

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, October 22, 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, Maggie Newman, Holly Wurl

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Cindy Willis, Robert Turner, Tracy Cook

MEMBERS ABSENT: Clint Hoxie, Brooke Wegner

The meeting was called to order by Vice Chairman Allen Bone at 5:34 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

APPROVAL OF MINUTES: Maggie moved and Holly seconded *the motion to accept the minutes of the regular meeting of Thursday, September 24, 2020 as written.* **The motion passed.**

FOR: Allen Bone, Maggie Newman, Holly Wurl

AGAINST: None

2021 HEALTH INSURANCE PRESENTATION: Robert Turner of PayneWest Insurance presented the employee benefit package information. The ancillary benefit (life, vision and dental insurance) rates had no increases for 2021. The health insurance plan with Pacific Source has an 11.67% increase for 2021. Robert presented three options from three different companies. Abbi stated that the staff have been happy with Pacific Source and that the deductibles are more reasonable than competitors. Maggie commented that if the staff are happy, then she thinks that the library should stay with the Pacific Source plan. Holly commented that she thinks this is a significant benefit to the employees and noted the recent significant salary increases for staff. Maggie moved and Allen seconded *the motion to select plan Pacific Source Navigator Silver HSA 3000 to be paid for by the library for all full-time staff for 2021, with the option for staff to buy-up to a different plan by paying the difference in premium through payroll deduction.* **The motion passed.**

FOR: Allen Bone, Maggie Newman

ABSTAIN: Holly Wurl

Robert Turner left the meeting at this point.

LIBRARY DIRECTOR'S REPORT:

Library Programs & Services:

Bat Week: The library will celebrate Bat Week the final week of October with displays and virtual programs. There will be a Halloween themed Mother Goose. Abbi encouraged everyone to watch Lizzy's debut on Mother Goose.

Laptop Checkout: After a discussion with Clint, Abbi temporarily suspended the laptop checkout program after one of the laptops was not returned and had to be reported stolen to the police. The police cited the patron and Abbi filled out a restitution form to try to get the cost of the laptop back. Abbi added that the mobile hotspot that was also not returned has been shut down, but noted that the laptop does not have that capability.

MSL iPad and HP Laptop Program: Abbi reported that the Montana State Library has sent the library three new iPads and will be sending several new HP laptops. The MSL's intention is that the devices be checked out to patrons, however Tracy Cook clarified that ultimately that decision is up to each individual library. Abbi stated that after the laptops are received she will add the policy to the Trustee's agenda for review and revision. Allen asked how many times the library's laptops had been checked out. Abbi reported that they were checked out only a few times, stating that most people are coming into the library to use the public computers.

Community Outreach:

Trick or Treat at the Library: Halloween treat bags filled with coloring sheets, colored pencils, stickers and candy will be distributed to Trick or Treaters on October 30th.

Administrative:

Funding from State Library: The library received State Aid funding for \$4,145.48 and Tamarack funding for \$3,364.07.

IT Needs: Abbi would like to hire Valley Tech for IT services. Acme Gadget may be utilized for public computer updates until a new librarian is hired. Abbi noted how important it is to keep the server and Wi-Fi systems updated, and Valley Tech will be able to do that on a regular basis. She also stated that she is looking into adding Cloud backup service. This would all remain within the current IT budget. There was some discussion about whether the new technology librarian could also do this. Abbi stated that the likelihood of finding someone who can do the teaching, programming and customer service aspects of the job as well as be fully qualified to manage the server is unlikely. She noted that having a professional service do this is the best way to insure the equipment stays updated which is critical to avoid a hack. Abbi clarified that Valley Tech would be replacing Acme Gadget, as Jim is retiring.

Closure Dates:

The library will be closed the following dates:

- October 31 – Halloween (Saturday)
- November 3 – Election Day
- November 11 – Veteran's Day

Staff Update:

- Julie Wenner resigned on September 28
- Jennifer Gipe-Groves filled the part-time Public Services Assistant position on October 2
- Heather Miles resigned on October 13. Her father passed away. A card and floral arrangement will be sent to her. If any Trustees would like to sign the card, please stop into the library this week.
- The Youth Services Position was posted with an initial review date of November 9 and start date in January. Holly asked where this position was advertised. Abbi noted that she posted it nationally, regionally and locally.
- The Technology Librarian position has been posted. Ideally it will be filled before year-end.

Continuing Education & Meeting Schedule:

ARSL Conference Reports: Mallory and Lizzy's reports were emailed to the Trustees prior to the meeting.

MSC Meeting Report: Abbi attended the MSC fall meeting. There isn't really anything new to report.

Westaff Human Resources Training: Abbi will attend a series of virtual programs on HR. A portion of this replaces the annual ABC Clinic put on by Job Service, but additional courses are provided that are specific to Montana. Abbi said the first session was very informative.

Staff Development Day: Library staff have agreed to trade a half-day on November 3rd to do a staff training on difficult conversations and library ethics. Staff will be scheduled to get their remaining ½ day holiday during that pay period.

Partners Meeting: The next meeting is November 16th, and will provide more information about the holds pilot. Abbi will report the results in November.

Fall MSL Workshop: Abbi will attend a virtual session on November 17th on customer service de-escalation techniques. She added the benefit this year that there will be no charge and no travel expenses.

Library Design Institute: Abbi will attend various sessions on November 18th from a virtual conference on library design post-COVID. Abbi invited all of the Trustees to attend this free conference. Contact her for access information.

FRIENDS OF THE LIBRARY REPORT: The Friends met October 16th at the cherry warehouse. They sent out their annual mailer and have been receiving donations.

FOUNDATION REPORT: Holly reported that Connie and Cindy are doing a great job and spending lots of time on behalf of the Library. She gave them huge kudos for all their work. Cindy Willis reported that they have had an interim report from Campaign Counsel but are awaiting a final report. Cindy also reported that the Foundation is working on a December 1st Giving Tuesday event. Cindy stated that some of the new Foundation members will work on that.

Cindy Willis left the meeting at this point.

BOARD BUSINESS:

Financial:

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

FOR: Allen Bone, Maggie Newman, Holly Wurl

AGAINST: None

Clarkson Trust: 3rd Quarter 2020 status

Beginning market value 06/30/20	344,986.54
Income & Capital Gain Distributions	1,553.02
Withdrawals and fees	(1,077.33)
Change in account value	18,470.31
Market value on 09/30/20	\$363,932.54

Unfinished Business: None.

New Business:

Monthly Statistics Report: Abbi had provided the September 2020 Statistics Report to the Trustees prior to tonight's meeting. Maggie asked if the Library has been anywhere near capacity. Abbi stated that it has not and noted that traffic is about half of what it was at this time last year. Allen stated that new cards and patron traffic numbers are going up. Abbi expects that these numbers will continue to increase, noting that traffic increased by approximately 400 in one month. Holly added that with the increasing cases in Lake County she is glad strict measures are in place, including the doorbell. Allen and Maggie concurred.

Tamarack Meeting with Joys & Concerns: Abbi read Brooke's report. The spring Tamarack meeting is scheduled for May 14th and 15th with the hope of having an in person meeting at the Missoula Public Library. Many libraries talked about their challenges with COVID. Several libraries have remained closed or had to close again. Discussion was held about whether or not libraries should be considered essential services. The consensus was that libraries are essential. Abbi asked Tracy if she wanted the Trustees to discuss this since she was on the call. Maggie stated that libraries are the most essential service, especially during a pandemic. She stated that the Montana Library2Go funding is very

important, especially during periods of isolation. Allen agreed that the books, movies, online resources, etc. are more important than ever. Holly agreed with Maggie and Allen. Tracy added that when advocating to people in power, you need to be specific and use true stories, also called impact stories. She noted the ALA's "E's of Libraries" program and asked Abbi what her thoughts were on that, as she had taken a course at ARSL last fall. Abbi stated that it is a great idea and that having a statewide message for everyone would help with advocacy. Abbi encouraged the Trustees to read the "Joys and Concerns" report from the Tamarack meeting.

2021 Library Closure Dates: Maggie moved and Holly seconded the *motion to accept the 2021 Library Closure Dates as presented.* **The motion passed.**

FOR: Allen Bone, Maggie Newman, Holly Wurl

AGAINST: None


OTHER BUSINESS: Allen suggested that the Foundation's section be moved ahead of the Director's Report on future agendas.

PUBLIC COMMENT: None.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library Board of Trustees is scheduled for Thursday, November 19, 2020 at 5:30 p.m. via Zoom

The meeting adjourned at 6:52 p.m.

Respectfully submitted,


Abbi Dooley, Library Director

Tamarack Meeting Oct. 21st, 2020 via Zoom

Brooke Wegner, Tamarack Federation Representative

Spring Meeting

Spring meeting was set, and plan to still meet in person in a large space where social distancing and masks could be used. Honore Bray offered to use her library meeting space (Missoula?) Crisis Intervention training was one topic that some libraries would like to hear more about in the event of an in-person meeting. Around April 15th/16th

Joys & Concerns/ COVID Discussion

Many libraries talked about COVID issues. Some counties have made recommendations to not have their library facilities open at this time, others have made suggestions on time limits within the library. Libraries talked about staffing and keeping them employed and accommodate them to work from home when able if families needed to be home with kids, or if were on ordered quarantine.

Money for retreat if no retreat

Approximately \$6,000 is available. Ideas included: Montana Library to go was a popular topic, extending the hotspot subscription; however, that will not work due to timing of when money needs to be spent, purchasing devices/technology, tutor.com, remote learning resources for kids learning at home. It was decided to give the money to Montana Library2Go.

Are libraries/ library workers considered essential?

Extensive discussion was had about libraries and if they are considered essential or not. Many library directors argued that library resources were important during the pandemic thus far, especially with individuals stuck at home. Many agreed that essential is so subjective, and the consensus was that yes, libraries are considered essential.