

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, February 27, 2020**

MEMBERS PRESENT: Allen Bone, Maggie Newman, Holly Wurl

MEMBERS ABSENT: Clint Hoxie, Brooke Wegner

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Angela Claver, Heather Miles

The meeting was called to order by Chairman Allen Bone at 5:02 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

MINUTES: Maggie moved and Holly seconded the *motion to accept the minutes of the regular meeting of Thursday, January 23, 2020 as written.* **The motion passed.**

FOR: Allen Bone, Maggie Newman, Holly Wurl

AGAINST: None

LIBRARY DIRECTOR'S REPORT:

Library Programs:

Staff Update: Abbi announced that Angela has completed her State Library Certification. The Trustees congratulated her.

Adult Coloring: Angela reported that she will be presenting *Color Outside the Lines* on Thursday, March 5th at 2:00 pm. The participants will be doodling and creating their own mandalas.

Needle Arts Series: Angela reported that they had a total of 54 people attend the four sessions of Crochet in February. Angela also reported that starting March 10, Linda Kittle and Julie Hille will be running four knitting sessions. There will be a one week break between these crafting classes.

Technology Report: Heather reported that she taught a class on Tablet devices on February 25th at 2 p.m. She had 8 in attendance. The next Computer Basics class will be held on March 31st at 2:00 p.m. Heather will cover Microsoft Windows and hopes that the class will help patrons move to a more secure operating system.

Friday Night at the Library: We will be showing *Crazy Rich Asians* Friday March 6th at 6:00 pm.

Board Game Group: Mallory reported that the first session for this new program was held on Wednesday, February 19th at 2 p.m. She reported that there were 6 people in attendance. The next session will be March 18th at 2 p.m. These have been scheduled to be on the afternoon of the school district's early release days. The group enjoyed a great game of *Uno*.

Adopt-a-Book: Continues through February 29th. Adoption “fee” is \$15 per book.

Youth Services: Kendra is taking an extended vacation, so in her absence there will be no Story Shuttle during that time. All other library programs will run as usual. The staff members are all pitching in to cover the in-library programs. Angela will cover Wednesday Wiggle Worms, Mallory will do Mother Goose, and Heather will cover Makerspace.

Administrative:

ELSA: Abbi submitted the application for the Excellence in Library Service Award. The Library has qualified again this year.

Blue Cloud Mobile: The MSC will launch a new app for library patrons at the beginning of FY2021 to replace BookMyne. The new application will be much more secure, and it will allow for more advertising.

Building & Equipment:

Annual Maintenance: Mission Valley Security (MVS) performed annual maintenance on the security and fire systems as well as fire extinguishers. Everything looked to be in good condition.

Update Security Cameras and DVR: MVS has given Abbi a proposal to update the camera system. One camera is currently not working and video quality is poor. Abbi has quotes for two systems and the cameras can be replaced in stages. The current system is at least 6 years old. Abbi noted that there is enough money in the budget to cover this. Abbi confirmed for Allen that the new system can be used after renovation. Allen and Maggie agreed to let Abbi confer with MVS and use her best judgment. Abbi will have MVS show her video from each system and then go from there. Holly questioned the ongoing maintenance of the security system and Abbi told her that it needs to be thoroughly checked annually.

Pest Issue: Abbi mentioned that there is a minor ant problem near the computer bank. The Orkin rep has been to the building for treatments. If we cannot get it under control, the worst case scenario is that they would spray and the library would be closed for 24 hours.

Community Outreach:

Amnesty Week/Food for Fines: Abbi explained that she would like to try an “Amnesty Week” for fine forgiveness during National Library Week (April 19-25). Patrons could donate any amount of food and return items that have been marked lost and no overdue fee will be charged. The Library would also forgive other overdue fines for those that donate. Patrons would still need to pay for items that are truly lost or damaged. The hope is that long lost materials, especially DVDs, will be returned. It will also be an opportunity for families to unblock children’s accounts. The Trustees felt it is a good idea.

Legal Kiosk: The Library has partnered with Montana Legal Services Association and the Montana Supreme Court Administrator’s Office to provide a laptop, printer and cart to patrons needing legal assistance. The equipment has been provided and MLSA remotes in for a face-to-face meeting with the user. The Library’s responsibility is to house the equipment and make it known and available to those seeking legal assistance. Abbi reported that the kiosk has been in the library for a little over a month and used a couple times. She

explained that this replaces the AmeriCorps members that would come to the library monthly. Allen asked if other libraries have this. Abbi noted that some do and they hope that all will.

Senior Outreach:

Heather has added Polson Health and Rehabilitation center to the Assisted Public Library Access program. Every other week she reads to the residents, takes them books for checkout and assists with technology questions. The other weeks she visits the St. Joseph Assisted Living facility.

Continuing Education & Meeting Schedule:

Offline: Reports were submitted by Abbi, Angela and Mallory. They attended the Offline conference in Helena February 7th & 8th. Abbi announced that the library will be hosting next year.

First Aid, CPR, and AED Training: Abbi reported that all full time staff and Julie completed training and certification on February 13th. Allen added that he enjoyed training the staff.

Trustee Training on Board Best Practices: Missoula March 5th at the Hilton Garden Inn led by Terry Profota with Sage Solutions. Register in ASPeN or see Abbi. Holly mentioned that she signed up, but is not sure she will be able to go.

MLA Conference: Missoula April 1st – 4th Abbi and Lizzy will attend from the staff. If any Trustees are interested in attending, see Abbi. Montana Shared Catalog meetings will also be incorporated. Holly asked if MLA is on ASPeN. It is not. Trustees should visit the Montana Library Association website for details.

Library Closure Dates:

Staff Development Days have been cancelled for March and April.

FRIENDS OF THE LIBRARY REPORT: The Friends met February 21, 2020. The group bought plastic bins for all the books. They plan to move all the books into the bins prior to their Book Sale May 29th and 30th.

FOUNDATION REPORT: Holly reported that the Foundation had a fundraising meeting on February 18th. They should be getting the results of the first phase of the feasibility study on March 13th at 5 p.m. Holly suggested they contact groups that use the library meeting room. There was discussion about options should the report come back negative. Abbi stressed how important the renovation is for the safety of staff and patrons, and for accessibility. Holly stated that there is concern from the Foundation that the plans do not include many more shelves for books. Abbi reminded the Trustees that as part of the Partnership, library patrons have access to hundreds of thousands of books – including the additional books the Missoula library will add in their new building.

BOARD BUSINESS:

Financial:

January 2020 Financial Report: Abbi provided the January 2020 Claims, Monthly Spreadsheet, BMS Reports to the Trustees prior to tonight's meeting. Holly commented on the computers that were purchased. Abbi

explained that they are three staff computers replacing seven year old machines. With the update to Windows 10 it made more sense to purchase new. Maggie moved and Holly seconded the *motion to accept the January 2020 Financial Report as presented*. **The motion passed.**

FOR: Allen Bone, Maggie Newman, Holly Wurl
AGAINST: None

CPR replacement equipment: Allen explained that he borrows CPR manikin's and disposable "lungs" from a couple in Ronan and asked that the library purchase replacements for them. The Library was not charged a fee for the training. Maggie moved and Allen seconded the *motion to purchase lungs for CPR manikins to replace those used during staff CPR training to give to the manikin lenders, not to exceed \$100*. **The motion passed.**

FOR: Allen Bone, Maggie Newman
AGAINST: None
ABSTAINED: Holly Wurl

Later in the meeting, Holly asked that the vote on CPR equipment be revisited. After discussion, the vote was rescinded and a new motion made. Maggie moved and Allen seconded the *motion to make donation for use of CPR manikins used during staff CPR of \$50*. **The motion passed.**

FOR: Allen Bone, Maggie Newman, Holly Wurl
AGAINST: None

Unfinished Business:

Building Renovation (Strategic Facility Planning): Maggie reported that she had her son-in-law review the proposals. He thought both were good. Abbi stated the next step would be to set up an interview with 100 Fold Studio. The Trustees did not feel the need to interview Cardinal Architecture at this time as they had already been hired for the first phase. Both firms are still being considered.

Disability Rights Montana email update: The Library's attorney received a letter from and has been in contact with Disability Rights; she has also requested more information about the complaint. The ADA policy being voted upon tonight will be forwarded to the organization, if approved.

Collection Development Policy adoption: Holly had concerns about not using tax dollars for the collection. Abbi explained that the most prudent way to handle funds is to use private gifts first, then tax dollars. Holly moved and Maggie seconded the *motion to approve the Collection Development Policy as presented*. **The motion passed.**

FOR: Allen Bone, Maggie Newman, Holly Wurl
AGAINST: None

New Business:

Monthly Statistics Report: Abbi had provided the January 2020 Statistics Report to the Trustees prior to tonight's meeting. Maggie thanked Abbi for compiling the information, as it is helpful.

Audubon Spring 2020 Meeting Room Request: The Audubon Society submitted a multiple meeting request for April 30, May 21, and June 11 with outside speakers. Maggie moved and Allen seconded the motion to move to approve the Audubon Soc. request for meeting room use April 30, May 21, June 11. **The motion passed.**

FOR: Allen Bone, Maggie Newman, Holly Wurl
AGAINST: None

Library Accessibility Policy: Holly objected to miniature horses being included in the policy. Abbi explained that she could not do that because miniature horses are approved service animals by Federal regulation. Abbi explained the nuances of the new policy. Maggie moved and Holly seconded the motion to approve the Library Accessibility Policy as presented. **The motion passed.**

FOR: Allen Bone, Maggie Newman, Holly Wurl
AGAINST: None

OTHER BUSINESS: None.

PUBLIC COMMENT: None.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library District Board of Trustees is scheduled for Thursday, March 26, 2020 at 5:00 p.m. at the Library.

EXECUTIVE SESSION: Abbi and the Trustees entered into executive session at 7:00 p.m. for the purpose of conducting the Director's annual review.

The Board reconvened and reopened the meeting at 7:22 p.m. No public was left in the building.

The meeting adjourned at 7:22 p.m.

Respectfully submitted,



Abbi Dooley, Library Director