

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
Board of Trustees Meeting  
Thursday, March 23, 2017

**MEMBERS PRESENT:** Allen Bone, Bruce Harrop, Clint Hoxie, Holly Wurl

**OTHERS PRESENT:** Ser Anderson, Connie Brownell, Abbi Dooley, Bonnie Manicke, Heather Miles, Cheryl Moore and Billie Murdoch (Northwest Montana Beekeepers Group), Kendra Mullison, Mary O'Brien, Marilyn Trosper

**ADDITIONS OR CHANGES TO THE AGENDA:** None.

The meeting was called to order at 5:06 p.m. by board chair Clint Hoxie.

**MINUTES:** The minutes of the regular meeting on Thursday, February 16, 2017, were approved as written by general consensus.

**FINANCIAL:**

**Monthly Financial Report:** Marilyn Trosper had emailed the financial documents, including the February 2017 claims, the monthly spreadsheet, and the Black Mountain Software reports to the trustees prior to tonight's meeting. There were no questions or comments. After perusal, Bruce Harrop moved to *approve paying claims for the month of Feb. 2017*. **Motion carried unanimously by voice vote.**

**BOARD BUSINESS:**

**Meeting Room Request:** Cheryl Moore and Billie Murdoch were present at tonight's meeting representing the Northwest Montana Beekeepers Group. The group had submitted a written request to reserve the meeting room on a permanent schedule. Marilyn Trosper pointed out that the library's current policy of reserving the room for one meeting at a time on a first-come, first-served basis has worked very well for other groups for many years. Others groups check at the desk the day of their meeting to see if the next needed date is available. Although it is more time consuming, library policies for the public must be administered fairly for everyone. The beekeepers group agreed. Reserving the room one meeting at a time is acceptable to them. A short discussion followed regarding the poster policy. Cheryl and Billie left the meeting following the discussion.

**Planned Giving:** Based upon discussion in February regarding financial criteria in ELSA, Marilyn Trosper has been compiling information regarding planned giving. She noted that the Library board should work with the Foundation board to create a joint policy for planned giving. Marilyn will forward the information before the next meeting.

**Monthly Data Report for February 2017.** After perusing the monthly data report, Clint Hoxie noted that it again contains much useful information. Abbi Dooley stated that usage has increased substantially for HeritageQuest and Ancestry.com, which are being used daily. There has been a problem with the battery in the people counter, which accounts for discrepancies in its numbers. The Workflows counts are up because free paperbacks are now included. Clint asked about the Little Free Libraries. Public Services Librarian Ser



Anderson, who has taken over Jerry Walker's former position, is learning their locations and restocking them. Holly Wurl asked if there is data about how many patrons are using their own electronic devices. Heather Miles responded that this is not known; gathering data on this could be too invasive.

### **LIBRARY DIRECTOR'S REPORT:**

Technology Report: Library Specialist Heather Miles reported on Digital Learning Day, which took place on February 23, 2017. There were fourteen drop-in attendees for the event. Stations were set up showing library electronic services and databases. Heather noticed a heightened interest in Ancestry.com, which is getting more usage. Others were interested in learning about tablets. Heather also reported on her Internet Basics Class held on March 21<sup>st</sup>. Seven people took part, and both sessions went well.

March 2017 Working Wednesday: Marilyn Trosper thanked trustee Allen Bone for conducting the second half of the CPR/AED training for the staff during Working Wednesday this month.

### **March Programming:**

- **Jazz Program:** Mary O'Brien reported on the Humanities Montana Jazz Program which took place in the meeting room on May 8<sup>th</sup> with musician Wilbur Rehmann from Helena. 37 people attended the presentation, which included a PowerPoint, jazz samples on CD, and selections from Mr. Rehmann's own saxophone playing. Jazz materials were added to the collection to complement the program.
- **Celtic Coloring Program:** Angela Claver reported on the two sessions of adult coloring she hosted on March 21<sup>st</sup>. There was good attendance at both (18 and 20 people). Harpist Debbie Conrad performed. Angela showed examples of the art projects completed, discussed her educational component using the SMARTboard, and thanked the library staff for their help.
- **Navy Brass Quintet:** Marilyn Trosper noted that the U.S. Navy Band Northwest's Brass Quintet is scheduled to perform at 1:30 p.m. tomorrow, Friday, March 24<sup>th</sup> in the library meeting room.
- **Youth Services:** Kendra Mullison reported that the grant monies from the Lower Flathead Valley Community Foundation were received today; this is the annual cornerstone for the Family Summer Reading Program. The theme for the 2017 program is "Building a Better World." The final grant evaluation for the Greater Polson Community Foundation (LEGO project) is in progress. Kendra noted that the LEGO Launch Party was a big success. Turnout totaled 21 kids, 4 teens, 11 adults. She is also in the process of applying for the Pilcrow Foundation grant and the NASA "@ My Library" grant (this may be the last chance, since its funding may be cut). If chosen for the Pilcrow grant, the library will select new books for the children's collection. The library is now an official event sponsor for Children's Book Week in May. Kendra also reported on the new winter programs, Bedtime Bounce on Mondays, which is seeing loyal participation, and Weekend Wigglers, which is still being evaluated.

Long-time Library Custodian: Long-time library custodian, Judy Hewitt, has given notice of her retirement, effective October 1, 2017. Everyone will be sorry to see her leave. Abbi Dooley is researching a comparison between continuing the library's custodial services with an independent contractor vs. a part-time employee.



High School Position: Anya Smith is graduating from high school this spring and has also given notice, effective June 3, 2017. Applications are being sought, and interviews will be held in late April so that the position is filled prior to the start of the Family Summer Reading Program.

Volunteer Breakfast: The annual Volunteer Appreciation Breakfast will be Wednesday, April 26th, at 8:30 a.m. in the meeting room. Marilyn asked the trustees to mark their calendars; she hopes all will attend. The event, as always, will include breakfast, a gift for each volunteer, and entertainment.

Greater Polson Community Foundation (GPCF) Grant: Abbi Dooley and Marilyn attended a grant workshop today hosted by the GPCF explaining their grant cycle and procedures. Abbi and Mary O'Brien will work on this year's GPCF grant request together, with a deadline of April 28, 2017. If successful, the grant monies (typically \$2500) will be put toward digitization, following the guidelines set forth by the Montana Historical Society and the Montana Newspapers project. This fits well within the grant parameters.

March Claims and Payroll: Clint's signature is needed early this month on the claim checks and payroll sheets, due to upcoming staff absences for the Montana Library Association's convention in Billings.

#### **OTHER BUSINESS:**

Award Received: Abbi Dooley announced that the library staff collaborated to nominate Marilyn Trosper for the Montana Library Association's Honorary Life Membership Award, which she has received. The award will be presented at the MLA convention next week. Everyone congratulated Marilyn on this honor.

Website: Bruce Harrop noted that the "Donate" button on the library's website does not work. This will be addressed in the weeks to come.

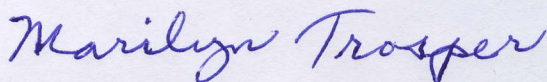
**PUBLIC PARTICIPATION COMMENTS:** North Lake County Library Foundation chairperson, Connie Brownell, complimented the library staff on their hard work. She said that the Foundation truly appreciates this.

#### **NEXT REGULAR MEETING:**

The next regular meeting of the North Lake County Public Library Board of Trustees will be Thursday, April 20, 2017, at 5:00 p.m. in the library meeting room.

The meeting adjourned at 5:53 p.m.

Respectfully submitted,



Marilyn Trosper  
Library Director