

NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
Board of Trustees Meeting
Thursday, September 15, 2016

MEMBERS PRESENT: Bruce Harrop, Clint Hoxie, Maggie Newman, Holly Wurl

OTHERS PRESENT: Bob Bushnell, Angela Claver, Abbi Dooley, Bonnie Manicke, Heather Miles, Kendra Mullison, Mary O'Brien, Marilyn Trosper

ADDITIONS OR CHANGES TO THE AGENDA: None.

The meeting was called to order at 5:03 p.m. by board chair Clint Hoxie.

MINUTES: The minutes of Thursday, August 18, 2016, were approved as written by general consensus.

FINANCIAL:

Monthly Financial Report: Marilyn Trosper had emailed the financial documents to the trustees prior to tonight's meeting, including the August 2016 claims, the monthly spreadsheet, and the Black Mountain Software reports. Maggie Newman moved and Holly Wurl seconded to *approve claims*. **Motion carried unanimously by voice vote.**

FY2017 Proposed Budget Amendments: Discussion was held regarding the budget and the reasons for needing budget amendments.

- **Financial Audit vs Financial Review:** Marilyn noted that the library's budget for FY2016 is \$337.38 below the \$500,000 audit threshold. Clint wondered if an audit should be performed anyway. Maggie Newman felt that a financial review would be sufficient and not as expensive. No budget amendment was created for this.
- **Memorial Contribution:** The library received a \$1000 bequest from the Phyllis K. Amick Estate. Combined with her husband's bequest, there is enough money to purchase the custom-made display case for the foyer that has been approved in the budget. After discussion, Maggie Newman moved and Bruce Harrop seconded to *amend budget to reflect a \$1000 memorial contribution (to) put in fund 2756*. **Motion carried unanimously by voice vote.**
- **Bean Bag Purchase:** Kendra Mullison reported that flex seating will be needed for youth programs. She would like to purchase ten durable beanbag chairs, each embroidered with the name of a children's book author (cost: \$1618). Monies from the Montana PBS grant for after school programming will be used. Bruce Harrop moved and Maggie Newman seconded *a budget amendment for 10 Bean Bag chairs to purchase from Fund 2757. This is a purchase for the children's programming area*. **Motion carried unanimously by voice vote.**

BOARD BUSINESS:

Montana Library Association (MLA) Membership Cards: Marilyn distributed MLA membership cards to the trustees who hadn't yet received them.

Continuing Education (CE) Certificate: Holly Wurl received her continuing education certificate.

Tamarack Federation: The Tamarack Federation's fall conference call is scheduled for Wednesday, October 19, 2016, at 9:00 a.m. There is no agenda yet.

Strategic Goals: Clint Hoxie attended the North Lake County Library Foundation (NLCLF) meeting in August to discuss library funds at Edward A. Jones. The Foundation members understood that spending these monies was to be at their discretion, and that the agreement to disburse funds to the library had been suspended. However, they will contact Marc Vergeront about the original bequests, as they would like to honor the donors' intentions and wishes. Marilyn Trosper noted that she can document that these bequests came directly to the library. Clint stated that many of the members on the NLCLF board are new and are trying to clarify and understand this past history. At the moment, the library should not rely on disbursements from the NLCLF; however the group may fund specific requests. The NLCLF board's desire is to see the library board of trustees present a strategic plan. Clint asked specifically what they'd like to know. On another topic, Clint brought up the ideas he discussed by email with Abbi Dooley about design thinking versus business thinking as applied to the public sector. He feels it is important to identify who our audience is and what they need. Which services does the public most utilize and how can these services be implemented or improved? Measurable, specific data is needed to determine this.

Survey: A library survey is now available on Survey Monkey for the public. It can be accessed from the library's website or at the circulation desk. More responses are expected next week.

LIBRARY DIRECTOR'S REPORT:

Internet Provider: Marilyn Trosper noted that the expected change of Internet providers is on the horizon, but will take place later than planned as Jim Semmelroth has been called away for a family death.

HVAC Equipment Repairs: The contactors in the HVAC system were repaired last week as planned, and the new compressor is scheduled to be installed October 13. The window application is scheduled for same day.

Meeting Room Seating: The new blue chairs for the library meeting room have arrived. The old chairs were given to the Boys & Girls Club, and the worn-out couch was also given away. There have been compliments from visiting librarians about our clean, well-organized library.

Lower Flathead Valley Community Foundation (LFVCF) Grant: Kendra Mullison has completed and mailed the final evaluation for the LFVCF grant for 2016.

Greater Polson Community Foundation (GPCF) Grant: A meeting of current GPCF grant recipients was held on September 13. Marilyn attended, signed the required paperwork, gratefully received the library's award monies, and took part in the photo.

Staff Training: Staff members gave feedback about the September MLA workshops that took place in Polson. All felt that attendance was beneficial.

Programming Reminders:

- The Big Read is underway. The trustees were asked to watch for announcements throughout the remainder of September and October.
- Two fall coloring programs will be held September 21, one in the afternoon and one in the evening. Details of both were given.

Fall Montana Shared Catalog (MSC) Meeting: Marilyn Trospen and Abbi Dooley will attend the Fall MSC meeting in Helena on October 5th and 6th.

Academic Special Libraries Division and Public Libraries Division (ASLD/PLD) Joint Retreat: Abbi will attend the combined ASLD/PLD conference at Chico Hot Springs on October 16th and 17th.

Monthly Data: The trustees reviewed the monthly data they requested, which had been emailed to them prior to tonight's meeting. Marilyn noted that the template came from the Missoula Public Library. Questions and answers followed. The trustees asked for several specific types of data for next month's meeting.

Annual State Statistical Report: Marilyn will be working on the annual Statistical Report during October and early November.

PUBLIC PARTICIPATION COMMENTS: None.

NEXT REGULAR MEETING:

The next regular meeting of the North Lake County Public Library Board of Trustees will be at 5:00 p.m., Thursday, October 20, 2016 in the Library Meeting Room.

The meeting adjourned at 6:33 p.m.

Respectfully submitted,

Marilyn Trospen
Library Director