reimagined the covers of many popular classics in hopes of making them more appealing to today's readers. Graphic files have been purchased and posters will be printed, displayed and sold at the library.

Administrative:

Service Animal Training: The staff attended a Service Animal Training on Friday, July 27th. The training was very informative and helpful for the staff. Bill and Janet Austin did the presentation. Abbi reported that there was a lawsuit brought against a Montana library regarding the treatment of a patron with a service animal. The court found in the library's favor. Abbi reiterated that the training was very helpful and timely.

Clarkson Trust: Abbi called John Mercer to determine whether or not the Personal Representative of the Clarkson Estate could name someone other than First Interstate Bank as the trustee. John reviewed the documents and determined that she could not, as First Interstate Bank, formerly Security State Bank, was specifically named as trustee in the documents. The conclusion is that we would have to take this through the court system to have it changed. Abbi stated that the time, effort and cost to do this may end up costing

more than the fees and loss of income the library is experiencing. Abbi will continue to review the status of the investment. She stated that she is frustrated that so much of the investment is currently in bonds, as they have been losing money. It is as though they are not actively monitoring the investments. Abbi noted that the library is in a unique position since it is not a trustee and no one can really hold the bank accountable on how the funds are invested.

Regular Hours: Evening hours resume Tuesday, September 4th: 10am to 7pm Monday-Thursday; 10am to 6pm on Friday; 10am to 4pm Saturday.

Building & Equipment:

HVAC Update: Abbi signed a contract drawn up by the library's attorney with Gary Burdett of Mountain Mechanical. Although he was the second lowest bid, his references and experience with prevailing wage reports made him a better contender than the lowest bidder. He ended up slightly lowering his bid as well. A down payment of \$24,900 has been paid and the equipment has been ordered. Gary's plan is to install each of the three units on three separate occasions so that the entire building is not without heat at any given time. The goal is to install the largest unit over the library on October 10th when the library is closed to the public for a staff development day, so as not to disrupt the public.

Demco Update: Abbi has been in conversation with a designer from Demco. They have supplied us with some sample images from other projects, but won't be able to actually do a design for us until we can provide renderings of what the measurements and layout of the space will be after moving walls. They are here for us when we are ready. Bruce noted that Abbi had mentioned an idea for movable walls in her PNLA report. Abbi responded that it was an interesting idea where a group of individual study rooms could be expanded into a larger room by installing folding or accordion walls rather than permanent walls. Abbi noted that the architects shows many different types of doors that can be installed that provide flexibility in spaces.

Charging Stations: The library received the two charging stations purchased with grant funds from the Greater Polson Community Foundation. They have been installed and are ready for use. There is one in the atrium and one in the children's section. Abbi encouraged the trustees to take a look at them.

Continuing Education & Meeting Schedule:

PNLA: Staff attended the Pacific Northwest Library Association Conference in Kalispell on varying days August 1st – 3rd. Each attendee's report was emailed to the trustees prior to tonight's meeting. The overall consensus was that everyone took a lot away from the conference and came back with some good ideas.

Fall Workshops: Heather will attend the fall workshops in Billings September 17th & 18th.

Certification: Kendra achieved her certification in July and has received her \$600 bonus. The trustees congratulated Kendra on her achievement.

FRIENDS OF THE LIBRARY REPORT:

Abbi reported that the FOL had a successful book sale making over \$500. They have also taken in over \$1,000 in new memberships so far. Individuals are dropping memberships off at the library in addition to mailing them directly to the Friends. The FOL now has five directors, as Diane Farquhar has joined. Bruce

asked what their next big thing is. Abbi responded that they wanted to buy standing desks for the staff and several tablets and e-readers for the public to check out. Abbi noted that there was a really good deal on Amazon Prime Day for Kindle tablets so she has purchased those. If the Friends choose not to support that purchase, there is other money available in the budget. Their next meeting is Friday, September 21st at 1pm in the library meeting room.

FOUNDATION REPORT:

Abbi received a call from Connie last week with an update on funding:

- They will give the library \$8,000 toward new technology purchases
- They will give the library \$20,000 toward the down payment of the HVAC system
- They will pay up to \$2,000 to have a structural engineer evaluate the HVAC size and position before they will give the library the \$30,000 for the remainder of the project
 - Abbi stated that she and Allen met with Connie. Abbi noted that Connie told her during their phone call that they had had a meeting the prior Monday and that they made a motion to require the structural engineer report before giving the library the remainder of the money. Discussion ensued among the trustees. The consensus was that requiring a structural engineer to give a report is outside of the Foundation's purview and the library will not be paying any money toward it. Abbi clarified that Connie did not expect the library to pay for any of it but that the Foundation would pay for it as long as it did not cost more than \$2,000. Abbi clarified again that, according to the multiple HVAC contractors she spoke with, that moving walls will not affect the size of the HVAC units. Maggie stated that we would not be moving any walls that are load-bearing, and Allen added that if we did we would add support beams. Brooke noted that an architect would figure that out. Holly stated that she felt that what the Foundation was asking was reasonable. Allen noted that if we get to a point where we start to move walls that a structural engineer would be brought in at that time. The issue is paying for a structural engineer to come in before anything is even planned. Holly concurred. Maggie felt that paying for a structural engineer now is not good stewardship of the money. Abbi stated that during the meeting with Allen and Connie that Connie indicated that she would take it back to the Foundation to revisit. At this time it is unsure whether the Foundation will cover the remainder of the HVAC cost.
- Abbi noted that in the phone call, Connie expressed that the Foundation wishes to do a fundraising campaign to recoup some of the expense of the HVAC system and want some of the library staff to pose for photos.
 - Abbi stated that during the meeting with Allen, that she informed Connie that the staff would be happy to help promote fundraising for purchases of technology and other items that are visible and used by the public, but that it is hard to justify doing so for the HVAC system, especially when the Foundation has the money to cover it. The trustees agreed that the staff should not be involved in fundraising campaigns for the Foundation, and that there is good reason to be keeping the fundraising and library fund revenue streams separate. Abbi recommended to Connie to look at "United for Libraries," a resource which may assist the Foundation Board in finding a path forward in their role and fundraising.
- They would like a copy of our budget

- The Foundation Board will have access to the final library budget once it is passed.
 - They would like to meet with the Friends of the Library
 - A “Meet and greet” with the Foundation Board, Library Board, and staff is scheduled for October 12th at 6pm at the Mission Bay Clubhouse.
- Connie sent a thank you email to Abbi which was read aloud. Abbi sent flowers on behalf of the trustees and the library as condolence for the passing of Connie’s mother.
- According to the last meeting agenda, the next meeting is October 10th. At this time we do not know when or where.
- Allen also noted that Connie had expressed that they are looking for additional board members to ensure that they have a quorum for their meetings. If anyone knows of someone who is interested, please contact Abbi or Connie. Maggie suggested a name that Abbi will pass on.

BOARD BUSINESS:

Financial:

July 2018 Financial Report: Holly asked how much the single automatic door opener cost. Abbi stated that it was about \$3,000 but that did not include the electrical installation which will be on next month’s claims. Bruce moved and Maggie seconded the *motion to accept the July 2018 Financial Report as presented*. **The motion passed.**

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

AGAINST: None.

Unfinished Business: None.

New Business:

Monthly Statistics Report: Allen stated that he really likes the statistics report. Maggie noted that there is a lot more traffic in the summer, despite the limited hours. Maggie asked if Ancestry and HeritageQuest are related, and noted that they don’t see much use, and neither does WorldBook. Abbi stated the two are related and that when Heather runs a program or advertises a service we get a bump in usage and then after a few months it drops again. Abbi plans to develop a marketing plan to continually advertise these services to keep them in the forefront. Abbi noted that she will give everything one more year and then reevaluate before the next budget season. She noted that AutoMate may not have enough participation this year and if the price is too high she will not renew it. If that is the case, she will replace the database with books on the subject. Mallory and Angela attended a session at PNLA about a community-wide survey. Abbi feels that this is a good time to do another one. Her goal is to find out what it is that prevents people from coming in or using the library services and what the library can do to help them. The adult programs the library has held this summer have each drawn a different group of people, which seems to indicate something. Holly noted that the library is getting more cardholders on a continual basis, and yet the programming attendance and digital service usage seems to be holding steady. Abbi noted that the cardholder count is fairly accurate as we are now on a 3-year clean-up cycle. She stated that the staff is opening new library cards nearly every day and that many that come in have just moved to the area. Abbi noted that the library Facebook page has continuously increased the followers and that marketing on Facebook seems to be working. The Facebook advertising option of boosting posts is increasing engagement from the public regarding library events. Abbi stated that she hopes to speak at a Chamber lunch sometime in the next year. The Chamber Blast has been

another great avenue for marketing library events and programs. The infographic for FY2018 is going to be placed at the Nooks as well as in the library; it also went out with the Friends mailer. Maggie noted at how she is pleased with how successful the Nooks are and that a lot of people are using the Wi-Fi. Abbi stated that the new system has boosted that since it is much easier for people to connect. She wanted to let the trustees know that people have been using the outlet near the front entrance to charge their devices and have broken the cover twice. It has been replaced and a lock will be placed on the outlet cover.

Adopt FY2018 Budget Amendments: The budget amendment resolution and supporting documentation was emailed to the trustees prior to tonight's meeting and was available to the public for more than two weeks prior to the public hearing. Most of the additions are for the expenses funded by the Foundation. There were other minor additions. Maggie moved and Brooke seconded the *motion to approve Resolution No. 2019-01 to appropriate money and provide for the payment of debts and expenses for the North Lake County Public Library District in fiscal year 2017-2018 as detailed on Exhibit A of the resolution.* **The motion passed.**

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

Adopt FY2019 Budget: The proposed FY2019 budget resolution and supporting documentation was emailed to the trustees prior to tonight's meeting and was available to the public for more than two weeks prior to the public hearing. Maggie asked what the State Entitlement is. Abbi noted that it is from Senate Bill 96 and comes in quarterly. Abbi noted that she chose to use the form from Lake County this year which is slightly different than the form that had been submitted in prior years. The two major differences are that the County's form is only for funds that hold tax revenue (General Fund 1000) and that it includes a balancing line for cash reserves. Cash reserves cannot exceed one-third of appropriations. Abbi has increased the amount to transfer to the Depreciation Reserve Fund 4510 to adjust for the reserves in the General Fund, as renovation is on the horizon. Maggie expressed concern about cash flow. Abbi noted that she will wait to transfer funds until the end of the fiscal year, or throughout the year as needed, and that she will keep a close watch on the available cash. Holly moved and Bruce seconded the *motion to approve Resolution No. 2019-02 to adopt the fiscal year 2018-2019 budget for North Lake County Public Library District.* **The motion passed.**

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

Chairman, Allen Bone signed the two resolutions as well as the letter to the Lake County Clerk & Recorder informing her that the district will need 11.14 mills for FY2019 at \$36,539 per mill. Abbi will deliver the necessary documents to Paula Holle.

OTHER BUSINESS: Commenting on the staff PNLA reports, Bruce asked what Angela and Mallory came up with as their "elevator speech" for the library. Abbi said she will consult with them and report back at a future meeting.

PUBLIC COMMENT: None.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Library District Board of Trustees is scheduled for Thursday, September 27, 2018 at 5:00 p.m.

The regular business meeting concluded at 6:16 p.m.

EXECUTIVE SESSION: The Trustees and the Library Director went into executive session for the purpose of concluding the 6-month evaluation of the Director.

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director