

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
Thursday, February 28, 2019**

**Members Present:** Allen Bone, Bruce Harrop, Brooke Wegner, Holly Wurl

**Members Absent:** Maggie Newman

**Others Present:** Abbi Dooley, Mallory Witham, Angela Claver, Heather Miles, Kendra Mullison,  
Leslie-Anne Martin

Meeting called to order by Allen Bone at 5:00 pm

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

**PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA:** None.

**MINUTES:** Bruce moved and Holly seconded the *motion to accept the minutes of the regular meeting of Thursday, January 24, 2019 as written.* **The motion passed.**

**FOR:** Allen Bone, Bruce Harrop, Brooke Wegner, Holly Wurl

**AGAINST:** None.

The minutes from the Executive Session of January 24, 2019 were passed around to all of the trustees present to review and sign. All of the trustees, Abbi and Mallory were present at that session. The minutes were sealed and will be retained for safekeeping.

**LIBRARY DIRECTORS REPORT:**

**Library Programs:**

**Technology Report:** Heather reported that she had nine people for the Absolute Basics II class on January 29<sup>th</sup>. Two patrons came to the February 26<sup>th</sup> class on Security. Weather may have contributed to the low turnout. Today was Digital Learning Day. Heather set up stations that highlighted the various digital services offered by the library and showed the new tablets for adults and children that are available for check out. The next computer class will be March 26<sup>th</sup> and will focus on e-mail.

**Google IT Course Report:** Heather gave a report on her Google IT course. She completed the course on January 13<sup>th</sup>. She has received the Google IT Support Professional Certificate.

**Offline Conference Report:** Heather attended the Offline conference held in Butte February 1<sup>st</sup> & 2<sup>nd</sup>. The conference highlighted the new service ASPeN (Access to Services, Programs and eNetworks) which is also the new continuing education program tracking system. There were programs on makerspace and virtual reality. Heather also learned about the preservation of digital materials. Heather also highlighted a program on all of the offerings that Google has and said that many are very useful.

**STEM Night at PHS:** Kendra reported that the STEP STEM night was held on February 21<sup>st</sup> at Polson High School. This event was organized by STEP (State Tribal Education Partnership) and was attended by approximately 50-60 people. Amy Williams, who is a teacher at Polson Middle School and is the local STEP

representative, organized various groups for the event. Tribal star gazing, and various other activities were provided. Kendra highlighted some of the library's NASA kit and used the green screen to take pictures of kids on the moon and Mars. She also prepared a light spectrum filtering activity. Kendra felt that this was a soft opening to the summer reading program and that it was a big return on her investment of time.

Adult Coloring: Angela gave her report on "A Pop of Color," which was held on February 7<sup>th</sup>. Although she wasn't too optimistic about serving Shirley Temples over ice on such a cold day, there were 16 participants that attended. Angela noted that for the three years that the coloring program has been running, it has been greatly supported by the patrons by their attendance and also in the donations of supplies. Angela stressed that because of the donations, the library has had to buy very few supplies. It has become a self-sustaining program. There will be future coloring programs on April 4<sup>th</sup> and May 30<sup>th</sup>. Bruce asked if we make copies from books for coloring. Angela explained that we do not make copies of copyrighted books, but rather we take the bound books apart so the pages are available to attendees.

Needle Arts Series – Learn to Crochet: Angela reported on the upcoming beginner crochet class which will be held on Tuesdays at 2pm throughout March. This class will be mentored by volunteer Desiree Sinclair. Yarn has been donated by patrons and the library purchased inexpensive crochet hooks to give to the attendees. Allen and Holly asked about the knitting group. Angela described how the class numbers varied, but there was one patron who has joined the local knitters group. Holly followed up with questions about how the needle art programs are structured. Angela noted that a patron has volunteered to teach embroidery, so she will look into adding this to the series.

Friday Night at the Library Movie: This new program began on January 25<sup>th</sup> with the film "Mamma Mia! Here We Go Again" but no one attended. Abbi noted this was also opening night of the FLIC film festival which may have had an effect. On February 22<sup>nd</sup>, *Willow* was shown. Eleven patrons were in attendance. Both adults and kids enjoyed the film and lots of popcorn. The third installment will be held on March 22<sup>nd</sup> with the film Disney's *Christopher Robin*. Abbi stated that we will see how attendance is for the last film and make plans from there.

### **Administrative:**

Staff Development Day: The February Staff Development Day was spent cleaning out clutter in the staff work room and readjusting shelving and moving books in nonfiction, Montana and Large Print. An additional row of shelves was added for Large Print and there are no longer books on the bottom or very top shelves in each section. The DVD dividers were removed to provide more space to add DVDs. Our DVD collection is extremely popular and we have many more excellent donations to add. Removing the dividers will allow us to add approximately 21 additional DVDs per shelf. The spacers actually made shelving more difficult.

The March Staff Development Day will be spent on a full day of staff training. Workflows and Enterprise (online catalog) training will help the staff better assist patrons with finding items and placing holds. All full time staff will be trained in cataloging in the afternoon. Abbi explained that she needs to have more people trained in cataloging to help with that task. She noted that Ser had been trained and had been adding many of the donations to the catalog. Holly asked if there is a way to tell how long a patron has been waiting for an item to see if it should be added to the collection. Abbi stated that she looks at the hold ratio report to ensure that we have purchased the most popular items. She noted that we do not typically purchase more than one copy, with the exception of very popular fiction titles for the Grab n Go section. Abbi used the book *Educated* as an example of a book that has a very long wait list but most libraries have purchased a copy.

Wi-Fi: After several comments from the police department, Abbi recommended that the Wi-Fi be turned off from 10pm to 5am each day. A recent incident and a specific comment from an officer regarding the Wi-Fi has led Abbi to believe that this may curtail the after-hours loitering at the front of the building. Abbi stated that we can adjust the times as needed. There were questions about how far out the Wi-Fi reaches. Abbi stated that it goes fairly far outside the building and may extend to the apartments across the street. The positioning of the security cameras was also discussed. If there are no objections, Abbi asked that we go forward with turning off the Wi-Fi access during those times. There were none. Allen stated that he thought it made good sense. Abbi noted that the outside outlet will get a new locking cover again, after the last one was broken off. The library rarely uses the outlet. Bruce mentioned that he could put on a blank cover for us if we need him to. However, that would remove the outlet completely. The library does need the outdoor outlet for special events, so Abbi will monitor the locking cover.

Self-Checkout Machine: We are in a 45-day trial of the software for self-checkout. Once the trial period is over, we can add our logo and personalize the look. Holly asked about the software cost and expense. Abbi explained that the equipment was donated by Missoula Public Library. The software is \$1,150 and then there is a maintenance fee each year.

Costco Cash Back Reward: The Library received a \$417.55 cash back certificate for credit card purchases from 2018.

### **Building & Equipment:**

Annual Fire Alarm & Extinguisher Maintenance: Mission Valley Security performed maintenance during the Staff Development Day on February 14<sup>th</sup>.

### **Community Outreach:**

Chamber of Commerce: Abbi and Mallory attended the luncheon on February 6<sup>th</sup> at KwaTaqNuk. Abbi talked about and handed out the FY18 infographic as well as promotional window clings from the MSL. All items were taken by the attendees. Abbi hopes to attend more Chamber lunches, as it is a great way to promote the library and its events to the business community.

### **Staff Update:**

Kendra Mullison: Kendra officially graduated with a Master's of Science in Library Science. Congratulations were given to Kendra by the Board members.

### **Continuing Education & Meeting Schedule:**

ARSL: Abbi will be attending ARSL (Association of Rural and Small Libraries) in Burlington, VT September 4–7, 2019. Abbi stated that she has received a \$500 travel grant from the MSL to attend this conference. She added that she will attend this conference instead of attending PLA in February 2020. Abbi has heard great things from other librarians about the ARSL conference.

### **Library Closure Dates:**

Staff Development Day: The library will be closed on March 14<sup>th</sup> for the aforementioned training. Abbi has decided that the Library will not close for the April or May days as she will be out of town for both days attending the MLA Conference and the MSC Spring Meeting, respectively. The staff has completed the major projects intended for this half of the year, so there is no need to be closed.

**FRIENDS OF THE LIBRARY REPORT:** Abbi reported that the Friends met February 22<sup>nd</sup>. They made \$674.12 at the book sale. They discussed having another book sale which is scheduled for May 31<sup>st</sup> and June 1<sup>st</sup>. They talked about what they will do with the remaining books, as Abbi has informed them that they cannot be stored in the library due to renovation plans. Their next meeting is March 15<sup>th</sup> at 1pm.

**FOUNDATION REPORT:** Abbi attended the meeting on January 28<sup>th</sup>. Mark Vergeront gave a report on the state of the investments. The Library Report agenda item was moved up. Abbi gave a report on what is happening at the library and stated that we would like to begin renovation. Rick asked about a timeline. Abbi said it would be great if we could get the windows fixed before the summer heat. Connie excused Abbi from the meeting after the report. Their next meeting is April 29<sup>th</sup> at 3:30 p.m. at the library.

### **BOARD BUSINESS:**

#### **Financial:**

**January 2019 Financial Report:** Abbi had emailed out the January 2019 claims, Monthly Spreadsheet, and BMS reports prior to the meeting. Holly asked for clarification on what encompassed the Electronic Patron Services line item. Abbi confirmed that it included such things as Freegal, Flipster, and World Book. Brooke asked if patrons need to have a library card to access those applications. Abbi responded that yes, they do need to have a current card. Bruce moved and Holly seconded the *motion to accept the January 2019 Financial Report as presented*. **The motion passed.**

**FOR:** Allen Bone, Bruce Harrop, Brooke Wegner, Holly Wurl

**AGAINST:** None.

#### **Unfinished Business:**

**Renovation Discussion:** Abbi noted that April 15, 2019 marks the 30<sup>th</sup> Anniversary of the dedication of the library building. She started the discussion by listing the top three items on the renovation wish list, those being the atrium windows, public restrooms and an indoor accessible book drop.

Abbi noted that while she was filling out the ELSA application, one of the items listed is having a long range plan. Abbi is signed up for a webinar in March on this topic. Abbi and Mallory are taking a webinar on how to create good survey questions to get community feedback. Abbi also stated that she would like to see the Mission Statement reviewed and possibly updated. Allen mentioned that since he has been on the board, renovation has been a topic of discussion. Abbi stated that the staff is ready to begin renovation as soon as possible. One concern mentioned is that the Foundation has not begun actively fundraising. Bruce reminded everyone of the community survey that Heart and Soul completed a few years ago and noted that one outcome was that the community wanted more artistic programming at the library. He noted that Angela's programs are meeting that need.

Holly wants to get the plan going for fixing the problems listed above and get an idea of the proper timeframe for each step. Abbi asked if the Board feels like we need an architect at this point or if they want to do some these specific projects with just a contractor, as they will not affect the overall redesign of the interior. Allen asked about the atrium windows. Bruce suggested a sloped roof line. Abbi suggested taller windows for the atrium to preserve the view on the northwest side of the building with a sloped roof. She stated that she could have Valley Glass give us an idea. Abbi & Brooke added that it would be preferable to keep the atrium and the small meeting room the same for the symmetry of the building. Brooke suggested getting several

ideas from contractors so we could have a better idea of the big picture. Abbi agreed that we could ask for proposals. Abbi stated that if we want to have several ideas, we should probably get a contractor in place to put the vision together and this will require a formal process. Holly asked about moving walls, Abbi explained her vision of the changes. Holly asked if we would still have a small meeting room. Abbi described using movable walls that would allow us to change our spaces to meet various needs. Abbi sees putting the computers and the children's area in what is now the Annex. The plan is to keep the current study rooms for quiet computer work.

Allen brought the focus back to the number one issue, which is the atrium windows. Abbi stated that she will contact Valley Glass and have them give an idea and an estimate. Then we may pursue a contractor.

Holly asked about the previously proposed idea of adding another bathroom. Abbi stated that the idea is to turn her office into the family bathroom as there is existing plumbing in the walls. Brooke said this is why she believes a contractor should be brought in now so that there is a single vision for the overall renovations.

Holly asked if the roof is holding up. Abbi responded that she has not noticed any issues.

Allen asked about the flower beds. Abbi added that she had talked to Delaney's last year and has some ideas for replacing those, but noted that that would happen after the atrium renovation and a new paint job on the building. The words "Polson City Library" and "Sandpiper Gallery" are visible on the east side of the building. Allen brought up the different height of the foundation on the library side of the building.

Holly suggested the Board have a special planning meeting to discuss this further and to develop a plan. Allen asked if we should wait until after the Trustee election. Holly and Bruce both would like to begin now. Abbi noted that if we wait until May or June then we get into budgeting season. Brooke suggested setting a meeting for April 4<sup>th</sup> at 5:00 p.m. A pizza dinner will be provided. Mallory will get the meeting noticed for the public.

### **New Business:**

Long-Range Planning: It was agreed to table this discussion until the special meeting on April 4<sup>th</sup>.

Monthly Statistics Report: Abbi had emailed the January 2019 Statistics Report to the Trustees prior to tonight's meeting. Bruce noted that all of the numbers are higher. There were over five hundred more patrons that used the library this January compared to last year. Part of that figure included the Friends book sale. Abbi stated that the book sale probably had three hundred people in attendance, but even with that consideration, there were over two hundred additional patrons in the library. Bruce noted the children's program numbers are staying consistent. He also asked if the Story Shuttle is getting around well. Abbi answered that it is being well used. Allen asked if there was going to be an added graphic onto the back of the shuttle. Abbi said that she needs to get the website added to the tailgate. She also noted the window covering is peeling.

Trustee Workshop on April 24<sup>th</sup> in Butte, MT: Stu Wilson from Library Strategies will speak about planning processes that will work for libraries and communities. Holly mentioned that she is interested in going. Abbi stated that there is money budgeted for Trustee continuing education. BOT members please let Abbi know if you'd like to go. Holly will talk with Heather about registering.

May 7<sup>th</sup> Election: Information for the election was received from the County showing the following people have filed to be on the ballot:

- Virginia DuBrucq
- Carlene Engstrom
- Clint Hoxie
- Leslie-Anne Martin
- Holly Wurl

Important Dates:

- Ballots will be mailed on April 17<sup>th</sup>
- Due to County by May 7<sup>th</sup> (mail-in ballot only)
- Official notice of those elected will be mailed on May 15<sup>th</sup>

Holly stated that Abbi asked for a photo and biography from each candidate. She gave Abbi kudos for getting more information to the public.

**OTHER BUSINESS:** None.

**PUBLIC COMMENT:** Leslie-Anne Martin introduced herself to the group. She is a paralegal at a local law firm. She has two daughters that attend the library's children's programs - a two year old and a ten year old bookworm. Leslie stated she has always wanted to become more involved in the community. She is finishing her paralegal education now. She and her family enjoy the library as patrons.

**EXECUTIVE SESSION:** Abbi and the Trustees entered into executive session at 6:36 pm for the purpose of conducting the Director's annual review.

The Board reconvened and reopened the meeting at 6:59 p.m.

**NEXT REGULAR MEETING:** The next regular meeting of the North Lake County Public Library District Board of Trustees is scheduled for Thursday, March 28, 2019 at 5:00 p.m. in the library meeting room.

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

*Abigail J. Dooley*

Abbi Dooley, Library Director