

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
Board of Trustees Meeting  
Thursday, April 20, 2017

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

**OTHERS PRESENT:** Ser Anderson, Angela Claver, Abbi Dooley, Heather Miles, Kendra Mullison, Mary O'Brien, Marilyn Trosper, Cindy Willis

**ADDITIONS OR CHANGES TO THE AGENDA:**

The meeting was called to order at 5:06 p.m. by board vice chair Allen Bone.

**MINUTES:** The minutes of Thursday, March 23, 2017, were approved as written by general consensus.

**FINANCIAL:**

**Monthly Financial Report:** Marilyn Trosper emailed the financial reports to the trustees prior to tonight's meeting including the March claims, the monthly spreadsheet, and the Black Mountain Software reports. She noted that book expenditures are up. The roof maintenance will be done in April or May, but there are no leaks or other issues. Maggie Newman compared the revenue and cash flow with last year's. A short discussion followed. Bruce Harrop moved and Maggie Newman seconded *to approve the bills and pay claims for (the) month of March.* **Motion carried unanimously by voice vote.**

**Eagle Bank:** The \$250,000 CD purchased at Eagle Bank in 2016 matures on May 25, 2017. The library has received no notification about renewal yet, but Bonnie Manicke has this "on her radar." Marilyn stated that the board should be thinking about what they'd like to do when the CD comes due. A discussion about local interest rates followed. Maggie feels that Whitefish Credit Union has more favorable rates. The monies would also be in a passbook account, which would make them more accessible. This item was tabled until the May meeting.

**Clarkson Trust:** Marilyn Trosper passed around the quarterly statement for the Clarkson Fund from First Interstate Bank. Maggie Newman noted that the amount is up, but the fees are still very high. Since this is an irrevocable trust, she feels that the monies are very difficult to move. Despite the fees, the fund is still growing in value. Marilyn is concerned that the growing value doesn't reach the library itself and she suggested making an appointment with the appropriate new bank representative to convey the library's wish to have a better return on the investment that the library receives annually. The amount the library actually receives from the Clarkson monies is much less than in earlier years. Maggie offered to visit First Interstate Bank about these issues.

**Rosa Annuity:** Marilyn noted that the library received \$506.30 in April from the Rosa annuity. She asked if the board would like to again use the monies for the Family Summer Reading Program, as in past years. All agreed that this is the best use.

## **BOARD BUSINESS:**

Letter/Visit to Tribal Council: This discussion was tabled until the May board meeting.

Planned Giving Policy: With the completion of 2017 cycle for the Excellent Library Services Award (ELSA) this past March, the library will no longer qualify in 2018 for criteria in the Finance Recommendations section without an active Friends group. Marilyn Trosper explained that it is possible to meet two of the other criteria in the section but the board needs to begin working toward that goal now. These include: 1) *“The library has a plan for planned giving and 2) “The library has a policy regarding the acceptance of gifts of real and personal property, endowment funds, and planned giving.”* In order for the board to draft a Planned Giving Policy, Marilyn was directed to gather pertinent information. A variety of materials was emailed to the trustees prior to tonight’s meeting and Marilyn recommends filling this need in conjunction with the North Lake County Library Foundation (NLCLF). Maggie Newman showed a copy of the brochure soliciting donations that has already been prepared by the NLCLF. She feels the group needs a policy about how they receive monetary gifts and suggested asking the library’s auditor for guidelines. She offered to meet with Foundation representatives to iron this out. Cindy Willis suggested that perhaps gifts up to and including \$1000 could go straight to the library and anything over that amount should go to the NLCLF. It was decided that a small committee will meet prior to NLCLF board meeting to make recommendations.

Meeting Room Policy Clarification: This item was tabled until the May board meeting, since Clint Hoxie is not present tonight.

Access State Statistical Report: This discussion was tabled until the May board meeting, to allow more time to study the report. Holly Wurl will suggest areas on the State Library website that are particularly useful to peruse.

Tamarack Meeting: Marilyn Trosper announced that the Tamarack Federation meeting will be held May 12-13 in Bigfork. Marilyn will forward the necessary information to Tamarack Representative Holly Wurl.

Monthly Data for March 2017: The trustees perused the monthly data for March 2017 in detail. Discussion included clarification of the distinctions between youth materials, cataloging, the definition of Grab n’ Go, and the inclusion of paperbacks in the current statistics. Reading Nooks and their usage were also discussed. Library employee Ser Anderson is responsible for restocking them.

## **LIBRARY DIRECTOR’S REPORT:**

Adult Programming: The U.S. Navy Northwest’s Brass Quintet program on Friday, March 24<sup>th</sup>, was a success. There were 65 attendees.

Website “Donate” Button: Abbi Dooley is working with Glacier Bank to resolve the issue with the website’s “Donate” button, which has not been working and has temporarily been removed from the home page. There are other options that include using PayPal or Credit Card Processing. Each has its strongpoints, which Abbi described in detail. This issue will be placed on the agenda for the May board meeting for further discussion and a decision.

National Library Week: The annual Forgiveness of Fines during National Library Week totaled \$135.70. Also, 182 pounds of nonperishable food were collected for the Polson Loaves and Fish Food Pantry. Winter Reading Program winners were announced: Ellie Cole and Mark Butt each won a prize package that included donations from local businesses.

Montana Library Association (MLA) Conference: Marilyn Trosper, Abbi Dooley, and Angela Claver attended the 2017 MLA convention in Billings. Each has written a short synopsis of her experiences, which Marilyn will send out by email. A verbal recap of the highlights was shared at tonight's meeting.

Paul Fugleberg: After Paul Fugleberg's recent death, his family donated his books to the library. His death year is now listed on the Montana Memory Project under the collection that bears his name.

Technology Class: Heather Miles reported on her recent technology class about Internet safety. It included a representative from First Interstate Bank giving a talk about online security. Heather will continue covering this topic at her May 2017 class. She is also working on brochures to assist patrons with technology issues.

Flipster: The library will begin offering Flipster, an online digital magazine subscription, to library patrons beginning May 1<sup>st</sup>. There are various choices available, especially those covering cooking and craft topics.

STEAM Contribution: A college friend of Kendra Mullison's has donated \$400 to the library for STEAM activities. The trustees were grateful for this generous contribution.

Family Summer Reading Program (FSRP): Plans for the FSRP are coming along well. Four of the Thursday morning presenters have been arranged, focusing on the *Building a Better World* theme. Kendra thanked trustee Allen Bone, who will be one of the presenters. The annual Bug Race is also being planned. Funding for the FSRP is in place, prizes are purchased, and staff tee shirts have been selected. Tracking devices are ordered. This year will feature digital registration in order to streamline the signup process.

County Budget Meeting: Marilyn Trosper and Abbi Dooley will attend a county budget meeting at the Lake County Courthouse on April 27<sup>th</sup>.

Volunteer Appreciation Breakfast: Marilyn reminded everyone about the annual Volunteer Appreciation Breakfast on Wednesday, April 26th, at 8:30 a.m.

Training Opportunity: Kendra Mullison will attend "Mind Matters" training in Red Lodge on May 8-9.

**OTHER BUSINESS:** Bruce Harrop asked about the high school position soon being vacated by Anya Smith. Applicants are currently being considered. For the custodial position, it appears that an independent contractor will be more economical than hiring a part-time employee.

**PUBLIC PARTICIPATION COMMENTS:** None.

**NEXT REGULAR MEETING:** The next regular meeting of the Board of Trustees will be at 5:00 p.m., Thursday, May 18, 2017, in the library meeting room.

The meeting adjourned at 6:49 p.m.

Respectfully submitted,

Marilyn Trospen  
Library Director