

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
Board of Trustees Meeting
Thursday, October 19, 2017

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

OTHERS PRESENT: Angela Claver, Abbi Dooley, Heather Miles, Kendra Mullison,
Mary O'Brien Marilyn Trosper, Mallory Witham

The meeting was called to order at 5:03 p.m. by board chair Allen Bone.

ADDITIONS OR CHANGES TO THE AGENDA: There were no additions or changes to the agenda. Holly Wurl brought up the issue of the placement of public participation comments in the agenda. Allen noted that he will seek public comment for every item that requires action. He would like public comments throughout the meeting. Holly is concerned about compensation being made for employees attending board meetings. Marilyn Trosper noted that employees are not earning overtime, it is scheduled time. She added that the present system of adjusting schedules works very well.

MINUTES: The minutes of September 21, 2017, were approved as written by general consensus.

FINANCIAL:

September 2017 Financial Report: Marilyn Trosper emailed the September 2017 claims, monthly spreadsheet, and Black Mountain Software reports to the trustees prior to tonight's meeting. Bruce Harrop moved and Maggie Newman seconded to *pay claims for the month of Sept. 2017 (no discussion of anything)*. **Motion carried unanimously by voice vote.**

Eagle Bank: Marilyn Trosper reported that she and Abbi Dooley are still waiting to hear from Eagle Bank regarding the interest earnings glitch with the Library's CD. They will continue to follow up on this issue.

Whitefish Credit Union (WFCU): The paperwork has been completed to open a new account for the library at Whitefish Credit Union (WFCU) and a deposit was made on October 3, 2017 in the amount of \$176,408.47. A transfer of funds from WFCU to the General Fund is needed to maintain adequate cash flow to cover library expenses for the next few months. Marilyn Trosper and Abbi Dooley recommended transferring \$90,000. Abbi noted that November tax monies should be a larger amount, which will be helpful, but it won't be disbursed until mid-December. The hope is that after those monies are received, a transfer can be made back into WFCU. Marilyn added that the board needs to develop a policy for transferring monies from WFCU in one of two ways, 1) individual board approval for each transfer, or 2) the board could give the Library Director discretion to move the funds as needed to maintain an adequate cash flow. Discussion followed about which is the best option. Maggie Newman would like to see board approval to transfer the monies. All agreed by general consensus. A policy statement will be drawn up to present to the board at the next meeting. Bruce Harrop moved and Maggie Newman seconded to *withdraw \$90,000 from the Whitefish C.U. to transfer to the general account 1000 for coverage of claims till county monies are received. (no discussion)*. **Motion carried unanimously by voice vote.**

FY2016 Audit: Marilyn reported that Abbi Dooley worked with Cindy Dooley to complete the Management Discussion and Analysis (MD&A) for the FY2016 audit. It has now been submitted to the auditor. The auditor researched whether or not the North Lake County Library Foundation (NLCLF) is considered a component unit under GASB 39 and determined that it is not. The auditor will be at the November board meeting when the final report will be given.

NLCLF Meeting: Since Maggie Newman was out of town for the NLCLF meeting on October 11, 2017, Allen Bone attended in her place. Allen reported that the library funding requests totaling \$19,000 were submitted and approved. Marilyn asked when the funds will be available. Allen's understanding was that they will be transferred right away. Discussion was held about the best way to move the monies. The decision was made to request that the foundation pay this in one payment. NLCLF treasurer Rick LaPiana is disbursing the funds. Allen noted that the Foundation did not elect officers at this past meeting. Their next meeting will be held in the library meeting room on Wednesday, January 10, 2018.

BOARD BUSINESS:

Monthly and Quarterly Data: The monthly data for September 2017 was presented along with the quarterly data. Maggie Newman commented that the library is open longer hours in the winter but there are fewer users. The trustees liked the report outlining categories of books and their usage. Discussion followed about this. It was noted that there appears to be very little reference work done within the collection; most library patrons use online sources for research.

Library Director Evaluation Form: Allen Bone called everyone's attention to the email that was sent out prior to the meeting regarding evaluation forms for the Library Director. Brooke Wegner passed around the evaluation document from her workplace, which involves the entity's mission statement and core values. She also distributed several other pertinent forms. The trustees perused and discussed them. Brooke's form has room for goals and additional comments. The Library Director would complete these and then turn the document in to the board of trustees to be evaluated. Also discussed was the form from the Bozeman presenter, which is very library-related. Allen Bone likes having choices of evaluation forms. It was decided that the board will study these handouts and revisit the issue at the next meeting.

Montana Local Government Services: Allen Bone and Holly Wurl reported on the talk they attended provided by Montana Local Government Services. Dan Clark was the speaker. Allen noted that the session was well worth attending and was packed with good information. Holly outlined some of the topics presented, including board responsibilities and processes, public participation and input, and open and closed meeting laws. Special meetings were discussed in detail. Mr. Clark may speak again at the Spring Tamarack meeting.

Fall Tamarack Federation Conference Call: The Fall Tamarack Federation conference call was held at 6 p.m. on Monday, October 16, 2017. Marilyn Trosper, Abbi Dooley, and Holly Wurl were in attendance. Marilyn noted that the Joys and Concerns have been completed and will be emailed at a later date. The spring meeting will be held on May 11-12, 2018, at Marina Cay in Bigfork. One topic discussed at the current meeting was a bequest made to the Talking Book Library, which their staff will use to hire a consultant and possibly form a

foundation to help fund statewide projects. Holly Wurl noted that the potential for professional development is available for OverDrive and other topics from the Montana State Library; a State Library card will be needed to access this. Marilyn will forward information about how to obtain such a card to the trustees. Abbi Dooley stated that State Librarian Jennie Stapp talked about the loss of statewide library funding. The State Library would also like to hire a consultant to work toward more awareness about the value of public libraries in order to encourage better legislative funding for the 2019 session. Abbi also noted that Stapp said that Montana Senator Jon Tester is very supportive of funding for libraries. Marilyn called everyone's attention to the fact that Fund 2880 may show a negative balance in the financial reports soon because the library moved ahead with this year's digitization project and the Tamarack monies have not been received. The monies will come before the end of the fiscal year.

Library Director Position: Allen Bone made a motion to promote Assistant Director Abbi Dooley to the Library Director position, due to Marilyn Trosper's upcoming retirement on January 5, 2018. No one seconded but discussion ensued. Maggie Newman stated that she feels the position must be advertised, since Abbi was hired to be the Assistant Director, not Director. Allen Bone pointed out that the Assistant Director position was created specifically to insure a smooth succession. The Assistant Director was intended to be trained and ready to take over the directorship, upon Marilyn's retirement. Holly Wurl agreed with Maggie Newman that the Director position should be advertised; the proper process must be followed. Allen stated that Abbi's training has been carried out as intended to prepare her for the Directorship. He reminded everyone that the board made the decision together much earlier as part of the succession plan. Maggie Newman felt that, legally, the position needs to be publically advertised. Brooke Wegner believes that entities do not have to advertise if they are not creating a new position; they can promote from within if originally advertised. She noted that when Abbi is promoted, the Assistant Director position will not be refilled, freeing up those monies. Maggie stated again that she wishes to advertise. Bruce then agreed with Maggie and Holly. Public participation comments from staff members Angela Claver, Mallory Witham, Heather Miles, and Mary O'Brien were all supportive and complimentary of Abbi's skills and preparedness to assume the Directorship. Holly again reiterated her desire to advertise the position. Abbi asked the chair if she may speak. Abbi stated that she understands the Board's question of whether or not promoting her without advertising is legal, and suggested that before moving forward and spending time and money on an advertising campaign, that the Board should find out the answer. She stated that State Library Development Director Tracy Cook has been aware of the Library's succession plan and is well versed in library law. She suggested contacting Tracy, the Library's attorney, Dan Clark, and the Montana Association of Counties (MACO) to obtain the answer and then holding a special meeting before the November board meeting. Marilyn Trosper stated that the library has its own hierarchy of experts to consult, including its own attorney. Allen said that he is willing to contact the state, or possibly the attorney, for an opinion about promoting from within. Maggie Newman suggested contacting the Department of Administration. Allen will hold a special meeting prior to the regular November meeting to settle this. Marilyn told Allen that the official opinions he solicits must be obtained independently. Angela Claver spoke from the audience to ask if the letter she wrote in support of Abbi's promotion could be read aloud. Allen read her letter. Allen will immediately solicit answers to the legality of promoting Abbi from within without advertising. He will contact professional experts, possibly Tracy Cook from the State Library, NLCPLD attorney Hannah Stone, Dan Clark, and/or the Montana Association of Counties (MACO). Allen then withdrew his motion. A special board meeting will be called as soon as answers are obtained.

Retirement Recognitions: There will be a public open house for Mary O'Brien on Friday November 3, 2017, from 11:00 – 1:00 p.m. Refreshments will be served. A joint private retirement celebration for both Mary O'Brien and Marilyn Trosper will be on Friday, November 17, at 6:00 p.m. in the library meeting room; this will be by invitation.

Digitization Letter: A letter regarding the importance of the digitization project written by Mary O'Brien was read aloud by Holly Wurl. Mary emphasized her belief that digitization is necessary in order for the library to do its "due diligence" in responsibly handling local history. She then gave the library a \$200 donation to help insure the future of this project.

LIBRARY DIRECTOR'S REPORT:

Letter from Governor Bullock: Marilyn Trosper read aloud a letter from Governor Steve Bullock announcing reduced funding for Montana libraries, its impact on Public Library Standards, and the search for a responsible path forward. He thanked Marilyn for her work and expressed appreciation to the library for its commitment to the community.

Administrative Assistant Position: Marilyn introduced Mallory Witham, the candidate who has been hired to fill the Administrative Assistant position upon Mary O'Brien's retirement. The selection committee conducted five interviews during the week of September 25, 2017, and unanimously chose Mallory. The background check on Mallory was completed and her start date was October 18, 2017. Mallory made a few brief comments about her varied experience. She noted that she is honored to serve at the library and is very excited to work with this dedicated staff.

Custodial Services: The vacant custodial position was re-advertised; there was no interest. Sandy Davis came to us by word-of-mouth and was hired. She is now completing the independent contractor paperwork and has signed the agreement needed by the library. Retired custodian Judy Hewitt showed Sandy how to perform the job. Marilyn asked the trustees to sign a retirement card for Judy to accompany her thank-you gift of five small gift certificates to local restaurants. Holly Wurl asked about Sandy's fee; Abbi replied that it has been set at \$700/month.

HVAC: Marilyn Trosper apprised the trustees that the blower motor on the HVAC system for the library meeting room has failed and burned up. A new one is needed to replace it. The repairman was here yesterday and emphatically voiced concern about the age of the equipment. Marilyn noted that the board should be prepared for the bill.

Technology Programs: Heather Miles reported on the public program she and Abbi Dooley offered together on the genealogy databases *ancestry.com* and *HeritageQuest*. The session was held on Tuesday, October 10; there were thirteen attendees. She also announced that on Tuesday, October 24, she will offer another free class entitled *Internet Basics: Software*. Heather has received requests for more classes. In November, she will give a session entitled *Why You Don't Need That Gaming Computer* for the pre-holiday season. She will plan ahead for future programs and possibly invite speakers to speak on genealogy.

NASA@ My Library: Kendra Mullison announced that her next NASA@MyLibrary program, *International Observe the Moon Night*, will be held on October 28, 2017, at 6:30 p.m. in the library meeting room. She also reported that she is pursuing her master's degree in library science, and for her classes, she needs to perform a leadership project; her plan for this is to launch a local amateur astronomy club at the moon event. She invited the board members to attend and handed out a related flyer, thanking trustee Maggie Newman for her donated telescope. There will be a brief, family-friendly presentation at the event, followed by the club launch and moon observation using the telescope.

FY2017 State Statistical Report: The reporting deadline for the FY2017 State Statistical Report has been moved to November 1, 2017. Abbi has completed the report this year and will submit it before the deadline.

OTHER BUSINESS: None.

PUBLIC PARTICIPATION COMMENTS: None.

NEXT REGULAR MEETING:

The next regular meeting of the Board of Trustees will be at 5:00 p.m., Thursday, November 16, 2017. Allen reminded everyone he will call a special meeting before then to discuss the Library Director position.

The meeting adjourned at 7:12 p.m.

Respectfully submitted,



Marilyn Trospen
Library Director

October 19, 2017

North Lake County Public Library board
#2 First Avenue East
Polson, Montana 59860

ATTN: ALLEN BONE, Chairman

Hello Mr. Bone,

In this letter I would like to share some thoughtful observations about our Assistant Director Abbi Dooley. Her time here at North Lake County Public Library began in a quiet, unassuming manner that belies her strong capability. She is insightful, fair and has an approachable demeanor with the public. I quickly perceived her business acumen and ability with banking, accounting and budgets. Technology is a strong point for her.

When the moment came to learn the library cataloging piece, she 'ate it up' and hasn't quit since! Her knowledge of children's materials based on a lifetime of interaction is joyful; and the audio visual section is thriving in her care.

The smashing success of the Solar Eclipse Party last August is a testimony to her organization and event planning skills. What the public did not see is Abbi behind the scenes brainstorming with staff, communicating, and coordinating with all parties involved. She provided clear, concise, leadership and the staff readily supported her.

Abbi is a Polson native and has a keen insight into the community this library serves. She is active in the Polson Business Community. An aspiring young professional, Abbi has also established herself in wider Montana library circles and consistently attends meetings, conferences and workshops to strengthen these ties. At the local or state level, she does not shy away from leadership positions.

This library is moving into a season of staff transition. I believe Abbi Dooley is well prepared and highly capable of leading North Lake County Public Library into the future on solid footing; and I am excited to work with her. We are well served having the talents and abilities of this professional, exceptional young woman. Thank you for your time!

Sincerely,



Angela M. Claver
Public Services Librarian
NORTH LAKE COUNTY PUBLIC LIBRARY
(406) 883-8225

October 15, 2017

To the North Lake County Public Library Board of Trustees:

This letter is to express my thoughts about the newspaper digitization project, which I have spearheaded with Marilyn's support since it began in 2012.

As you know, North Lake County Public Library owns a complete collection of historic local newspapers, bound into more than 100 large paper volumes (*The Lake Shore Sentinel*, *The Flathead Courier*, and *The Lake County Leader*). As far as we know, this is the only collection of its scope and quality in our community – and it is a veritable treasure trove of Polson history. (The *Lake County Leader*'s own archival issues are in poor condition from moisture and mildew.)

Our remarkable collection tells the complete story of our area's past in vivid and meticulous detail. Unfortunately, newspapers are not meant to last, and much of our collection is becoming brittle. Dry crumbs of paper fall off the page edges each time the older issues are handled. They will not last forever. When they are gone, Polson's recorded history will almost certainly suffer.

I believe that microfilming and then digitizing this valuable collection is the only responsible, forward-thinking way to handle this dilemma. Whether or not the digitized versions are heavily used by the public, this is a way to make sure that our community's history is safeguarded. It ensures that our generation has done its due diligence to make certain our community's history is carried on.

The digitized issues through 1980, as you know, are now accessible online and are available worldwide to researchers, historians, students, and community members. The last remaining available years (1980-2012) have just been returned from the vendor, completely digitized. These will be used in-house only, since copyright permission to publish them online has not been forthcoming, despite our efforts. This is the final phase of the project, with the exception of adding the newest years as they become available.

Along with the newspaper collections, we have also digitized Paul Fugleberg's collection of historic photos, and most recently, all of the available library Board of Trustees meeting minutes from 1910 to the present.

The digitization project has had its ups and downs through the years, but I am happy to be finishing it in the best possible way before I retire. It is my hope that the library will continue to add the current issues of newspapers, keeping the digitized collection complete and up to date. In my mind, there is no better source of detailed local history.

To help ensure that the project continues, I would like to donate \$200 of my benefits payback (due at my retirement) to the library for future digitization. I will make certain that this happens as I leave my employment on November 3, 2017.

Sincerely yours,

Mary O'Brien