

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, April 23, 2020**

The North Lake County Public Library District is committed to providing access to its proceedings in accordance with MCA Title 2, Ch. 3 Part 2 Open Meetings. All comments received, including those received through the online meeting platform, become part of the official public record of the North Lake County Public Library District Board proceedings in accordance with MCA 2-3-212.

MEMBERS PRESENT: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Angela Claver, Kendra Mullison, Connie Brownell, Cindy Willis, Tracy Cook

The meeting is being held online using Zoom. Information for public access to the meeting was posted on the library's website, Facebook page, building front door and was sent to Lake County.

The meeting was called to order at 5:01p.m. by Chairman Allen Bone.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

APPROVAL OF MINUTES:

Maggie moved to accept the minutes of the regular meeting of Thursday, March 26, 2020 as written. Holly requested a modification to the wording on the section regarding the ants. Maggie modified her motion to be as revised. Holly seconded the motion. **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl

AGAINST: None

LIBRARY DIRECTOR'S REPORT:

Library Programs:

Online Offerings: Abbi reported on the library's online offerings and noted that the library now has a YouTube channel. She listed some of the videos that have been posted including weekly Mother Goose, Makerspace, and Wiggle Worms videos. There are also videos on gardening, tech help and other things. Abbi stated that the library has increased its presence on Facebook providing PSAs for COVID-19 related information, the 2020 Census, and other miscellaneous information. Abbi also noted that the library has added Creativebug as well as trials to TumbleBooks, Kanopy, and Rosetta Stone. Ancestry.com is also temporarily available for home access.

Administrative:

Public Library Standards: Abbi reported that the proposed changes to the Public Library Standards are now available on the Montana State Library website. If you would like to participate, there are dates in Aspen for public comment online.

Grant Applications: Grant applications have been submitted to Lower Flathead Valley Community Foundation for Summer Reading and to Greater Polson Community Foundation for a book binding repair machine.

Continuing Education and Meeting Schedule:

Tamarack Meeting: Abbi noted that the Tamarack Meeting will be held online on Friday, May 15th, with details pending. Abbi will forward the information to Brooke as soon as it is available.

Staff Update:

Current Status: Abbi stated that the part-time staff were put on furlough March 30th; full-time staff are working from home / in-library.

Certification: Abbi acknowledged that Mallory has completed her state library certification.

Library Closure Dates:

Staff Development Day: Abbi noted that due to current circumstances the Staff Development Day for May 14th is no longer necessary.

FRIENDS OF THE LIBRARY REPORT:

Abbi reported that she has heard from the Friends. They will postpone the book sale.

FOUNDATION REPORT: Holly reported that the Foundation has not met since the last Trustees' meeting. Holly invited Connie to share an update. Connie reported that the Foundation has decided to delay the next Community Outreach phase of the feasibility study until the Pandemic situation improves. The Foundation has paid for the next step, so when they think it is a good time, the consultants will move forward, however they are unsure when that will be. Clint was complimentary to the library staff and how they are trying to serve the public with the current restrictions in place. He suggested the staff do some public relations development now. Connie wondered about other ways to reach the public beyond the library website. Abbi stated that the library is doing online programming for kids and adults and that she continues to submit information and articles to the local newspapers. Allen noted he has had people asking if the library will still be renovating.

BOARD BUSINESS:

Financial:

March 2020 Financial Report: Abbi provided the March 2020 claims, monthly spreadsheet, and BMS reports to the Trustees prior to tonight's meeting. Holly asked about a payment to Cengage. Abbi stated that the charge was for the purchase of additional large type books for the collection that were intended to be out for the volunteer breakfast for volunteers to choose a book for their bookplate. This is a different company than the large type standing order and this company was having a good sale. Clint moved and Brooke seconded the motion to accept the March 2020 Financial Report as presented. **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl

AGAINST: None

First Interstate Bank CD: The CD expires on April 28th. Abbi recommended that with the new interest rate being .15%, she believes that we should move the funds into the library's regular checking account until rates improve. Abbi will continue to monitor interest rates and suggest the purchase of a CD when the time is

right. Holly moved and Clint seconded the *motion to redeem the certificate of deposit expiring on April 28, 2020 at First Interstate Bank and deposit full amount into library checking account.* **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl

AGAINST: None

Clarkson Trust: *The library receives annual disbursements from the earnings in this account and does not have access to the full amount.*

- 1st Quarter Statement from First Interstate Bank

Beginning market value 12/31/19	365,140.76
Income & Capital Gain Distributions	1,502.39
Withdrawals and fees	(1,083.71)
Change in account value	(64,224.79)
Market value on 03/31/20	\$301,334.65

Unfinished Business:

Building Renovation (Strategic Facility Planning): Abbi has heard from both Cardinal Architecture and 100 Fold Studio. Both are understanding of the situation and still interested in the library project even with significant delay. Ross Lackey is no longer working at the 100 Fold Studio, so the new contact is the company's president, John Hudson.

New Business:

Monthly Statistics Report: Abbi had provided the March 2020 Statistics Report to the Trustees prior to tonight's meeting. Brooke asked if Abbi will be able to track online traffic for the April figures. Abbi stated that she plans on doing that.

Epidemic and Public Emergency Policy Review: Abbi has made some revisions since the last meeting. Discussion was held. Overall the consensus was to use less COVID-19 specific language throughout the policy. Maggie moved and Brooke seconded the *motion to approve the Epidemic and Public Emergency Policy as revised.* **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl

AGAINST: None

Clint shared that the CS&K Tribe has decided to continue with their shelter in place order, and no date has been set for it to end. Holly stated that she prefers to err on the side of caution and is concerned about opening the library too soon.

Plan for reopening: Abbi had Valley Glass give an estimate for installing plastic barriers around the entire front desk. The estimate was approximately \$3,500. By consensus the Trustees are not in favor of installing permanent plastic barriers. Alternative suggestions included rules for patrons to maintain physical distancing, tape on the floor, and limiting the number of people in the building. The Trustees felt that curbside service was a good first step at this time to reopening. Abbi explained her reasoning for the plastic barriers. She asked the Trustees to confirm their decision to keep the library building closed to the public but offer curbside service and home delivery, for the record. The Trustees confirmed that this is their decision at this time. Abbi explained her plan on reopening and the details of offering curbside service and home delivery.

Allen asked about safe handling of materials and Abbi responded with the current recommendations. Abbi stated that all due dates have been extended to May 12th. Clint asked about staffing in the building and maintaining safe distances. Abbi explained how this is being handled. Clint suggested and Holly agreed that if the county health department decides to extend the stay at home order, as the Tribe has done, then the library will need to hold off on pickup and delivery services.

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, May 28, 2020 at 5:00 p.m. Location to be determined.

The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director