

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, July 23, 2020
Meeting held online via Zoom**

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, Cindy Willis, Tracy Cook

The meeting was called to order at 5:30 p.m. by Chairman Allen Bone

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

APPROVAL OF MINUTES: Holly moved and Clint seconded the *motion to accept the minutes of the regular meeting of Thursday, June 25, 2020 as written.* **The motion passed.**

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

AGAINST: None

Minutes of the Executive Session of Thursday, June 25, 2020 are held in the library director's office and viewable in person by Trustees who were in attendance at that meeting.

Clint moved and Maggie seconded the *motion to accept the minutes of the budget workshop of Thursday, July 9, 2020 as written.* **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 that Sara is recording Mother Goose programming for Monday mornings. Abbi also reported that the staff is working on additional online programs. Angela did a video on seashells and Mallory did a video on jewelry making.

Summer Reading Program Update: Abbi reported that the library has been promoting the Summer Reading Program and there are currently about 250 individuals registered.

Administrative:

Public Library Standards: Abbi included the completed form in the meeting packet and the library has met all of the current standards. Abbi asked Allen to sign the form when he is in the library.

Library Hours:

Fall/Winter Hours: Abbi noted that the library would typically resume evening hours beginning September 1st, however at this time it would be difficult to do so with the limited number of available full-time staff. Part-time staff may be available and called upon to fill in as necessary. There was discussion about adding hours on Saturdays. Abbi felt that

with current staffing she could add back 3-4 hours on Saturdays. She will review schedules and bring a proposal to the August meeting.

FRIENDS OF THE LIBRARY REPORT: They have not met.

FOUNDATION REPORT: Prior to tonight's meeting, Holly requested that Abbi forward an email from the Foundation to the Trustees stating that they have decided to continue with Campaign Counsel. Cindy Willis reported that the Foundation received a \$5,000 grant from the State COVID-19 funds. Cindy and Connie Brownell have been working with Campaign Counsel to schedule interview times. The Foundation met on June 11 and agreed to cover the cost of mobile shelving for the children's area (the \$5,000 grant will cover a portion). Abbi reported that she has ordered the shelving units. Cindy will continue to look for additional grant opportunities.

BOARD BUSINESS:

Financial:

June 2020 Financial Report: Abbi provided the June 2020 claims, monthly spreadsheet, BMS reports and the FY2020 Budget Reports to the Trustees prior to tonight's meeting. Maggie moved and Brooke seconded the *motion to accept the June 2020 Financial Report as presented.* **The motion passed.**

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

AGAINST: None

Clarkson Trust: 2020 2nd Quarter Statement from First Interstate Bank

Beginning market value 03/31/20	301,334.65
Income & Capital Gain Distributions	1,669.53
Withdrawals and fees	(2,020.39)
Change in account value	44,002.75
Market value on 06/30/20	\$344,986.54

Unfinished Business:

North Lake County Public Library Employee Salary Schedule: Maggie moved and Clint seconded the *motion to approve the Employee Pay Scale for North Lake County Public Library District as presented.* **The motion passed.**

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

AGAINST: Holly Wurl

FY 2021 Budget: Maggie requested that the budget for worker's compensation be lowered to \$2,000 and office supplies reduced to \$5,000. All agreed by consensus. Maggie complimented Abbi on her work on the budget. Clint concurred.

New Business:

Monthly Statistics Report: Abbi had provided the June 2020 Statistics Report to the Trustees prior to tonight's meeting. Maggie noted the additional 33 patron cards and Abbi explained that many of those are for people new to Polson. Brooke asked about the number of online card registrations, and Abbi answered that there were only a few and it only provides access to Montana Library2Go. Maggie noted that the Montana Library2Go numbers are quite a bit higher and commented that the selection is better.

Move to Fine Free: Clint made the *motion to adopt the Fine Free Policy as presented*. Brooke asked Abbi to collect data for comparison in the future. Brooke seconded the motion. **The motion passed.** Clint thanked Abbi for presenting the idea to the Trustees.

FOR: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl
AGAINST: None

Circulation Policy Revision: Clint moved and Maggie seconded the *motion to accept the revisions of the Circulation Policy as presented*. **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl
AGAINST: None

Library Card Policy Revision: Clint moved and Brooke seconded the *motion to accept the revisions of the Library Card Policy as presented*. **The motion passed.**

FOR: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl
AGAINST: None

Election of FY2020 Officers:

Maggie moved and Brooke seconded the *motion to appoint the following officers for the FY2021 term: Clint Hoxie as Chair, Allen Bone as Vice Chair*. **The motion passed.** Maggie and Clint thanked Allen for his service. Allen stated that he had hoped the renovation would have been done during his term and asked what could be done to move forward. The consensus was it was prudent to wait to interview the architects until the Foundation finishes their research.

FOR: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner, Holly Wurl
AGAINST: None

Designation of Foundation Representative: Holly was nominated and agreed to be the Foundation Representative for another year.

OTHER BUSINESS:

2021 Election: Maggie asked about the budgeted cost for the election and noted that we could share the costs with others. Abbi stated that we had shared for the 2019 election, but the cost is decided upon by the County. Clint and Brooke asked what the term limits are for Trustees. Abbi answered that Trustees can choose whether to run or not, but that there are no term limits for Library Districts (*per MCA 22-1-706*). Abbi stated that Allen, Brooke and Maggie's terms end in 2021, but they are eligible for re-election.

PUBLIC COMMENT: Cindy Willis requested clarification on the notion that the library cannot do any of the renovation without doing all of it. Clint and Maggie responded that it is an ADA compliance issue. The City's commercial building inspector may be able to give a more definitive answer.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library Board of Trustees is scheduled for Thursday, August 27, 2020 at 5:30 p.m. via Zoom. There will be a public hearing prior to the start of the regular meeting for the FY2020 Budget Amendments and the FY2021 Proposed Budget.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,


Abbi Dooley, Library Director