

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
Board of Trustees Meeting
Thursday, September 21, 2017

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

MEMBERS PRESENT: Angela Claver, Abbi Dooley, Bonnie Manicke, Heather Miles, Mary O'Brien, Marilyn Trosper

ADDITIONS OR CHANGES TO THE AGENDA: None.

The meeting was called to order at 5:05 p.m. by board chair Allen Bone.

MINUTES: The minutes of Thursday, August 17, 2017, were approved by general consensus with one correction. The vote for the Library District's FY2018 Budget was not unanimous, as previously stated. The vote was 2 in favor and 1 opposed.

FINANCIAL:

Monthly Financial Report: Marilyn Trosper had emailed the August 2017 claims, the monthly spreadsheet, and the Black Mountain Software reports to the trustees prior to tonight's meeting. After perusing the data, Maggie Newman moved and Bruce Harrop seconded to *approve financial reports*. **Motion carried unanimously by voice vote.**

Eagle Bank Statements and Interest Earnings: The Eagle Bank interest earnings glitch reported at earlier meetings still has not been resolved. However, Marilyn Trosper asked Bonnie Manicke to contact the bank president so that we may get a resolution to this. Bonnie was put in contact with the bank's Chief Operations Officer and will continue to pursue this.

First Citizens Bank Investment: The CD at First Citizen's Bank matured on September 19, 2017. Its value is \$176,408.47. Bonnie Manicke researched the best future investment for these monies. Bonnie concurs with Marilyn and Abbi's recommendation that it would be prudent not to reinvest the whole amount in order to keep some of the monies readily accessible for shortfalls in the General fund until fall tax monies are received from the county in December. Bonnie presented a *Public Funds Investment Quotes* handout for the board to peruse and discussion followed. Bonnie stated that she prefers for local government to invest monies in local financial institutions, which can be beneficial for the library for a future capital campaign. Holly Wurl pointed out that monies placed with Whitefish Credit Union are in passbook savings and are easily accessible. Maggie moved and Holly seconded to *cash in 1st Citizen's CD & open a savings account at Whitefish Credit Union & deposit the proceeds*. **Motion carried unanimously by voice vote.**

BOARD BUSINESS:

Training Opportunity: A training opportunity for the board, sponsored by the City of Polson, will be held on Thursday, October 5, 2017, at 6:00 p.m. in the library meeting room. Dan Clark from the Montana Local

Government Center in Bozeman is coming to put on a training session for public boards. Abbi Dooley noted that she has attended one of his trainings and was very impressed. She stated that it is a good opportunity for library board members to learn about rules for public meetings, quorums, agendas, etc. Both Abbi and Marilyn hope the trustees will attend.

Evaluation Form: Marilyn Trosper asked the trustees to present the information they gathered since the last meeting about a form/process for the library director's annual review. Brooke Wegner described the employee evaluation process at her workplace, which uses self-evaluation related to institutional core values, which is then discussed with a supervisor. Discussion followed about the details of this. Brooke offered to put the information about it into a document and email it to the other trustees. Discussion followed about whether this would be useful in evaluating the library director. Maggie Newman felt it would work well. Marilyn suggested that the trustees could also get in touch with the presenter from a workshop that took place in Bozeman a couple of years ago on library director evaluations. Holly Wurl advocated possibly putting together more than one model, then choosing. Marilyn will find the Bozeman presenter's information, and Holly will follow through. This issue will be placed on the agenda for next month.

Monthly Data: Abbi Dooley presented the monthly data from August 2017. She noted that the emailed reports were incomplete due to a recent system migration, but the handouts given tonight were complete. The trustees perused the figures. Maggie Newman was still concerned about low usage of the World Book subscription. Abbi pointed out that the Polson schools have links to the Library's World Book and EBSCO databases on the school district's website. Abbi hopes to approach the high school newspaper, the *Salishian*, to either place an ad or write an article to promote our electronic databases. The question was raised whether or not access from the school's website is being captured in the statistics. Abbi stated that it should be, as they are accessing them through our links. The trustees appreciated the data and also praised Abbi's report on the Eclipse Block Party.

LIBRARY DIRECTOR'S REPORT:

Eclipse Block Party: The Eclipse Block Party was a huge success. The library received many kudos and thank-you notes; Marilyn read one from Meg Jorgensen aloud. Abbi reported on the event by saying it was incredible to see the crowd there. Many brought lawn chairs, and almost 900 pairs of eclipse glasses were given out that morning. The library's "people counter" showed more than 1000 patrons entering the library. The North Lake County Library Foundation provided a \$5 lunch, which was quickly sold out. Staff member Ser Anderson's eclipse photos were posted to the library's Facebook page. Marilyn noted that Abbi Dooley and the rest of the staff are to be commended for their hard work. The book sale was also a success, with many volumes sold or given away to the public, shipped to Thrift Books, or sold on Amazon. Afterwards, 2,200 pounds were taken to the transfer station. Everyone thanked Allen Bone and Bruce Harrop for their help with the event. It was a physically intensive two days, but well worth the effort.

Technology Classes: Technology Specialist Heather Miles reported on her recent free technology classes. One session was offered to the Area VI Agency on Aging and brought in approximately 20 people. Another class addressed the issue of tablets, with 10 attendees. Future classes will be on a rotating basis and will cover basic technology concepts. Heather also plans to add a second class each month discussing a topic like

Freegal, Internet courtesy, HeritageQuest, Ancestry, etc. Thorough advertising will take place each time and surveys will be filled out.

Fire Camp Donation: Heather Miles approached Marilyn with an idea she had to assist area firefighters. After receiving approval, Heather spearheaded the project in which the library donated four large boxes of books (64 volumes) to the Arlee fire camp. Heather reported that the camp was without Wi-Fi access, so the donation was especially appreciated. A thank-you message to the firefighters was printed out and placed on the books. Heather kept notes on this project so it can be repeated in the future.

Adult Coloring Program: Angela Claver offered two adult coloring sessions on Wednesday, September 13th called "Coloring with Class." Eighteen people attended. The events were paired with National Peanut Butter Day in order to help promote the library's Peanut Butter/Food Drive that week. Angela noted that she included education at each program about how to frame coloring creations, but discovered that the participants simply want fun and ambiance, not "work." Although there were six new participants, Angela was somewhat concerned about the lower attendance. However, it was rewarding to note that one local nursing student took a break from her studies to color and relax and then passed her nursing boards shortly after.

Peanut Butter/Food Drive: The Fall Food Drive organized by Mary O'Brien brought in 117 pounds of food for the Polson Loaves and Fishes Food Pantry. The library forgave \$25 in fines.

Scanning Project: Marilyn Trosper mentioned that all available Board of Trustees Meeting Minutes from 1912 to the present have been scanned and archived for safekeeping. Mary O'Brien initiated and oversaw the project. Youth Worker Taylor Rost and volunteer Debra Holm performed the scanning.

Custodial: The library has advertised for proposals to fill the custodial position being vacated by Judy Hewitt. So far, Abbi Dooley has received only phone calls and questions about the work, but no proposals. She did receive one letter of interest from a commercial cleaner, but the candidate was asking \$1600/month, which is too much for the library to pay. The current rate is \$525/month. Marilyn and Abbi are both concerned and are brainstorming solutions. Discussion followed noting that constant turnover in custodial services is a problem everywhere. The library has been fortunate to have Judy's dedicated services for over 25 years. Abbi suggested that an applicant could be hired either as an employee or as an independent contractor. At this point, the trustees were in verbal agreement that either one would be feasible in order to move forward.

Administrative Assistant Position: The application period for the administrative assistant position being vacated by Mary O'Brien closed September 2, 2017. The Interview and Selection Committee comprised of Marilyn Trosper, Abbi Dooley, and Mary O'Brien studied 17 of 20 applications (the other three were incomplete) and selected five applicants to interview. Interviews will be held the last week of September. A background check, which should take about a week, is needed for this position.

Canadian National Parks Program: Abbi Dooley reported on the program presented by Sharon Randolph about the Canadian National Parks on Tuesday, September 19th. There were 27 attendees. Bruce Harrop, who was in attendance, briefly described the slide show, which illustrated six national parks in a "road trip"

format. Abbi was very grateful to the *Lake County Leader* for their article advertising this event and also the solar eclipse event. She noted that they have been very supportive.

OTHER BUSINESS:

Employee Meeting Attendance: Holly Wurl suggested that staff members' reports at board meetings be placed earlier on the agenda because the library is paying employees for the time they spend in attendance. Maggie Newman stated that the order of the agenda should be up to the person creating the agenda, which is the Library Director. Allen Bone noted that the staff attendance should be left up to the library director. Brooke Wegner felt that employees have the right to be present at each entire board meeting; at her workplace, staff is paid when in attendance. Marilyn reported that employee hours are adjusted so that staff can attend these meetings and avoid comp time. She feels the present system works well.

Letter of Retirement: Library Director Marilyn Trospen presented her letter of retirement to board chair Allen Bone, who read it aloud. Many comments followed about Marilyn's long-time service and dedication to the library and the tremendous progress and growth the library has experienced under her leadership.

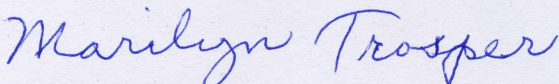
PUBLIC PARTICIPATION COMMENTS: None.

NEXT REGULAR MEETING:

The next regular meeting of the North Lake County Public Library Board of Trustees will be held at 5:00 p.m., Thursday, October 19, 2017, in the library meeting room.

The meeting adjourned at 7:05 p.m.

Respectfully submitted,



Marilyn Trospen
Library Director