

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, November 16, 2017**

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

OTHERS PRESENT: Angela Claver, Abbi Dooley, Heather Miles, Kendra Mullison, Marilyn Trospen, Mallory Witham, Rob Turner, Brenna McDonough

Meeting Called to Order by Chairman Allen Bone at 5:01pm

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS: None.

MINUTES: The minutes of the regular meeting on Thursday, October 19, 2017 were discussed with Bruce asking Allen to clarify his statement regarding public comments throughout the meeting. Allen clarified that every time the Board has an action item, he will ask for public comment. A roll call vote was held to approve the minutes. The minutes were approved as written.

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

AGAINST: None.

The minutes of the special meeting on Thursday, October 26, 2017 were approved as written. A roll call vote was held to approve the minutes.

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

AGAINST: None.

The minutes of the special meeting on Thursday, November 9, 2017 were discussed. Allen and Brooke were absent for the closed session meeting. Procedure for closed meeting minutes was discussed. It was clarified that those board members not in attendance at a closed meeting are not given access to the details of the closed session. Maggie stated that she felt it was a good and productive meeting. Holly asked if there would be expanded minutes. It was agreed that no detailed minutes were needed as it was an interview format. The minutes presented reflected the date, time and purpose of the closed session. A roll call vote was held to approve the minutes. The minutes were approved as written.

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

AGAINST: None.

FINANCIAL:

October 2017 Financial Report: Marilyn had emailed the October 2017 claims, monthly spreadsheet, and Black Mountain Software reports to the trustees prior to this meeting. Marilyn noted that she has since received information that the amount of tax monies that will be forthcoming is \$17,109.95. Marilyn stated

that she has not yet received the report from the county. Bruce Harrop moved and Maggie Newman seconded *To accept the October 2017 Financial report as presented in reports for all.*

Discussion was held with Holly asking if the new consultant would be familiar with our system. Marilyn clarified that the claim paid in October was still for Jim Semmelroth. Maggie asked if we would pay mileage. Marilyn noted that the new contractor will be from Charlo (Jim is from Missoula), so mileage costs should be lower. Holly asked for clarification of digitization costs. Marilyn responded that all of the microfilm that the Library owns for the Leader has now been digitized, and the plan is to digitize more as the microfilm becomes available from the Montana Historical Society. A roll call vote was held to accept the monthly financial report. **The motion passed.**

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

AGAINST: None.

FY2016 Audit: Marilyn introduced Brenna McDonough from Wipfli LLP who handed out a draft audit report to all board members. Brenna highlighted that it was a clean audit report, no modifications were needed, and there were no items of concern. The audit team reviewed the requirements for a component unit and after doing an analysis, determined that the North Lake County Library Foundation's financials do not need to be consolidated with the Library. The main reason is because there are two separate governing boards. Brenna pointed out that in the past they haven't separated out compensated absences and should have. She noted that both Marilyn and Abbi did a great job of being organized and stated that they were helpful during the audit process. Marilyn asked if there was a letter for Allen to sign. Brenna presented two letters for Allen to sign, an engagement letter and the approval of the audit report. Breanna asked the board if anyone had any questions. There were none. Marilyn asked if the report needed to be accepted by the state before the public notice is published. Brenna will check and get back to her. Allen asked if there was any further discussion. There being none, he asked for a motion that the board accept the Financial Statements and Independent Auditor's Report as presented. Maggie Newman moved and Holly Wurl seconded to *Accept the FY 2016 audit.* A roll call vote was held. **The motion passed.**

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

AGAINST: None.

Whitefish Credit Union: The North Lake County Public Library District Resolution #2018-02 was emailed to the board prior to tonight's meeting. Holly Wurl moved and Brooke Wegner seconded to *accept Resolution #2018-02 (attached) Re: Whitefish Credit Union Account.* A roll call vote was held. **The motion passed.**

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

AGAINST: none

Clarkson Trust: The 3rd quarter statement was reviewed by the board members. Maggie noted that the 3rd quarter showed a gain of \$6,190 on market value as of Sept 30th. There is also \$3,160 in fees charged so far this year.

BOARD BUSINESS:

Proposed 2018 Health Insurance Plan: Insurance agent Rob Turner from PayneWest distributed a handout showing three options for the 2018 health insurance plan. The dental, vision, and life insurance provided to the employees will not increase in price for 2018. The accidental death payout to survivors through the life insurance is \$50,000. Rob talked about the volatility in the health insurance market and explained that the library falls into age-banded (premiums based on age) small group coverage. Of the three options presented, Rob recommended staying with Pacific Source at the same deductible. This plan will have an overall increase of 8.97% (including Marilyn), however the monthly premium is lowered to \$3,670 based on the age of each qualifying employee. After Marilyn's retirement the monthly premium will be lower. Rob stated that any increase under 10% is considered a good rate. There was little discussion. Brooke Wegner moved and Bruce Harrop seconded (*I move to keep the same health insurance plan for the NLCLD employees*). Brooke stated that she is sad that the deductible is so high for the employees. Rob stated that from his perspective, the \$3,600 was actually a good deductible. He also reminded the group that employees are able to have a free annual preventable exam each year. A roll call vote was held. **The motion passed.**

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

Voluntary Employee Beneficiary Association (VEBA): Marilyn had emailed out information regarding VEBA as well as a copy of the proposed resolution prior to tonight's meeting. Several board members asked for clarification. Abbi provided an explanation to the board, stating that VEBA affects all full time staff. The staff votes each year as to whether or not to participate. Maggie asked if each employee could opt in or out. Abbi answered no, it is determined by the majority vote of the employees. This state sponsored fund is strictly for health care costs, but does include insurance premiums. Abbi explained that VEBA only affects those leaving employment during the voting year. Marilyn stated that the staff listened to an hour-long training program for what Abbi just explained in minutes. Abbi stated that she had not found any down side to this program. She saw savings for the library and for the employees as the library would not pay into PERS, Social Security or Medicare on these monies and the employee would not pay any tax or PERS payments. She stated that the board needs to approve the resolution to participate. If the employees vote yes, we would participate, but they could vote no.

Holly asked if the down side would be for an employee who invested and the investment went down. Abbi answered that the level of risk of how the money is invested is solely up to the employee. There is an option for a certificate of deposit (CD) which would be safe. Bruce Harrop moved and Maggie Newman seconded *To adopt Resolution #2018-03 for Voluntary Employee Beneficiary Association*. A roll call vote was held. **The motion passed.**

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

Library Hours – Proposed Hours Change: Prior to tonight's meeting, Marilyn emailed the board a summary and explanation of the proposed change in hours. Holly stated that it was a positive step by staff in meeting the concerns of the board. Maggie stated it was good to track the library usage during the evening hours. Maggie Newman moved and Holly Wurl seconded to *Accept proposed hours adjustment effective 01/01/18*. Discussion followed: Holly stated that the summer hours may need to be changed as well due to the traffic.

Abbi stated we could track the summer traffic and look at that in the future. A roll call vote was held. **The motion passed.**

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

AGAINST: None.

Library Hours - Proposed Hours, Holiday and Closure Policy Revision: Prior to tonight's meeting, Marilyn emailed the board a proposed revised Hours, Holiday and Closure Policy. Holly asked for holiday dates of closure and clarification of language. Abbi stated the language was taken directly from the employee handbook for consistency. Abbi also said that the handbook language is written in legal terms and that the legal holidays are taken from the Montana Code Annotated. Holly restated that she was not comfortable with the language because she did not understand it, but since it is Montana state law, it is a moot point. Holly Wurl moved and Brooke Wegner seconded to *adopt on 01/11/2018 the revised NLCL Hours Holiday & Closure Policy presented 1/11/17*. A roll call vote was held. **The motion passed.**

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

AGAINST: none

Library Hours - Set Closure Dates for 2018: Marilyn had emailed the proposed 2018 closure dates prior to tonight's meeting. Abbi stated there will be fewer "Working Wednesdays" in 2018 with just four scheduled rather than nine. Brooke Wegner moved and Bruce Harrop seconded (*1 move*) to *set the closure dates for 2018*. A roll call vote was held. **The motion passed.**

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

AGAINST: None.

Library Director finalization of wage: Bruce stated that the board members that were present for the special meeting November 9th wanted to bring the issue to tonight's meeting so that the full board would be involved. Maggie Newman moved and Brooke Wegner seconded to *raise Abbi's pay to \$21.00 per hour effective 1/10/2018 (stated as 01/06/2018)*. A roll call vote was held. **The motion passed.**

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

AGAINST: None.

Evaluation Form for Director: There was a general discussion regarding which format the board would choose for evaluating the Director. Brooke suggested the simplest form (the one with the circles). Maggie brought up specific items that she felt she could not speak to such as customer service. Discussion followed regarding possible revisions. Brooke suggested that the Director could also fill out the evaluation themselves. Other board members agreed this would be helpful. Brooke also stated that taking portions directly from the Director's job description would be helpful in setting goals. Marilyn reminded the board that the evaluation should be done in June. The board agreed that they should have the final version ready by May for the evaluation in June. The board plans to revisit this issue in January. Maggie asked Brooke to revise the form for the January meeting. Holly asked if they could email any thoughts or ideas to Brooke. The group decided that

all board members should get their ideas to Brooke by 01/15/18 in order to have a hard copy for the 01/18/2018 meeting date.

Monthly Data for October 2017: The report had been emailed prior to tonight's meeting. Maggie noted that the staff had made progress cleaning up the cardholder database based on the figures in the report. Other comments from board members regarded the increase in genealogy research due to Heather's class on the subject. Bruce and Holly inquired as to the increase in the backlog of books to be cataloged. Marilyn explained that additional books were found as boxes were cleared out. Holly also inquired about the shipping and handling costs for Amazon sales. Abbi explained that the buyer pays those costs, so there is no loss to the library. Holly asked for data on how much money we are making on Amazon and from the items in the display case. Abbi stated that she would add that information for the January meeting.

LIBRARY DIRECTOR'S REPORT:

Mary's Last Day: Marilyn noted that this was her final report to the board. She reported on the events of Mary O'Brien's last working day at the library. The staff gathered for breakfast on November 3rd at Blodgett Creamery. This was followed by a public reception from 11am to 1pm with dessert, coffee, and hot cider. The reception was well attended. Marilyn thanked Abbi for organizing the refreshments. Marilyn also thanked Maggie for her donation toward digitization at the library in Mary's name. Marilyn stated that the library's former custodian, Judy Hewitt was included in the November 3rd breakfast. She was presented with a card and thank you gift from the library.

Decorate a Bench Competition: Marilyn reported on the recent "Decorate a Bench Competition" which was sponsored by the Polson Business Community. The bench in front of the library was decorated in a reading theme by Brittany Simonich's 3rd grade class from Linderman Elementary School. The class won first place and was awarded a \$200 cash prize. Marilyn wrote the class a thank you letter for helping the library meet one of its missions, and provided the class with Tootsie Pops. An article with a photo of the class was published in the Lake County Leader.

NASA@ My Library Program: Kendra gave a report to the board regarding the NASA@ My Library Program. She highlighted the *International Observe the Moon Night* program that was held 10-28-17 with 29 people in attendance. Kendra thanked Maggie for the donation of her telescope. Bruce stated that Kendra did an awesome job in her presentation and that there was a great response. Kendra was pleased with the turnout and that there were a wide variety of ages in attendance. She also reported that she will be able to use this as a grant event for the annual NASA@ My Library report. Kendra hopes to create an amateur astronomy club and has been tapped to do some reviews for the STAR_Net Activity Clearinghouse website, which is curated by the Space Science Institute, the lead organizational partner for the grant project. The library will receive a small payment to offset expenses incurred while reviewing these activities. Kendra will attend the official NASA@ My Library training in Denver February 27th – March 2nd. The library has been allotted \$800 by the Space Science Institute to help offset the costs of her travel.

November Technology Programs: Heather reported on her November technology classes. Four patrons attended her Technology Basics Class where she covered software, uploading, downloading, and the difference between hardware and software. She had two in attendance for her Holiday Shopping for Technology class. The group explored different devices, kid use, security, investing in equipment and other technology topics.

Sparkle on Coloring Program: Angela reported on the Adult Coloring Program. She was happy to report that she had 16 patrons attend her afternoon session and three in the evening session. Patrons were invited to wear “bling” as the theme was “Sparkle On!” Returning and new faces were evenly matched. Angela reported encouraging feedback. The program received a donation of nine coloring books, pens, markers and pencils at an estimated value of \$160.

Parade of Lights: The Library will be participating in the Polson Parade of Lights Friday, December 1st. The Story Shuttle will be decorated in lights. Our theme is “*How the Grinch Stole Christmas.*” Ser will be wearing the Grinch costume. Other staff will be dressed up as Whoville residents and will hand out candy canes to the crowd.

FY2017 State Statistical Report: Marilyn stated that the Fiscal Year 2017 State Statistical Report has been completed & submitted. Abbi will email a PDF file soon to the board members.

FY2017 Annual Financial Report: Marilyn stated that the Fiscal Year 2017 Annual Financial Report is due 12-31-17. Abbi will be working on it soon in conjunction with Cindy Dooley. Abbi stated that it will be submitted by the deadline.

Public Library Association (PLA): Abbi will be registering for the PLA annual conference in December to get the early bird rate. The convention will be held in Philadelphia, PA March 21st – 24th, 2018. Marilyn noted that this is a worthy conference for her to attend.

Planned Giving Policy Reminder: Marilyn reminded the board that February 2018 marks one year since the board was apprised of a joint Planned Giving Policy with the Foundation. Without such a policy, the library will not qualify for an Excellence in Library Service (ELSA) Award in 2018. Maggie stated the plan was that board members were going to do a joint committee with the Foundation. The committee has not been formed yet. The Foundation meets at the library on January 10, 2018. Maggie asked Abbi to attend that meeting.

Joint Reminder Celebration: Marilyn reminded the board that the joint retirement celebration for her and Mary O’Brien is Friday, November 17th from 6:00 to 9:00 p.m.

OTHER BUSINESS:

- Allen shared a photo of Marilyn that was sent to her by her high school librarian. Marilyn shared the story behind the photo and explained how she got started in the library world. Marilyn is still in contact with her librarian, Jan Boyce.
- Abbi reported that The Valley Journal published a nice article on Marilyn this week. The picture in the article was taken in the early 1990’s. Marilyn noted how the children in the picture are now bringing their children to the library.
- Holly asked Marilyn for a copy of the Tamarack Federation Joys and Concerns. Marilyn said that she needs to discuss these with Abbi and will send them to the entire board.

NEXT REGULAR MEETING: The next regular meeting of the Board of Trustees is scheduled for Thursday, January 18, 2018 at 5:00 p.m. in the Library Meeting Room.

The meeting adjourned at 6:48 pm.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director