

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
Public Hearing and Board of Trustees Meeting  
Thursday, August 20, 2017

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

**OTHERS PRESENT:** Abbi Dooley, Kendra Mullison, Mary O'Brien, Marilyn Trosper

**PUBLIC HEARING:** The public hearing regarding the proposed FY2018 budget for the North Lake County Public Library District was called to order at 5:02 p.m. by board chair Allen Bone. No members of the public attended. The 30-minute allotted time was used instead to discuss budget-related questions put forth by trustee Holly Wurl. The hearing closed without public comment at 5:44 p.m.

Following the hearing, the regular meeting of the Board of Trustees was called to order at 5:45 p.m.

**CHANGES OR ADDITIONS TO THE AGENDA:** There were no changes or additions to the agenda.

**MINUTES:** The minutes of the special budget meeting on Thursday, June 29, 2017 and the minutes of the regular meeting on Thursday, July 20, 2017 were approved as written by general consensus.

**FINANCIAL:**

**Monthly Financial Report:** Marilyn Trosper had emailed the July 2017 claims, the monthly spreadsheet, and the Black Mountain Software reports prior to tonight's meeting. She and Abbi Dooley answered questions about several items, including the Junior Library Guild and other library subscriptions, the security and fire alarm systems, and MontanaLibrary2Go. Bruce Harrop moved and Holly Wurl seconded *to pay July 2017 claims for last month's bills*. **Motion carried unanimously by voice vote.**

**Adopt FY2017 Budget Amendments:** After a short discussion, Brooke Wegner moved and Bruce Harrop seconded *to approve Resolution No. 2017-02 to approve [appropriate] money & provide for the payment of debts & expenses for NLCPLD in fiscal year 2016-2017 as detailed on Exhibit A of the resolution*. **Motion carried unanimously by voice vote.**

**FY2018 Budget:** Allen Bone called for a motion to adopt the proposed FY2018 budget, which was discussed at length tonight and at earlier meetings. Bruce Harrop moved and Brooke Wegner seconded *to adopt the FY2018 NLCPL Budget for this year*. **Motion carried with 2 for the motion and Holly Wurl opposed.**

**Signatures:** Board Chair Allen Bone signed Resolution No. 2017-12 to appropriate money and provide for the payment of debts and expenses for the NLCPLD for FY 2016-2017. He also signed Resolution 2018-01 to adopt a budget for the NLCPLD for FY 2017-2018, and signed the annual letter to Lake County Clerk and Recorder delineating the amount of mil levy the library is requesting for the fiscal year.



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FY2018 Funds Request to the North Lake County Library Foundation: An expenditure list was distributed to the board to review for future monetary requests for FY2018 to the foundation. Marilyn will complete the NLCLF Funds Request Form(s) to be presented at a future foundation meeting.

### **BOARD BUSINESS:**

Custodial Agreement: Marilyn Trosper and Abbi Dooley met with retiring custodian Judy Hewitt to discuss the detailed services she provides for the library. Abbi then wrote a "Request for Services" document incorporating these job duties and demands, which was submitted to the library's attorney for review. Abbi incorporated the attorney's suggestions; the document is now ready for publication. Holly Wurl asked about adding a provision regarding the termination period for the custodial position. Discussion followed about this. It was felt that at least two weeks' notice on the part of the custodian is needed. A clause will be added to the document to this effect. Holly Wurl then moved and Brooke Wegner seconded *to adopt the custodial work agreement as revised.*

**Motion carried unanimously by voice vote.**

IT Agreement: The library's attorney has also reviewed the document for the IT position. A qualified replacement for Jim Semmelroth has been located. Jim will mentor him, as needed, and will also be available to "help in a pinch." Holly Wurl felt it is important to add the 2-weeks-notice clause to the IT document, as well. Bruce Harrop moved and Brooke Wegner seconded *to accept language of Draft for I.T. Agreement with new language for wage clarification for onsite vs offsite.* **Motion carried unanimously by voice vote.** [ADDENDUM: Verbal motion language centered on using the same termination language as the custodial agreement, not wage clarification for onsite vs. offsite. The latter point was explained during the discussion, but was not intended to be part of the motion.]

Monthly Data for July 2017: Abbi presented the monthly data for July, 2017. Comments and questions followed.

### **LIBRARY DIRECTOR'S REPORT:**

PayPal: Marilyn Trosper noted that the new PayPal system is now operational. Abbi Dooley set this up and reported that it is going well. It acts as a point-of-sale system at the desk. The minimum amount that can be paid using PayPal for fines and fees is \$15 plus a 3% surcharge. There is no minimum and no surcharge for promotional items, book sale and donations. The new system will be used for credit/debit card payments at the upcoming Eclipse Block Party and book sale.

Family Summer Reading Program (FSRP): Kendra Mullison gave a final report on the 2017 Family Summer Reading Program. Tracking for both individual reading and the weekly activity programs ended August 8, 2017. Happy Hippo rides were conducted on August 15<sup>th</sup> and the prize drawing and ice cream social were on the 17<sup>th</sup>. Kendra has begun compiling the final document for the Lower Flathead Community Foundation, reporting on the summer's activities. In all, there were 1975 attendees at the Thursday morning programs. Today's program attracted more than 200 kids and adults. The meeting room is being packed. Kendra illustrated how many hours of reading were completed by the community by putting their FSRP tickets, each representing 4 hours of reading, in a huge pile in the center of the table. She noted that she was especially grateful for each community sponsor and also for youth helpers Taylor Rost and David Marshall.



Summer Institute: Abbi Dooley attended this year's Summer Institute held near Glacier Park. It was an intensive 4-day workshop teaching leadership, communication, and decision-making. There will be a follow-up session in Bozeman in September, along with monthly webinar classes. Each attendee must choose a project to complete. Abbi's will be to empower Polson's population to share knowledge and information; she feels that the community often lacks a venue for bringing knowledgeable people together. The library will sponsor monthly gatherings as a way to connect people with similar interests and offer the opportunity to share knowledge and make connections. Abbi's goal is to start in January 2018.

College Student Position: Taylor Rost submitted her letter of resignation effective August 21, 2017. Marilyn noted that the staff will take Taylor out to dinner that evening after the events of Eclipse Day. She told the trustees that Taylor is very accomplished and the library has been fortunate to have her on the staff.

Administrative Assistant Position: Abbi Dooley has updated the position description for the Administrative Assistant position, and it has been advertised regionally. The application period closes Saturday, September 2, 2017. Interest in the position has been evident. Ideally, the selected applicant and Mary O'Brien will work together for two weeks just prior to Mary's retirement on November 3.

Library Gift Shop: Marilyn announced that the library gift shop is "up and running." It is housed in the new cabinet purchased with monies from the estate of longtime patrons Flip and Lou Amick. She encouraged everyone to take note of the variety of items for sale. A memorial plaque has been ordered in memory of the Amicks. Proceeds from the sales will initially be applied to the purchase of a 3-D printer for patron use. In another matter, it was noted that Maggie Newman has generously donated a telescope, also for patron use.

2017 Community Connector Award: A national award was presented to the MSC Partners at the COSUGI (Consumers of SirsiDynix Users' Group, Inc.) conference in Salt Lake City in April. The inscribed trophy will travel among the Partner libraries on a rotating basis. Marilyn read aloud information about the award's significance. North Lake County Public Library has received the trophy first and will pass it on.

Evening Hours: Everyone was reminded that evening hours will resume September 5, 2017.

Book Sale: Allen Bone and Bruce Harrop were reminded that their help is needed to move books on August 18<sup>th</sup> for the upcoming book sale. The goal is to empty the large storage unit permanently.

Reminder: Abbi Dooley reminded everyone about the Eclipse Block Party that she has spearheaded. It will take place during the solar eclipse on Monday, August 21, from 10 a.m. to 1 p.m. The Foundation will provide a \$5 lunch for attendees. Abbi listed the many other activities that will take place that day, including kids' crafts, a photo booth, NASA information, and an all-day book sale. She invited the trustees to attend.

**OTHER BUSINESS:** Holly Wurl asked about life jacket checkouts. Abbi said that they have been heavily used this summer; she will pull the statistics for Holly.

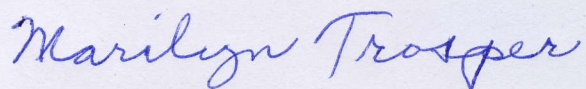
**PUBLIC PARTICIPATION COMMENTS:** None.



**NEXT REGULAR MEETING:** The next regular meeting of the Board of Trustees will be at 5:00 p.m., Thursday, September 21, 2017 in the library meeting room.

The meeting adjourned at 7:05 p.m. The Board then met in Executive Session to provide Marilyn Trosper's annual evaluation.

Respectfully submitted,



Marilyn Trosper  
Library Director