

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
Board of Trustees Meeting
Thursday, February 16, 2017

THOSE PRESENT: Allen Bone, Bruce Harrop, Clint Hoxie, Holly Wurl

OTHERS 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 by board chair Clint Hoxie at 5:04 p.m.

MINUTES: The minutes of Thursday, January 19, 2017, were approved by general consensus with one minor change. Holly Wurl requested adding the word "if" and removing the word "but" in the section relating to Board Bylaws to make the sentence about the library director's hiring/firing responsibility more clear.

FINANCIAL:

Monthly Financial Report: Marilyn Trosper had emailed the January 2017 claims, the monthly spreadsheet, and the Black Mountain Software reports, among other documents, to the trustees prior to tonight's meeting. After brief questions and answers related to eBooks and MontanaLibrary2Go, Allen Bone moved and Bruce Harrop seconded to *approve* (the) Jan. 2017 claims. **Motion carried unanimously by voice vote.**

Story Shuttle Snow Tires: Marilyn announced that new snow tires for the Story Shuttle have been purchased from Beacon Tire, since Les Schwab, the dealer selected earlier, did not honor their lower price quote.

Annual Fire/Burglar Alarm Maintenance: The annual fire/security alarm maintenance was held on Wednesday, February 8, 2017. Mission Valley Security recommended installing emergency lights at each of the building's exits. Marilyn apprised the trustees of this. Clint Hoxie suggested getting a quote for this upgrade to discuss at a later meeting.

BOARD BUSINESS:

Board Bylaws: Trustees Allen Bone, Clint Hoxie, Bruce Harrop, and Holly Wurl signed the board bylaws with the changes voted upon at the January 2017 meeting.

2017 Trustee Election: Five individuals have filed for three positions on the library board of trustees: Allen Bone, Clint Hoxie, Maggie Newman, Danielle Tyler, and Brooke Wegner. The election will be held Tuesday, May 2, 2017.

Confederated Salish and Kootenai Tribes Monetary Request: Clint Hoxie reminded everyone about approaching the Confederated Salish and Kootenai Tribes to ask for monies to replace the revenue lost when the tribes took over the dam. Marilyn Trosper had gathered information about how the Polson Rural Fire

District went about this. Bonnie Manicke recommended going to the tribal council in person and asking directly. Clint passed around a listing of the library's needs that Marilyn compiled at his request. He asked for a volunteer to approach the council. It was suggested to ask for the monies that are missing, but not list specific needs, emphasizing that the library could do more for the community if this funding were available. Holly Wurl suggested sending a letter of request beforehand and having a representative present at the tribal council meeting to answer questions. Allen Bone asked about the amount of the library's request. Discussion followed regarding this. The decision was to table this issue until trustee Maggie Newman returns in April.

Social Media Policy: Marilyn had emailed the draft copy of the social media policy to the trustees prior to tonight's meeting. She noted that a social media policy would formalize what the library staff is already doing. Questions followed. A few minor modifications were requested to the draft wording. Abbi Dooley will make the changes. Allen Bone moved and Bruce Harrop seconded to accept (the) "Social Media Policy." **Motion carried unanimously by voice vote.**

2017 Excellent Library Services Award (ELSA) Application: The deadline for applying for the ELSA is March 3, 2017. Abbi and Marilyn filled out the application together. The trustees perused it, discussing minor points. Questions were answered. The application will be submitted prior to the deadline.

Monthly Data: The trustees perused the monthly data for January 2017. Holly Wurl asked about the circulation information for Workflows as related to that for eBooks. Marilyn replied that Workflows statistics are much greater, although the percentage varies month to month. Abbi Dooley noted that the capturing technique in Workflows as related to the paperbacks has changed slightly. Clint Hoxie wondered if there is a pattern that would guide purchases. Holly asked about the books being added to the catalog that are noted on the monthly data report. Abbi explained that these are both new books and those in the backlog. Clint noted that for every book purchased, 2½ are being put on the shelves. This is significant progress and is fulfilling the board's goal. Clint asked that the staff continue this process.

Strategic Goals: The trustees agreed that the ongoing discussion about strategic planning "has not congealed." Holly Wurl brought up the question of making repairs and improvements to the building, such as replacing failing windows and making the library more handicap-accessible. Bruce noted that, although he is not seeing good progress by the board on a strategic plan, he would like to compliment the staff on their daily projects and progress in their jobs.

LIBRARY DIRECTOR'S REPORT

Adopt-A-Book: The annual Adopt-a-Book program began February 1, 2017. Hardback children's and young adult books are available to "adopt" for the collection; each is \$14. Marilyn told of a two-year-old who purchased a book for the library with the money from his piggy bank.

February Working Wednesday: Many thanks to Allen Bone for conducting First Aid Training on February 8th for six staff members. He will do the CPR/AED training in March. Marilyn noted that the staff also received a refresher course on the library's fire/burglar systems from Mission Valley Security that day.

Technology: Heather Miles reported on the Offline conference she attended in Glendive. She noted that there was good information presented about libraries' roles in combating fake news. Training was also offered in customer service, the public use of electronic devices, the proper use of social media, and mental and physical health resources. Heather reminded everyone that Digital Learning Day is February 23. It will be held in the meeting room from 11 AM – 6 PM. The publicity is being done. Trustees are invited to attend.

Successful Programming: Neal Lewing presented his Humanities Montana program about actor Gary Cooper ("Gary Cooper: First, Last, and Always") on Tuesday, January 31 in the meeting room. 78 people attended. On February 1 and 2, free movies were shown starring the late actor. Eleven and twelve people attended, respectively. As an outcome, the library received a partial contribution to pay for a future Humanities Montana program.

March Programming: March programs are scheduled as follows:

- Wednesday, March 8th at 5:30 p.m.: Humanities Montana Jazz program with Wilbur Rehmann.
- Wednesday, March 22nd at 2:30 p.m. and 5:30 p.m.: Angela Claver's Celtic Design adult coloring programs. She has invited a local harpist to play.
- Friday, March 24th at 1:30 p.m.: The U.S. Navy Band's Brass Quintet.

Montana Library Association (MLA) Conference: Abbi, Angela and Marilyn are registered for the MLA conference March 29-31 in Billings.

Thanks to Abbi Dooley: Marilyn thanked Abbi for taking care of the annual W2s and 1099s for 2016.

OTHER BUSINESS: None.

PUBLIC PARTICIPATION COMMENTS: None.

NEXT REGULAR MEETING: Thursday, March 23, 2017 at 5:00 p.m.

ADJOURNMENT: The meeting adjourned at 6:33 p.m.

Respectfully submitted,

Marilyn Trosper
Library Director