

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, March 26, 2020**

MEMBERS PRESENT: Allen Bone, Clint Hoxie, Holly Wurl

MEMBERS ABSENT: Maggie Newman, Brooke Wegner

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Kendra Mullison

The meeting is being held online using GoToMeeting. Information for public access to the meeting was posted on the library's website, Facebook page, and forwarded to Lake County.

The meeting was called to order by Chairman Allen Bone at 5:06 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

MINUTES: Holly moved and Clint seconded the *motion to accept the minutes of the regular meeting of Thursday, February 27, 2020 as written.* **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Holly Wurl

AGAINST: None

The minutes from the Executive Session of February 27, 2020 were shared with the trustees who were present at that meeting. The minutes were sealed and will be retained for safekeeping.

Holly moved and Clint seconded the *motion to accept the minutes, as amended, of the Foundation meeting held Friday, March 13, 2020, in which a quorum was present.* Clint asked that a statement be added that no library board business was conducted. **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Holly Wurl

AGAINST: None

LIBRARY DIRECTOR'S REPORT:

Library Programs:

Adult Coloring: Abbi reported that the program held March 5th – *Color Outside the Lines* – had 16 in attendance.

Needle Arts Series: Abbi reported that the first and only knitting session had 15 attendees.

Technology Report: Abbi reported that Heather's class on Windows 10 is postponed.

Other Programs: Abbi added that all remaining programs have been cancelled or postponed indefinitely.

Adopt-a-Book: Abbi reported that the library took in \$315 for a total of 21 books adopted in February.

Hubble Banner: Abbi announced that the library was chosen as a recipient of the Hubble 30th Anniversary banner. An unveiling event will be scheduled as virus prevention information is available. April 24, 2020 NASA will unveil the special image being used for the banner. Abbi is working with Kendra to plan an event for this.

Administrative:

Public Library Standards: Abbi encouraged the trustees to review the proposed changes and make notes to discuss at the April meeting. She noted that the proposed changes affect trustees more than the current standards.

First Interstate Bank CD: Abbi wanted to let the trustees know that the CD expires on April 28th. She will see what happens with interest rates during this time and a decision can be made at the April meeting. Abbi will talk to First Interstate Bank to discuss what the options are.

Building & Equipment:

Security Camera Update: Abbi reported that two new security cameras were installed in the lobby, as was the required compatible DVR. She noted the significant increase in video quality they provide. Cameras can be added as needed to the system but the old system will continue to work. Total cost at this time is approximately \$1,300 for the new equipment and installation.

Community Outreach:

Abbi reported that all community outreach including Story Shuttle and APLA is suspended at this time due to the coronavirus outbreak.

Continuing Education & Meeting Schedule:

Trustee Training on Board Best Practices: Allen attended this session in Missoula. A copy of the handout from the session has been emailed to the trustees. Trustee information and what their roles are was covered. Allen reported that he found out that there is a difference between boards that are appointed and those that are elected. He would like to discuss this more at the next in-person meeting. Allen said he thought it was a wonderful training. He enjoyed meeting people from other libraries from around the state.

MLA Conference: The annual conference has been cancelled due to the coronavirus outbreak.

MSC Spring Meeting & Montana Library 2 Go annual meeting: Both were scheduled during MLA and now Abbi will attend online.

Library Closure Dates:

The Library will continue to be closed to the public as long as the public schools are closed, or at the direction of local and/or state authorities. The American Library Association has recommended that all libraries be closed during this time. The Trustees may be consulted via email when a decision needs to be made. The library has been closed since March 16th.

FRIENDS OF THE LIBRARY REPORT: None.

FOUNDATION REPORT: Holly reported that during a meeting held March 13, Campaign Counsel recommended that the Foundation move forward with the second community phase of their feasibility study. The Foundation is scheduled to have a quarterly meeting in April, but Holly is not certain that will occur. Allen reported that he spoke to Connie Brownell and was told that the second phase has been put on hold as the Foundation does not feel the timing is right during the pandemic. They do not know at this time when they will continue. Allen expressed his concern about the continued delays for renovation, noting that this could push the library out two years to begin the project. Clint and Holly agreed.

BOARD BUSINESS:

Financial:

February 2020 Financial Report: Abbi provided the February 2020 Claims, Monthly Spreadsheets, and BMS Reports to the Trustees prior to tonight's meeting. Holly asked for clarification on the expense for Library Ideas for the Freegal subscription. Abbi confirmed that it was the annual subscription payment. Clint moved and Holly seconded the *motion to accept the February 2020 Financial Report as presented*. **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Holly Wurl

AGAINST: None

Unfinished Business:

Building Renovation (Strategic Facility Planning): Abbi reported that the interview with 100 Fold Studio has been postponed. She noted that they are very understanding of the situation. Agreement was to delay rather than try to do a virtual interview.

New Business:

Monthly Statistics Report: Abbi had provided the February 2020 Statistics Report to the Trustees prior to tonight's meeting. Clint asked about the Ancestry.com figure, and Abbi explained that the system counts searches, not sessions.

Epidemic and Public Emergency Policy: Clint made the *motion to approve the Epidemic and Public Emergency Policy as presented*. Holly stated that she had questions about statements within the policy and that it is too specific to the COVID-19 situation. Clint explained his thoughts on the policy and stressed that something needs to be in place for the employees. Abbi added that just prior to tonight's meeting, Governor Bullock announced a stay at home directive that will go into effect at midnight on Saturday. Clint noted that it does not appear that the pandemic will end anytime soon, and urged the trustees to pass this policy and then modify it as needed later. Holly again expressed that there were statements in the policy she disagreed with. Clint warned against using language like "must," and added that leaving discretion to the leaders of an organization is key and this policy needs to allow for that. Holly requested, and all concurred that language be added to review the policy no less than every 12 months. Allen seconded the motion. **The motion passed.**

FOR: Allen Bone, Clint Hoxie

ABSTAIN: Holly Wurl

Abbi noted how she had rewritten the policy multiple times, as information is changing so rapidly. Clint requested that this policy be put back on the agenda for the April meeting.

Special Leave authorization: Abbi noted that other governmental entities, notably the County and the State are offering special or administrative leave. Abbi summarized what has been happening with the employees since the closure. She noted that there is no work for part-time staff to do from home. There was discussion between the trustees and Abbi about work the full-time staff could do. Abbi asked the trustees to confirm that full-time employees will be eligible for full-time pay even if there is no work for them to do from home. She noted that she does not want to furlough any full-time staff members. By general consensus the trustees confirmed staff will be paid. Holly asked how long this could go on. Clint noted that the library has budgeted for staff salaries and gets tax dollars, which is a different scenario than a business relying on sales. With the building closed, Holly asked about addressing the ant problem. Abbi reported that Orkin pulled back part of the carpet and sprayed, no ants have been seen since that was done. Clint and Holly noted that the problem needs to be addressed with renovation. Clint asked for a consensus on offering special leave. The consensus was that it is not necessary but could be looked at if need arises.

OTHER BUSINESS:

- Clint added some work ideas for staff at home, such as online children's programs and access to individual staff for specific questions. He also offered suggestions on how to best communicate to the public that staff are available. Abbi noted that she and Mallory are getting the word out and Heather is available for tech help.
- Abbi stated that the library donated supplies of gloves and masks to the hospital. Clint added his thoughts on the homemade mask making project.

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, April 23, 2020 at 5:00 p.m. Location to be determined.

The meeting adjourned at 6:27 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director