

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, September 27, 2018**

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

Others Present: Abbi Dooley, Mallory Witham, Kendra Mullison

Meeting called to order by Chairman Allen Bone at 5:00 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

MINUTES: Brooke moved and Maggie seconded the *motion to accept the minutes of the regular meeting of Thursday, August 23, 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 August 23, 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 August 28th on Tablets with 15 attendees. She also held a class on September 25th on Social Media with 6 attendees. Heather's next program is Tuesday, October 30th at 2pm on Google Drive and the Cloud.

COPUS Science Fair: Kendra reported that 20-25 Educators and Scientists from here and around the world were in attendance at the Science Activity Fair held September 15th at the library. There were 80-100 participants moving from station to station and experimenting with various materials. Allen added that he was impressed that Kendra pulled all of the different people together and added how fun the event was and that it was great community collaboration.

NASA Grant: Abbi and Kendra recently received notification that the library's NASA grant was increased from \$500 to \$1500 for the second phase, which lasts through 2020. As soon as the library staff are trained on its use, the telescope donated by Maggie will be available for patron checkouts.

Author Visit: Bernice Ende "Lady Long Rider" gave a slideshow presentation and talked about her book and her 30,000+ mile journeys on horseback on September 26th. The meeting room was filled to capacity with about 70 attendees.

Big Read Events: As part of the library's partnership with Missoula Public Library for the NEA Big Read, the following programs will be presented in October:

- October 3rd: Author visit with Jess E. Owen at 4 p.m.
- October 4th: 10:30 a.m. & 4:00 p.m. Story Time; Taoism and Balance at 7:00 p.m. with Carolyn Rutherford from Whitefish will be our outside speaker.
- October 18th: Geocaching with Stefanie Nordberg at 6:00 p.m.
- October 25th: 10:30 a.m. & 4:00 p.m. Story Time
- TBA: Showing of “Worlds of Ursula K. Le Guin” once MPL receives the movie.

Learn to Knit with Linda Kittle: The library will host a learn-to-knit series on Tuesdays in October starting October 9th at 2 p.m. The sessions will be in the atrium.

Adult Coloring: Angela will host an adult coloring program entitled “Orange You Glad It’s Fall” on Thursday, October 11th at 2 p.m.

Grant Writing Workshop: The library is co-hosting a grant writing workshop for small museums and non-profits with the Montana History Foundation on October 24th at 10 a.m.

Administrative:

Staff Development Day: The library will be closed Wednesday, October 10th for a staff development day.

Ebsco Database: There was not sufficient interest in AutoMate to make the cost reasonable, therefore it will not be renewed. At this time we will not pursue another vendor.

Building & Equipment:

Carpet Cleaning: Sandy cleaned the meeting room carpet and spot cleaned areas in the library in August.

HVAC Update: Gary is planning on installing the largest unit on October 10th while the library is closed to the public. At this time he is requesting the crane, and the installation is dependent on securing the crane and weather.

Continuing Education & Meeting Schedule:

ABC for Business Clinic: Abbi and Mallory attended the clinic on September 13th. It is an annual day-long clinic put on by the local Job Service that brings in representatives from various state departments related to human resources and payroll.

MSL Fall Workshops: Heather and Abbi attended the MSL Fall Workshops in Billings September 17th & 18th. Abbi’s travel, lodging and per diem were paid for by the Montana State Library with funds they have available for first time directors to attend. Holly asked if these types of conferences are available to Trustees to attend for continuing education and asked that Abbi begin forwarding information about CE opportunities to the Board.

Excel Training: Angela and Mallory attended training on Excel in Ronan today. Both agreed that it was a useful training.

WordPress Training: Abbi will attend training on WordPress in Ronan on Wednesday, October 3rd. Abbi will be changing our website to this format, so this is very timely. The goal is to self-manage the website which will be more efficient and save money.

Fall MSC Meeting: The required Fall MSC meeting will be held online Thursday, October 4th at 10 a.m., Abbi will attend this meeting.

Fall Tamarack Meeting: The required Fall Tamarack meeting will be held as a phone meeting Wednesday, October 17th at 5 p.m., Abbi and Holly will attend this meeting.

Staff Update:

Resignation: Ser Anderson resigned as of September 21st. Ser has taken a position with the Montana Natural History Center in Missoula where she will be guiding 4th and 5th grade classes on outdoor field trips. The staff took Ser for dinner and ice cream at the Cove on her last day.

Public Services Librarian I Opening: Nearly 40 completed applications were received for the position which is being advertised with a starting wage of \$12 per hour. A review of the applications began on September 24th with interviews to follow next week.

FRIENDS OF THE LIBRARY REPORT:

Abbi reported that the FOL meeting was held September 21st at the library. They made \$538 at the book sale and have brought in over \$2,225 in memberships. The directors voted to give the library \$882.72 to purchase six height adjustable monitor stands for all full-time staff stations. They also voted to give the library \$215.93 as reimbursement for the five tablets that were purchased from Amazon in July. The FOL are putting out a PSA in the local papers encouraging participation. They are thinking of future fundraisers and have set January 18th as a book sale at the library. Their meetings are the third Friday of each month at 1pm. Holly asked if the staff had requested the desk stands or if the Friends had suggested it. Abbi responded that John Freemole, the FOL President had stated that he wanted to buy them for the staff after seeing staff members hunched over their keyboards. Holly also asked if there will be special chairs to go with them. Abbi said that there would not, staff can use their current chairs or stand.

FOUNDATION REPORT:

Abbi reported that Connie Brownell dropped off checks for \$28,000 for technology and the down payment on the HVAC system. The library meet and greet is scheduled for October 12th at 6 p.m. at the Mission Bay Clubhouse. According to the last meeting agenda, the next meeting is October 10th. Abbi has not heard from Connie regarding the remainder of the funds for the HVAC system. Maggie asked if the \$28,000 covered the total down payment. Abbi said it did not; \$8,000 is for technology and that left \$20,000 toward the down payment. Allen asked if they were still pursuing the idea of bringing in a structural engineer. Abbi said that she has not heard from them.

BOARD BUSINESS:

Financial:

August 2018 Financial Report: Holly asked Abbi about the \$1,400 expenditure on furniture. Abbi checked reports using Black Mountain Software and found that for object 299 the library has purchased book crates for the partnership, a carpet shampoo machine for fabric chairs and spot cleaning, and the two charging stations

that were paid for with a grant from the Greater Polson Community Foundation. Maggie asked what OCLC is for. Abbi responded that it is our cataloging software and also the program that is used for Interlibrary Loan showing all of our collection holdings to the world. Maggie moved and Bruce seconded the *motion to accept the August 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: Maggie noted that the traffic was down from last year, but thought the difference was the Eclipse party in 2017. Overall, Maggie is pleased at the way the numbers are looking. Brooke noted that Mother Goose numbers are up.

Mission Mountain Audubon Fall Request: The MMA has requested three dates to host three outside speakers. Bruce moved and Brooke seconded to accept the *motion to approve the request for a speaker series by Mission Mountain Audubon for October 11, November 8, and December 13, 2018*.

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

Financial Review: Abbi asked if the board is ready to schedule a financial review for FY17 and FY18, and if they wanted the same firm. The group discussed this and the consensus was to schedule the review and continue with Wipfli.

November Meeting: Abbi requested to move the November meeting to November 29th rather than November 15th, as reports from the County will not yet be available and it will be less time between the November and January meetings. Maggie stated that she would not be at the November meeting. Holly and Bruce stated that will be a good idea. By general consensus the November meeting has been moved to November 29th.

OTHER BUSINESS: None.

PUBLIC COMMENT: None.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library District Board of Trustees is scheduled for Thursday, October 25, 2018 at 5:00 p.m.

The meeting adjourned at 5:47 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director