

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
Thursday, February 15, 2018**

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

**Members Absent:** Maggie Newman

**Others Present:** Abbi Dooley, Mallory Witham, Heather Miles, Karen Swan

Meeting called to order by Chairman Allen Bone at 5:01 pm

**ADDITIONS OR CHANGES TO THE AGENDA:** Abbi asked to have the Monthly Statistics Report added to New Business under Board Business.

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

**MINUTES:** Brooke moved and Bruce seconded the *motion to accept the minutes of the regular meeting of Thursday, January 18, 2018 as written.* **The motion passed.**

**FOR:** Bruce Harrop, Brooke Wegner, Holly Wurl

**AGAINST:** None.

**ABSTAINING:** Allen Bone

**LIBRARY DIRECTOR'S REPORT:**

**Library Programs:**

**Technology Programs:** Heather reported that she had six participants for her January 30th class "Email and Email Systems Part I." She asked the participants what system they used the most to access email, and they chose Gmail & Yahoo. The class will walk through setting up a new Gmail account in the February 27<sup>th</sup> session. Heather will cover other systems as well.

**Digital Learning Day:** Digital Learning Day is February 22<sup>nd</sup>. Heather will be highlighting several of the Library's world-themed databases including A to Z World Food, World Book and will play international music through Freegal. Foods from around the world will make up the refreshments for the day.

**Adopt-a-Book:** Abbi reminded the board that we are in the midst of the 2018 Adopt-a-Book donation drive to celebrate February being "I Love to Read Month." Children's books are \$15 each. About half of the books have been chosen and there are many more wonderful books remaining.

**Japan Program:** The Library is hosting former KPAX reporter, Ian Marquand on Thursday, March 1<sup>st</sup> at 7pm. Ian will present "Kumamoto: Your Sister State," a program about Montana's sister state relationship in Japan. Japanese snacks will be part of the refreshments served and Heather will bring in some of her Japanese doll collection.

**Administrative:**

Change in Credit Card provider: Abbi informed the board that the majority of purchases will now be made on the Costco Anywhere Visa card provided by Citi Bank. This card will provide the library with cash back on all purchases, whereas the cards through First National Bank (FNB) do not provide any benefits. The Library will keep the account with FNB, as only two employees can have the Costco Credit Card. Abbi and Mallory will be the two cardholders. Other staff will have the FNB cards available when they travel on library business.

Petty Cash and Other Deposits: Abbi noted that all excess cash that was held in the library was deposited into the Glacier Bank account. The Petty Cash account, which includes postage money, was officially established on the books and all monies in excess of \$200 were re-deposited.

Bi-Weekly Payroll: Abbi implemented bi-weekly payroll in January. Bi-weekly payroll is a great benefit to the staff over being paid only once per month. Abbi mentioned this change will affect prior year comparisons by month on accounting reports.

Friends of the Library: The group is meeting February 16<sup>th</sup> at 1pm in the Library Meeting Room. The FOL are looking for more members. Currently there are three new Directors, John Freemole, Paula Aznoe and Barbara Hammons. Bruce asked Abbi how large the group's participation was at the January meeting. Abbi replied that most in attendance were outgoing Directors. Holly asked about their 501c3 status. Abbi answered that it has all been taken care of and that the FOL is now current with the State. The group plans to change their official name, as the current name is Friends of the Polson City Library.

January Staff Development Day: Abbi stated the staff had a very productive day. Half of the day was used for staff training on a variety of topics, including policy review and emergency situation training (including an active shooter video). The remainder of the day was a clean-up of the staff work room for better organization and traffic flow. Everyone has been pleased with the change in the work space.

Databases: Novelist is coming up for renewal soon at a cost of \$1,184 for the year. The staff recommendation is to discontinue this resource and encourage patrons to use other free online resources. This amount was budgeted, however the usage is very low in comparison to the cost.

Courier service: Abbi updated the board regarding the ongoing change in courier service. The Montana State Library has hired Moon River Couriers to temporarily act as the courier for the libraries in Montana. The state is working on getting bids and putting a permanent courier in place. There have been some difficulties with consistent deliveries and pickups with Moon River. The state is working to find the best permanent solution and our patrons have been very patient while waiting for their items.

Library closure dates:

The library will be closed for Presidents' Day on Monday, February 19<sup>th</sup> and for a Staff Development Day (formerly Working Wednesday) on Wednesday, March 14<sup>th</sup>.

**Building & Equipment:**

Story Shuttle: The estimate from Ohs Body Shop was lower than Collision Craft. Kendra will contact Ed Loder in Ronan to get a third quote. Ohs quoted the repair at \$2,025.83, however it did not include replacing the vehicle wrap and was for a different lift gate. Holly asked if the dent could be popped out rather than a full

replacement, as it is still locking and latching. Abbi responded that we are trying to get an appointment with Ed Loder and will ask him if that is a possibility. Allen questioned having the repair done at all due to the high price to have it repaired and the fact that the damage does not affect the function of the van. Heather drove the shuttle to Great Falls and she did not notice any issues with driving it. Holly stated that she thought the library was going to look into less expensive insurance. Abbi explained that we would shop for insurance for the next fiscal year, but that it would not affect the amount we will receive for this damage. MACo has issued the library a check for the difference between the deductible (\$2,500) and Collision Craft's estimate of \$3,098.82 and have closed the claim. Abbi is still trying to watch security footage, as time allows, to try to find out who hit the van. Abbi reminded the board that there was a vote at the last meeting to fix the shuttle, but she will hold off on fixing it for the time being. Abbi noted that the Story Shuttle is scheduled to be on display at the MLA conference in April and it would be nice to have it fixed by then. There was discussion about the wrap on the vehicle. It has begun to peel badly on the side windows. When Abbi talked to Sign Pro in Missoula they indicated that a clear coat should have been applied yearly, however this was not known by the library staff. Abbi stated that she would prefer not to replace the wrap on the lift gate as it is very difficult to see through and causes driving safety hazards. If portions of the wrap are replaced, Abbi will get local bids as well as a bid from Sign Pro in Missoula.

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

Offline: Heather gave a brief report on her experience at the Offline conference that was held February 2<sup>nd</sup> & 3<sup>rd</sup> in Great Falls. She stated that the main focus of the conference was on cyber security. Heather told the Board that she learned that one company sees over two million security events each day and that approximately 12 billion devices can connect to the Internet. Heather learned that one of the leading "white-hat hacker" groups is based in Missoula. Heather also reported on a session she attended about a genealogy research program series that was held at the Billings library. She would like to utilize some of what they did in Polson. She also reported on a system that is being used by Great Falls and Imaginelf libraries for collection development called Collection HQ. It is a data driven method for purchasing and weeding a collection. Finally, Heather talked about what she learned from the Billings library's STEM program called T.E.C.H. (Teen Education and Creation Hub). Overall, Heather found it was an interesting conference that provided her with many new ideas for potential programs. Heather's full report was emailed to the Trustees prior to tonight's meeting.

Meeting: Abbi will be attending the Content Management Committee Meeting for the MSC in Helena February 21<sup>st</sup>.

NASA Training: Kendra will be attending NASA @ My Library training in Denver February 26<sup>th</sup> – March 2<sup>nd</sup>. Abbi reminded the board that the library will receive \$800 from the grant program to offset costs.

PLA: Abbi will be attending the Public Library Association Conference in Philadelphia March 21<sup>st</sup> – 24<sup>th</sup>

MLA: Abbi & Kendra will be attending the Montana Library Association Conference in Bozeman April 11<sup>th</sup> – 14<sup>th</sup>. Abbi is a workshop presenter. Holly asked what Abbi will be presenting. She will be in a workshop teaching original cataloging. Abbi said she is excited to present this topic and is grateful that she had the opportunity to learn original cataloging. Kendra will be honored as a Cates Scholarship recipient at the awards dinner. The Story Shuttle will be featured in a "Bookmobile Round-Up" during the conference.

## **BOARD BUSINESS:**

### **Financial:**

January 2018 Financial Report: Abbi had emailed the January 2018 claims, monthly spreadsheet, and Black Mountain Software reports to the trustees prior to this meeting. Abbi noted that she has changed the monthly spreadsheet format. Bruce stated that the additional information is a nice benefit to the board members. Abbi also noted that the Eagle Bank record has been updated and corrected.

Holly asked for clarification on the spring volunteer event. She wanted to know why the report shows that we are over budget in the Volunteer line item. Abbi responded that there were no monies budgeted from the Foundation last summer since the library did not have the money in hand. Abbi explained that we have not overspent what the Foundation gave the Library, but the report will continue to show as over budget.

Holly asked for clarification on the Compensated Absences line item. Abbi confirmed that Marilyn's vacation and comp time payout was \$11,674.46. Bruce noted he had never seen a payout that large. Abbi reassured the board that it was correct and was 30 years' worth of accumulated leave time. Abbi also reminded the board that \$20,000 was budgeted in anticipation of Mary and Marilyn's retirements. Brooke responded that she recalled that this was discussed during budget time.

Holly noted that the electric expense went from \$600 to \$900 in one month. Abbi noted that the library went without heat for 2-3 days in December which probably lowered the prior month's bill. Abbi explained that the "month" is not an exact calendar month, so the billing does cross two calendar months. Bruce noted that electricity is very expensive right now.

Holly asked what Faronics Deep Freeze was. Abbi explained that it is the software that protects the public PCs.

Bruce moved and Holly seconded the *motion to accept the January 2018 Financial Report as presented. The motion passed.*

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

### **Unfinished Business:**

Director Evaluation Form: Brooke did not hear from any of the trustees suggesting changes. She noted that Maggie had wanted to add another section, but she is gone and had not responded. It was decided that once Brooke gets the update from Maggie she will email the form so everyone can review it. Action on this agenda item was tabled.

Planned Giving: Abbi emailed a draft Planned Giving policy to the trustees prior to tonight's meeting. Discussion was held and several revisions were recommended. Abbi stated that she would make the revisions and present it at the March meeting. Holly asked that we include the pages of other policies that are referred to in this policy for ease of access. Holly added that a synopsis of the library's gift policy would be helpful for the public. Action on this agenda item was tabled.

Permanent meeting date change: Bruce updated Allen on the basic discussion regarding the Board meeting dates from the January meeting. Abbi added that the meeting room is more available on Thursdays than Tuesdays. Holly moved and Brooke seconded the *motion to change the regularly scheduled meeting date of the NLCPLD Board of Trustees to the fourth Thursday of each month, except in November when the meeting will be scheduled on the third Thursday, effective starting 04/26/2018.* **The motion passed.**

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

**New Business:**

Volunteer Luncheon: The staff would like to host a luncheon for library volunteers on Friday, April 20<sup>th</sup>. The luncheon would replace the prior years' volunteer breakfast. The staff feels that a luncheon would be easier for our working volunteer's to attend. The luncheon would begin at 11 am and run until approximately 12:30 pm. The staff would like to request that the Board approve a late opening to the public on that date of 12:30 pm so as to allow all of the staff to be in attendance and to be able to assist with the luncheon. Abbi stated that in the past guests have declined the breakfast invitation because it interfered with work. Abbi hopes to get people that have not been available before to be in attendance. If approved, the late opening time would be advertised to the public well in advance. Holly asked if we had asked the invitees if they could come at 11. Abbi responded that we have not. Abbi noted that if we held the luncheon later, we would need to open later. Holly asked if this would be paid for by Foundation monies. Abbi stated that it would and that they have already given us the money for this year. She added that the guest list will not be as large as it has been the past few years. Allen asked if lunch would be less expensive than breakfast. Abbi stated that it should be comparable or less and that in the past, the breakfast food was both catered and made by the staff. Abbi noted that she would prefer to not have the staff make any of the food due to possible health code violations. Abbi is confident that costs will be lower than they were last year. Bruce moved and Brooke seconded the *motion to approve a late library opening time of 12:30pm on Friday, April 20<sup>th</sup>.* **The motion passed.**

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

Transfer to Whitefish Credit Union (WFCU): After reviewing the cash reports, Abbi recommended that \$150,000 be transferred to WFCU. This would replace the money that was borrowed from the WFCU savings account last fall as well as add more to the account. Abbi said she is comfortable with this amount as it keeps the library under the \$250,000 cap for insurance purposes. Abbi spoke to Shauna Rubel at Glacier Bank about the checking account interest rate. Shauna is reviewing the accounts and may be able to increase the rate to 0.40% from 0.25%. Brooke moved and Holly seconded the *motion to authorize Abbi to transfer \$150,000 from the Glacier Bank checking account to the Whitefish Credit Union savings account.* **The motion passed.**

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

Strategic Planning and Building Renovation: Allen stated that he had talked to Abbi regarding the discussion at the January meeting about covers for the atrium windows and replacing the heating system. He asked the

Trustees' thoughts and also questioned if it is wise to spend money now if we will pursue renovation. Allen asked Abbi to share her thoughts about renovation. Abbi noted that the carpet is worn and the atrium windows need to be replaced. She stated that it is frustrating that the library is not ADA compliant and it is upsetting to know that a patron in a wheel chair will have difficulty accessing the library. She also talked about the safety issues in the library and the lack of a view of the doors for the staff. She is concerned primarily with the safety of the patrons and staff, but also noted concern that the 30-year old building and its components are beginning to fail. Abbi feels that ADA compliance should be the priority. It was agreed that the annex space needs to be better utilized.

Holly stated that she had asked for ADA compliance five years ago. She stated that it would be nice to do it piece meal, but we need to have a plan so that we do not redo spaces needlessly. Abbi stated that we may need an architect to look at it again as the previous plans are ten years old. There was discussion about what could happen with the annex and whether it could be utilized for the children's' area. Holly feels that kids need to develop listening and interact verbally, and noise may be a factor for other patrons. She asked about having the children's area separated. Abbi stated that she would rather not have it be separated, but perhaps walled in with glass for sound control. Abbi noted that staffing would be an issue if the area was completely separated. There was also discussion about the best options for public entrances to the building for handicap access. Brooke noted that a central circulation station would provide a better visual for the entire space. Holly asked about the current status of the annex. Abbi explained that the annex still needs to be cleaned out and is mostly full of donated materials. Mallory mentioned that Abbi has asked a volunteer to start helping sort the donated items. Abbi added that there are shelves of duplicate books that the staff will use as replacements for worn copies as they weed the collection. Abbi noted that there would need to be some work to the space before it would be ready for the public. There are exposed wires, it would need new paint, carpet and heating improvements. Allen stated he likes the idea of centering the circulation desk as it would improve overall visibility. Holly asked about the current grade of the ramp in the lobby. Allen thought the determination was that the grade is acceptable for wheelchairs. He recalls it being checked by the City building inspector. Abbi and Holly were not sure if it had been specifically determined. Mallory mentioned that Summit Independent Living Center can do an ADA assessment. The board thought it was a good idea to have an ADA compliance review done. Abbi and Mallory will work on getting this taken care of. Allen summarized the discussion by stating the Board of Trustees will start looking at the idea of an overall renovation before we start replacing and upgrading components of the building. The group agreed that renovation may take a long time. Holly stated that she wants to resolve the accessibility issues immediately.

30-Day notice of revision of Board of Trustees By-Laws: Revisions will be presented for a vote at the March meeting. Per the by-laws requirement, notice has been provided.

Monthly Statistics Report: Abbi had emailed the report of the January 2018 statistics to the Trustees prior to tonight's meeting. Holly asked about the patron card clean-up. Abbi stated that the Montana State Library will be doing the annual clean up on February 28<sup>th</sup>. Any patron card that has been inactive for three years or more will be deleted from the database. Holly asked why the Ancestry.com statistics vary so drastically from month-to-month. Abbi stated that the only statistics available are based on searches and that they do not provide information on individual users. Holly noted that it is nice to see new materials out in the library.

## **OTHER BUSINESS:**

- Holly asked about the garbage can outside and noted that the garbage was overflowing last week. Abbi stated that we had a substitute janitor during that period who had to be told to empty it. She added that the public seem to place their household garbage in our trash can and it has been a problem for a while. Holly suggested that we put up a sign by the can.

**PUBLIC COMMENT:** None.

**NEXT REGULAR MEETING:** The next regular meeting of the Board of Trustees is scheduled for Thursday, March 15, 2018 at 5:00 p.m. in the Library Meeting Room.

The meeting adjourned at 6:54 p.m.

Respectfully submitted,

*Abigail J. Dooley*

Abbi Dooley, Library Director