

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
Public Hearing and Board of Trustees Meeting
Thursday, August 18, 2016

MEMBERS PRESENT: Allen Bone, Bruce Harrop, Clint Hoxie

OTHERS PRESENT: Angela Claver, Abbi Dooley, Bonnie Manicke, Kendra Mullison, Mary O'Brien, Marilyn Trospen, Cindy Willis

PUBLIC HEARING: The public hearing to review the proposed budget for fiscal year 2017 (FY2017) was called to order at 5:01 p.m. by board chair Clint Hoxie. Copies of the document were available at the meeting and Marilyn Trospen reminded the trustees that budget action is needed tonight. A quorum is present. Clint Hoxie asked for comments from the public. Cindy Willis, representing the North Lake County Library Foundation's Board of Trustees, asked about the loss of Kerr Dam revenues and its effects on the library budget. Marilyn replied that she does not yet have an answer to that question because Lake County Treasurer Patti Duford is currently on vacation. Bonnie Manicke asked for clarification about the term 'consultant' in the proposed budget. Marilyn explained that it refers to any consultant-type services used throughout the year, including the Little Free Library artists and the IT consultant. Bonnie also commented that, compared with other similar entities in the community, the library has a good reserve fund. There were no further questions or comments. The public hearing was adjourned at 5:13 p.m.

The regular board meeting was called to order at 5:13 p.m. by board chair Clint Hoxie.

ADDITIONS OR CHANGES TO THE AGENDA: None.

MINUTES: The minutes of Thursday, July 21, 2016, were approved as written by general consensus.

FINANCIAL:

Monthly Financial Report: Marilyn sent the financial documents out prior to tonight's meeting, including the July 2016 claims, the monthly spreadsheet, and the Black Mountain reports. She noted that there has been no July disbursement from Lake County yet, so the reports are incomplete. She also pointed out that the library is \$437 below the threshold requiring an audit for FY2017. After perusing the claims, Bruce Harrop moved and Allen Bone seconded to *pay (the) claims for the month of July*. **Motion carried unanimously by voice vote.**

HVAC Units: Marilyn informed the trustees that the regular HVAC system maintenance was performed in the spring, as usual. However, several units have broken down since then. The meeting room unit has blown contactors and the parts have been ordered. In the annex, however, the compressor is blown. Marilyn pointed out that this is the third time the compressor has gone out on that unit. TempRight Services quoted \$2,915 to replace the compressor or approximately \$10,000 for an entire new unit. After discussion, Bruce Harrop recommended replacing the compressor again. All agreed. With plans for renovation, a repair will suffice. Allen Bone moved to *replace (the) compressor for HVAC unit*. Bruce Harrop seconded. **Motion carried unanimously by voice vote.**

Telecommunications Provider Change: Marilyn noted that Jim Semmelroth is proposing a switch from CenturyLink to Access Montana due to continued unreliable email services. This means a change from DSL to fiber optics with increased bandwidth. Marilyn has included this potential change in the FY2017 budget. After discussion, Bruce Harrop moved and Allen Bone seconded to *approve the switch to Access Montana Provider for all of Library telecommunication service.* **Motion carried unanimously by voice vote.**

FY2017 Budget: Marilyn reminded everyone that the FY2017 library budget must be sent to the Lake County Clerk & Recorder by September 6, 2016. She noted a change in the General Fund for Object 510; it should read \$7000, not \$6000, due to the \$1000 insurance deductible. The library was also awarded a Greater Polson Community Foundation grant for \$1800 for the LEGO Project. Marilyn reiterated that monies from the North Lake County Library Foundation (NLCLF) for support of the library are low. She explained that there are two main pots of Foundation monies: 1) the First Interstate Bank account, and 2) the Edward Jones account, which includes the Hochmark, Voorhees, Harris, and Townsend bequests. The bequests at Edward Jones came directly to the library (some with earmarks) and were only placed under the umbrella of the NLCLF for investment purposes. It was understood that the library would then receive ongoing disbursements from the foundation. Monies have not been distributed the past two fiscal years. Cindy Willis wondered how the monies have been transferred in the past. Marilyn replied that this has depended upon the composition of the NLCLF board. Marilyn also noted that in 2007, the NLCLF approved a motion to annually distribute monies to the library from First Interstate Bank for technology purposes. This has not been happening, either. Marilyn proposed that the Board enter into a written Memorandum of Understanding (MOU) with the Foundation. A document of this type would give continuity in clarification of roles and responsibilities and give direction. Cindy commented that the NLCLF meets next Monday. Clint Hoxie will attend to present these issues. After more budget discussion, Allen Bone moved and Bruce Harrop seconded *accepting the 2017 budget with changes as proposed.* **Motion carried unanimously by voice vote.**

BOARD BUSINESS:

Meeting Room Special Request: Mission Mountain Audubon has requested in writing to use the library meeting room for its fall series of speakers. Allen Bone moved and Bruce Harrop seconded to *accept MMA's proposed dates for meetings in (the) library room.* **Motion carried unanimously by voice vote.**

Personnel Policy Appendix I: All trustees had perused the proposed appendix to the Personnel Policy regarding Continuing Education awards for staff members. After a brief discussion, Bruce Harrop moved and Allen Bone seconded to *approve the Continuing Education Policy Appendix add-on to (the) Personnel Policy.* **Motion carried unanimously by voice vote.**

Montana Library Association (MLA): Marilyn Trosper distributed membership cards to staff and trustees.

Continuing Education (CE) Certificates: Clint Hoxie recognized Marilyn Trosper's renewal of her library certification and an acknowledgement letter from the Montana State Library was passed around. A certificate for Holly Wurl was available at the meeting also.

Strategic Goals: The discussion about strategic goals was tabled until the next meeting.

LIBRARY DIRECTOR'S REPORT:

Friends of the Library (FOL): Mary Ann Jones sent a thank-you note to the library for recognizing her retirement from Friends of the Library. Marilyn passed it around for all to read. Mary Ann also met with Rod McNeil, who is taking over leadership of the group; she will introduce Rod to the membership soon.

Tamarack Federation: The FY2016 Tamarack Federation Report was submitted online on July 7, 2016. The monies will again be spent for newspaper digitization and selected continuing education opportunities.

Montana Newspapers: Mary O'Brien gave a report on the progress of the newspaper digitization project. The digitized Flathead Courier from 1923 to 1937 is now online at montananewspapers.org. Microfilm reels for the next phase (1938-1963) are at the Montana Historical Society's vendor. After this portion of the project is finished, the next step will encompass 1963 to 1980, the years of Paul Fugleberg's ownership.

Pacific Northwest Library Association (PNLA): Abbi Dooley attended the PNLA conference on August 3-5 in Calgary; she gave a brief report about the highlights. She especially profited from a customer-centered library design workshop. She also mentioned that she will begin writing a new column for the *Valley Journal* focusing on library services. Marilyn will forward Abbi's report electronically.

Programming:

- Book Reading and Signing: Mary O'Brien reported on the library's recent book reading and signing, featuring Montana authors Gary J. Cook, Beth Hunter McHugh, and Christine Carbo. All three read excerpts from their books and answered questions. The turnout was good and everyone enjoyed the evening of local/regional literary talent.
- Family Summer Reading Program: Kendra Mullison gave a wrap-up report on the 2016 Family Summer Reading Program. There were 1,174 registered readers. All aspects of the program showed growth, particularly the number of readers who completed the full program, which doubled. Kendra felt this was due, in part, to the incentive of a Happy Hippo ride at the end. She showed the bag of tickets collected from the prize bins, representing a total of 14,500 hours read. There have been two newspaper articles about the events. In other news, the Fall Story Time themes have been decided, based on the Sound of Music. Kendra is working on the youth portion of the Big Read, a report for the Lower Flathead Valley Community Foundation, and continued Makerspace programs. The library does not yet have a 3D printer for Makerspace projects and the one from the State Library does not work.
- Big Read: Mary O'Brien reported on the progress taking place for the Big Read, the communitywide reading and discussion program centering on three books (*Love Medicine* for adults, *Birchbark House* for youth, and *Mud Pony* for children). Two adult evening programs and one youth Saturday activity are being planned for September and October at the library. There will be free copies of each book to give away. The staff is continuing to collaborate with Missoula Public Library on this project.
- Adult Coloring Program: Angela Claver noted that she will lead two new adult coloring sessions on Wednesday, September 21, one in the afternoon and one in the evening. The theme is "Colors of Fall."

The evening session will be accompanied by a local musician/educator playing coffee-house style music. Angela will also include use of the SmartBoard, a fall pallet of colors, and a teaching element to the program.

Fall Workshops: Regional training sessions will take place in Polson on September 13-14 for library staff members and trustees. North Lake County Public Library will co-host. Marilyn reminded everyone that the session for trustees and directors will be from 6:30-8:30 p.m. on Tuesday, September 13 at the library. Trustees need to log in and register themselves through the Montana State Library Directory. The topic is “Future-scaping for the Library Board – Are You Ready?” Staff Sessions will be held on Wednesday, September 14th. All NLCPL staff can attend, since that day is Working Wednesday.

Evening Hours: Evening Hours will resume Tuesday, September 6, the day after Labor Day.

Forgiveness of Fines: A small food drive was held the week of August 1-6. The drive, to benefit the Polson Loaves and Fish Food Pantry, brought in 16 pounds of food. \$7.05 in fines was forgiven. Marilyn noted that a different week may be selected for this next year, since the response was very small.

Monthly Data: Library staff is working on a system for tallying monthly data. A template from another library is being used. Reports for July and August are expected to be completed and presented in September.

OTHER BUSINESS:

PUBLIC PARTICIPATION COMMENTS: None.

NEXT REGULAR MEETING:

The next regular meeting of the Board of Trustees will be at 5:00 p.m., Thursday, September 15, 2016.

The meeting adjourned at 6:14 p.m.

Respectfully submitted,

Marilyn Trospen
Library Director