

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT

Board of Trustees Meeting

Thursday, July 20, 2017

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

OTHERS PRESENT: Ser Anderson, Angela Claver, Abbi Dooley, Kendra Mullison, Mary O'Brien, Marilyn Trosper

ADDITIONS OR CHANGES TO THE AGENDA: None.

The meeting was called to order at 5:00 p.m. by board chair Allen Bone.

MINUTES: The minutes of Thursday, June 29, 2017, were presented. Holly Wurl requested the addition of a hyphen for clarity following her name in the Elections section. After the change, the minutes were approved by general consensus.

FINANCIAL:

Monthly Financial Report: Marilyn Trosper had emailed the June 2017 claims, the monthly spreadsheet, and the Black Mountain Software reports prior to tonight's meeting. She noted that the Eagle Bank interest is incomplete, due to errors on the recent statement. Abbi Dooley has been working to have corrections made. A check for \$64.02 is expected and should be reflected on the new statement, which is coming soon. In another matter, Bruce Harrop asked when custodian Judy Hewitt is retiring. Marilyn noted that this will take place around November. Holly Wurl asked about election expenses. Marilyn replied that there are no possible adjustments to this cost. Bruce Harrop moved and Maggie Newman seconded to pay claims for June 2017 in total for (the) month. **Motion carried unanimously by voice vote.**

First Interstate Bank: The quarterly statement for the Clarkson Fund was passed around. Maggie Newman noted that a small amount of interest was accrued and that the fund is doing well, despite the required fees. She wondered if the monetary distribution to the library will increase as a result.

FY2018 Budget: Abbi Dooley presented an Excel spreadsheet on the SMART Board to show the proposed FY2018 Budget. The trustees examined the data. Abbi explained line items and answered questions, noting that the figures are estimates only. Several adjustments were made and discussed. After the discussion, Maggie Newman stated that she felt the proposed budget is realistic. Others agreed. It will be voted upon at the August board meeting. The trustees also looked at a wage comparison sheet that Abbi passed around. They requested to pursue the issue of wages in an Executive Session following the regular meeting.

BOARD BUSINESS:

FY2016 Audit Contract: Board chair Allen Bone signed the FY2016 Audit Contract. Marilyn Trosper noted that the MD&A (the textual document that accompanies the audit) is pending with Cindy Dooley.

Monthly and Quarterly Data: The monthly data for June 2017 and the quarterly data were presented. After perusing the statistics, Holly Wurl asked about the security of the DVD collection. She suggested placing the DVDs behind the counter to prevent theft. There was also a discussion of the number of eBooks that are available to patrons; it was agreed that there are not enough in the shared collection. Holly wondered about the number of patrons using Flipster. Abbi replied that this is a brand new service, so it is difficult to determine how popular it is yet. Maggie Newman was disappointed in the number of World Book users and is watching to see if the numbers improve after school starts. All agreed that the statistics are very helpful and are pleased with the recent cataloging/processing volume that has taken place. They were also impressed with the numbers of books going out to the Book Nooks.

LIBRARY DIRECTOR'S REPORT:

Adult Programming: Angela Claver gave a report about the adult coloring programs she spearheaded in May and July. There were 40 attendees in May (two sessions) and 28 in July (one session). The Project Outcome evaluations she received were very positive. More sessions are scheduled for September.

Youth Programming: Kendra Mullison reported on the NASA kick-off program that was held on July 17, noting that two of the three required NASA programs have now been completed. She feels that they helped raise the general profile of the Family Summer Reading Program and spiked the numbers. There were 85 children at today's Thursday morning activity program, for example, "maxing out" the room. She noted that the second NASA program was for adults, presented by the Big Sky Astronomy Club; 30 attended.

Staff Certification: Marilyn Trosper presented a letter from the Montana State Library to the NLCPLD Board of Trustees, announcing that Abbi Dooley has earned her Library Certification. Allen Bone read the congratulatory letter aloud. The monetary award that the board approved earlier for this achievement will be processed this month.

Staff Training: Ser Anderson attended the MSC regional training on July 14, 2017, in Helena. Marilyn will send Ser's synopsis of the event to the trustees by email. Ser described the workshops and mentioned that she also enjoyed meeting library colleagues. She has recently completed her probation period with the library. Also, Abbi Dooley will be attending the Summer Leadership Institute July 26-29 at the Rising Wolf Ranch near East Glacier. She is currently preparing by doing the required reading.

Eclipse Block Party: Abbi Dooley is spearheading the library's Solar Eclipse Block Party, which will occur on Monday, August 21st from 10:00 a.m. to 1:00 p.m. She described the day's many planned activities. The total eclipse will be livestreamed on the SMART Board in the meeting room. A large book sale will also be held. (Allen Bone and Bruce Harrop will help transport boxes of old books for the sale to work toward cleaning out the large storage unit.) There will also be a \$5.00 lunch provided by the North Lake County Library Foundation, consisting of hotdogs, sun chips, and tea. The library will provide a sweet drink. Dr. Marcus Simonich of Ronan Eye Clinic/Mission Valley Eye Center has donated at least 200 pairs of eclipse safety glasses. There will be a photo booth, a NASA grant display, crafts for kids, and coloring activities. Music will possibly be provided by Anderson Broadcasting. The event will be well advertised.

Marilyn Trosper
Library Director

New Display Case: The new display case, dedicated to longtime library supporters Flip and Lou Amick (purchased with monies from their estates), has been completed by Jay Krantz. It will be used to sell promotional items for the library. The proceeds will go to purchase a specific item for the library, such as a telescope, a 3D printer, or something else from the library's wish list. Abbi has ordered journals, notecards, and small prints by a local artist to sell, and Marilyn will sell her book-related cross-stitched baby bibs. A memorial plaque dedicated to the Amicks is pending.

Meeting Room Thanks: A thank you note from Bonnie Triepke was read aloud. She donated her \$20 cleaning deposit after using the Library Meeting Room, saying that she appreciates the availability of the room. She added that she feels the library is a community treasure.

OTHER BUSINESS:

Letter of Retirement: Mary O'Brien presented her letter of retirement, effective November 3, 2017. She thanked Marilyn and the Board for the opportunity to work in such a positive environment for the past 19 years.

Wooden Benches in the Foyer: Marilyn Trosper noted that the wooden benches in the foyer were donated by Jackie Gran's family. Jackie previously expressed an interest in them when they are no longer in use. The board gave permission to return them to the Gran family.

Wooden Card Catalogs: Allen Bone shared that Marilyn had talked to him about the old wooden card catalogs that are not being used. She would like to save one for a possible seed library in the future. Her son has expressed an interest in the smaller of the two remaining. Maggie Newman suggested that Marilyn be allowed to do whatever she wishes with these. The board agreed by general consensus that she may give one to her son and that no payment is needed. The larger unit could possibly be sold at a later time.

PUBLIC PARTICIPATION COMMENTS: None.

NEXT REGULAR MEETING: The next regular meeting will be Thursday, August 17, 2017, at 5:30 p.m. in the library meeting room. It will be preceded at 5:00 p.m. by a public hearing regarding FY2017 Budget Amendments and the proposed FY2018 Budget.

EXECUTIVE SESSION (closed): An executive session followed tonight's regular meeting for the discussion of employee salaries. The Library Director's Annual Review was postponed until the August meeting.

ADJOURNMENT: The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Marilyn Trosper

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Library Director