

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT

Board of Trustees Meeting

Thursday, June 29, 2017

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

OTHERS PRESENT: Connie Brownell, Abbi Dooley, Bonnie Manicke, David Marshall, Heather Miles, Kendra Mullison, Taylor Rost, Marilyn Trosper

MAY 2, 2017 ELECTION: Trustee Bruce Harrop conducted the oath of office for Allen Bone.

INTRODUCTION: Library Director Marilyn Trosper introduced new and returning staff members, David Marshall and Taylor Rost, respectively. After the introduction, both left the meeting.

ADDITIONS OR CHANGES TO THE AGENDA: None.

The meeting was called to order at 5:00 p.m. by vice chair Allen Bone.

MINUTES: The minutes of the regular meeting on Thursday, May 18, 2017 were discussed with Holly Wurl requesting corrections to the minutes. The first correction was to add the following wording to the beginning of the paragraph "Access State Statistical Report": *A State Statistical Report review was provided in accordance with the Public Library Standard (Rule 10.102.1150C) recommendation* and the second was to attach the handout that she prepared from the State Statistical Report that was provided via email before the May meeting. The minutes were approved as corrected by general consensus.

Holly commented that she would like future meeting minutes to include attendance numbers for all programs.

FINANCIAL:

Monthly Financial Report: The trustees perused the May 2017 claims, monthly spreadsheet, and Black Mountain Software reports, which Marilyn Trosper had emailed to them prior to tonight's meeting. After a short discussion regarding carpet cleaning, sidewalk and building maintenance, and the use of electronic services offered to patrons, Bruce Harrop moved and Maggie Newman seconded *to pay the claims for the month of May 2017.* **Motion carried unanimously by voice vote.** Later in the meeting Holly Wurl asked to revisit the claims and questioned what the tracking devices are. Marilyn explained that they are the objects used for the Family Summer Reading Program for participants to track their progress on the bulletin board.

Eagle Bank Investment: Marilyn Trosper presented the signature card and additional paperwork for the Eagle Bank CD. The necessary documents were collected and the paperwork signed after the meeting.

FY2016 Audit: Marilyn Trosper reported that the Montana State Legislature changed the revenue audit threshold during the 2017 session from \$500,000 to \$750,000 effective for FY2017. The Library will not meet the new threshold and therefore will not require an audit for FY2017. Due to the change, the FY2016 audit was expedited and is currently taking place with the on-site visit having occurred June 27, 2017. The State granted an extension to ensure timely filing of the FY2016 as we will no longer require a biennial audit. Marilyn mentioned that the Board may want to have a financial review completed in lieu of an audit for FY2017.

BOARD BUSINESS:

Thank You Notes: Marilyn Trosper presented two Thank You notes that were addressed to the Board and Allen Bone read them aloud. The first was from former board chair Clint Hoxie and the second was from Imaginelf Libraries in response to the Board's memorial for Jane Lopp.

Election of Board Officers for FY2018: Nominations were made for Chair, Vice Chair, and Tamarack Federation Representative with only one member nominated for each office. Maggie Newman moved and Bruce Harrop seconded the following: *Election: Allen – chr. Bruce – vice chr., Holly - Tamarack as officers for FY 2018. Motion carried unanimously by voice vote.* Maggie was appointed as the representative to the North Lake County Library Foundation.

Sign Public Library Standards Document: Marilyn Trosper presented newly elected chair Allen Bone with the Public Library Standards document for him to sign. Allen reviewed and signed the document.

Meeting Room Policy Clarifications: Marilyn Trosper had distributed a handout of Page 1, A. 5 of the Meeting Room Policy as well as suggested changes to said policy before the meeting. After a brief discussion Bruce Harrop moved and Holly Wurl seconded to *update policy for Meeting Room – change is Page 1 a-5 reworded to new statement 2nd rendition.* **Motion carried unanimously by voice vote.** The above mentioned section of the policy will now read: Requests for program and/or lectures series requiring the scheduling of outside speakers or presenters will be considered on an individual basis. Written requests to the Library Board should include a brief description and anticipated dates.

Meeting Room Request: Albert Musard of the Polson Ukulele Club submitted a second letter requesting the use of the Library Meeting Room. The request stated that they “would like to meet weekly (Mon., Tues., or Thurs.), from 6:30-8:00 PM. In addition we would need access to a smart screen for watching You Tube tutorials by John Radice (The Buffalo Ukulele Club).” Marilyn Trosper explained that in a verbal conversation with her, Mr. Musard would like to have the ability to book the meeting room for multiple dates at one time. After discussion and an understanding that the letter stated You Tube, which is recorded videos rather than a live instructor, Maggie Newman moved and Brooke Wegner seconded *Ukelele Club should request the meeting room one meeting at a time.* **Motion carried unanimously by voice vote.** Marilyn will contact Mr. Musard to inform him of the Board's decision.

Monthly Data: Abbi Dooley presented the monthly data for May 2017. The trustees perused the data. Several observations were made regarding the data including the number of visitors to the library building, weeding of patron cards, the backlog of books, usage of NoveList, World Book and Freegal, and the Family Summer Reading Program. Maggie Newman thanked the Library for providing this information. Holly Wurl asked if we could obtain usage figures for the newspapers that have been digitized and are posted on MontanaNewspapers.org. Marilyn Trosper will contact them to see if this information is available. Holly asked the same of the newspapers that are digitized but are only kept in house due to copyright restrictions. Abbi explained that we cannot gather those statistics as they are only a PDF file. Maggie commented that she is surprised at how few patrons have signed up for the texting service, Shoutbomb. She suggested that the staff offer to help sign patrons up while they are in the library to increase the number of users. Maggie also commented on the numbers provided for the Book Nooks and is proud that we have given away over 20,000 books.

LIBRARY DIRECTOR'S REPORT:

Guide to Turning 18: Marilyn Trosper reported that Abbi Dooley prepared and distributed the booklets to the Polson High School graduating seniors at the end of May. This is the third year that these booklets have been provided.

Greater Polson Community Foundation Grant (GPCF): Marilyn Trosper reported that the Library received notification that we were awarded a \$1,500 grant for newspaper digitization. The necessary paperwork was signed June 29, 2017 and the check received. These funds will be combined with Tamarack monies to advance the digitization project with papers from November 1980 to 2012. Marilyn thanked Mary O'Brien and Abbi Dooley for their collaboration on the proposal.

Eclipse Block Party: A solar eclipse will be visible from Polson on Monday, August 21, 2017. The Library staff is planning a block party from 10am to 1pm to provide an event to heighten awareness for the Library and to provide a safe viewing of the eclipse for the community. The Library Foundation was approached about, and approved, providing an affordable lunch for the event. All proceeds from the lunch will go toward the 2018 Family Summer Reading Program. The Foundation is pursuing the County health regulation requirements. The City has approved a street closure for the block party and the insurance certificate has been provided. The staff held a brainstorming session on June 27, 2017 to determine activities and setup. Foundation president, Connie Brownell, reported that the Foundation will meet July 13, 2017 to finalize plans for the lunch. Holly Wurl asked about the special eclipse glasses and Abbi Dooley responded saying that we have 35 pairs that were given to us by the State Library, so we will need to purchase additional glasses. She will contact a local optometrist's office to be a potential sponsor.

Technology Classes: Heather Miles reported that she had 14 attendees at her class on "The Cloud" on June 20, 2017 and 24 attendees at her class for the Area VI Agency on Aging that was held June 21, 2017. Heather stated that the Area VI Agency on Aging has asked that she provide additional classes including classes taught remotely. Heather's next class for library patrons is July 25, 2017 at 2pm focusing on Social Media. Heather apprised everyone present of the latest cyber-attack and encouraged all to back up their data. She stated that she has a handout that she has created regarding backups which are available in the Library.

Youth Services: Kendra Mullison gave a Youth Services report. She reported that the Family Summer Reading Program is well under way and that signups are falling in line with last year's numbers. Kendra reported that the Library received about \$280 in books from the proceeds of the Usborne Book Fair that took place on kick-off day. At the first three Thursday programs, she reported that each had over 50 kids in attendance. Kendra reported that NASA @ My Library programs have been planned. The first will take place on Thursday, July 13, 2017 at 10am for children. The second program will be geared more toward adults and is scheduled for Monday, July 17, 2017 at 7pm. Mark Paulson of Big Sky Astronomy Club will do a presentation on planetary science. Kendra will be premiering some of the new materials and facilitation kit items from the grant at these programs. One such item is a green screen. The Samsung Galaxy tablet that was included in the kit has an app to take photos against the green screen with space backgrounds. The Board members partook in a photo session after the meeting.

Connie Brownell left the meeting at this point.

Forgiveness of Fines: Fines totaling \$115.45 were forgiven on the first day of the Family Summer Reading Program.

Summer Coloring Program: A summer themed coloring program is scheduled for Wednesday, July 19, 2017 in the afternoon.

Project Outcome: Marilyn Trosper provided a handout with comments and statistics about the Library programs that have occurred in the past year. Project Outcome is a free survey product provided by the Public Library Association that the Library has been utilizing.

OTHER BUSINESS:

Continuing Education Stipend: Holly Wurl asked which staff members have received the Continuing Education stipend. Marilyn Trosper responded that she had received the stipend and that Abbi Dooley has completed her certification but will not receive her certificate until the end of July, at which time she will also receive the stipend.

Montana State Library Budget: Maggie Newman commented that she has read in the newspapers that the state library's budget is being slashed. Marilyn Trosper responded in the affirmative and said that the Library has been told not to budget for state aid revenue, which for our library is about \$4,000. Marilyn also reported that we are set to get more money from the Tamarack Federation because the State Library Commission voted to funnel reserves into the federations in order to lessen the burden of lost financing on libraries across the state. Marilyn also reported that the state library is facing staff cuts but we will not know anything for sure until August. Holly asked if Marilyn knew how much additional funding we would receive and Marilyn responded that she does not have the figures yet but it may be a little over \$2,000.

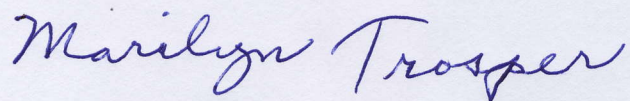
PUBLIC PARTICIPATION COMMENTS: None.

NEXT REGULAR MEETING: The next regular meeting of the Board of Trustees is scheduled for 5:00 p.m., Thursday, July 20, 2017.

FY2018 PRELIMINARY BUDGET MEETING: The Preliminary Budget Meeting for FY2018 will follow after a dinner break.

The meeting adjourned at 6:14 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Marilyn Trosper". The signature is written in a cursive, flowing style.

Marilyn Trosper
Library Director