

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
Thursday, February 25, 2021  
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, Holly Wurl

**MEMBERS EXCUSED:** Brooke Wegner

**OTHERS PRESENT:** Abbi Dooley, Mallory Witham, Nancy Armistead, Tracy Cook

The meeting was called to order by Chairman Clint Hoxie at 5:32 p.m.

**ADDITIONS OR CHANGES TO THE AGENDA:** Holly asked to add a discussion about the new gun laws in Montana.

**PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA:** None.

**APPROVAL OF MINUTES:** Holly asked that the minutes be amended to state that she asked Maggie to assume the role as Foundation Representative because she felt that the Board and the Foundation would be better served by Maggie's set of expertise. Maggie moved and Allen seconded the *motion to accept the minutes of the regular meeting of Thursday, January 28, 2021 as amended*. **The motion passed with no opposition.**

**FRIENDS OF THE LIBRARY REPORT:** No report.

**FOUNDATION REPORT:** Maggie reported that the Campaign committee is meeting weekly via Zoom and things are moving along nicely. David King completed the videotaping the Foundation requested and it is being edited. The Foundation hired a graphic designer to create a campaign logo. Maggie will share this at the next meeting. Maggie noted that Campaign Counsel will train the Foundation on how to ask for funds in mid-March. They would like to do it in person and meet at the library. Nancy had no further topics to report on.

**LIBRARY DIRECTOR'S REPORT:**

**Administrative:**

**Expansion of hours starting March 8<sup>th</sup>:** Abbi is recommending that the library expand to year-round full hours. The recommendation is for the library to be open Monday – Friday 9 a.m. to 6 p.m. and Saturdays 9 a.m. to 4 p.m. This will shift the regular opening and closing time up one hour and add an hour to Saturdays. Wednesdays and Fridays from 9-10 a.m. would be retained for 65 and older or immunocompromised. In the past few years there has not been a significant enough number of library users during the 6 – 7 p.m. hour to justify staying open longer. Closing at 6 p.m. should give those who work time to get to the library, and many users have requested earlier opening hours. There have also been requests to offer young children's programs at 9 a.m. so that it is closer to school drop off. This proposal adds two hours per week to what the hours were pre-COVID. Abbi reported that the library is fully staffed now, and the library is ready for the change in hours. Abbi asked for the Board's feedback. Maggie asked if we would continue to limit the number of patrons in the building. Abbi replied that the numbers would still be monitored and the doors will be kept locked with the doorbell for patrons. The consensus was to expand the hours.

**Meeting Room usage:** Abbi expressed that the staff feel that the meeting room can be safely reopened to the public at the end of March or beginning of April if numbers continue to stay low. Abbi will reach out to the Public Health

Department to determine how many people to limit the room to, she is also suggesting no communal food and beverage (individual beverages in covered containers are ok) and only allow use of the room during library business hours. Allen asked who would be responsible for cleaning after meetings. Abbi stated that cleaning materials would be made available to room users. Clint suggested that the groups should clean up after themselves but that the staff should also disinfect after meetings. Abbi agreed that the staff would do the disinfecting of the room. Holly asked if groups would need to adhere to the COVID guidelines. Abbi responded that they would and this is a reason she would prefer to have the room in use during business hours with limits on group size. Abbi confirmed with Maggie that the Foundation can use the room for training.

ELSA: Abbi submitted the application for the Excellence in Library Service Award. The library passed and should be receiving a certificate for this year.

Staff Development Day: The February staff day was spent doing a full safety tour with all staff throughout the building, training on Montana Library2Go and the Libby app. Some of the staff assisted the Friends of the Library with moving boxes of books to the warehouse for storage while others used the time for continuing education and other projects, staff watched a continuing education video on the addition of magazines to Montana Library2Go while Bruce was able to update the remaining PCs to Windows 10. Overall, a very productive day. Abbi added that the library will be able to start taking donations as soon as Lizzy can get caught up with the backlog.

Foundation Video: David King was in the library February 16<sup>th</sup> and 18<sup>th</sup> to film for the Foundation's campaign video. The full-time staff and Maclaeln filmed a group shot on the 18<sup>th</sup> and Abbi and Angela filmed individual shots.

### **Building & Equipment:**

Annual Maintenance: Mission Valley Security performed annual maintenance on the security and fire system as well as fire extinguishers.

### **Services to Library Patrons:**

Magazines on Montana Library2Go: The Montana State Library has purchased a one-year subscription to over 130 magazines available digitally through the MT Library2Go website or through the Libby app. Some of these overlap the Flipster subscriptions, so Abbi will be making changes to what is offered through that app when they renew this spring. Clint asked if we are also considering the overlap for paper magazines. Abbi stated that she will be evaluating the paper offerings. Holly asked if it was labor intensive to get lists of what magazines there are in Flipster, Montana Library2Go, and paper. Clint explained that you can scroll through the electronic lists quickly. Abbi explained that Flipster is better for crafting magazines as it is possible to print pages or download entire magazines, whereas that is not possible in Montana Library2Go, so there may be one or two duplicates with those.

Dial a Story Programming: Abbi asked the Trustees if they thought the library should add this program. She explained that the company provides a local phone number where people can call and listen to recordings of stories read by the library's staff. The cost is \$450 for 6 months paid up front with no refunds. The consensus was that it was not a good use of funds.

### **Library Programs:**

All of Us Research Program: There were no attendees for the first program and only one for the second. Mallory and Abbi believe that the promotional materials provided by DHHS did not do a very good job of explaining what the actual purpose of the program is. It was disappointing for the first virtual program, but also a good practice run. Holly asked if we were paid. Abbi responded that she doubts that we will be.

Adopt-a-Book: This annual donation drive continues through February.

### **Continuing Education:**

MLA Conference Online: At this time no staff will be attending, however there are several sessions that may be of interest to the Trustees or the Foundation. The library budgets funds for Trustees to attend. If you are interested, register online and submit your receipt to Abbi for reimbursement.

### **BOARD BUSINESS:**

#### **Financial:**

January 2021 Financial Report: Abbi provided the January 2021 claims, monthly spreadsheet and BMS reports to the Trustees prior to tonight's meeting. Holly moved and Maggie seconded the *motion to accept the January 2021 Financial Report as presented*. **The motion passed with no opposition.**

#### **Unfinished Business:**

Election: Abbi reported that Maggie, Allen and Brooke all submitted candidate forms to run for the three open Trustee seats. No one else filed, therefore an election is not needed and the three Trustees are elected by acclamation.

Question on the legality of renaming the library if asked: Clint asked if we had any definitive answer on this. Abbi answered Clint that we really aren't sure. Tracy Cook added that it may work to add a DBA name but keep the legal name of the District. The consensus was that if this comes up then an attorney will need to be consulted, preferably paid for by the person asking the question.

#### **New Business:**

Monthly Statistics Report: Abbi had provided the January 2021 Statistics Report to the Trustees prior to tonight's meeting. Clint noted that it was good to see that the online services are being used more. Holly asked if Creativebug would continue with the low usage. Abbi stated that if usage remains low it will not be renewed and noted that it had been a request by a couple of patrons when the library was closed last summer. Allen asked about in-person programming with the meeting room reopening. Abbi responded that her goal is that by May or June the library may start programming again. She noted that the library is planning to do the full summer reading program and to use Sacagawea Park for in-person programming. Abbi also stated that Felicia has every Thursday morning program confirmed, which may be the earliest this has happened for the library for the summer reading program.

Clarkson Trust: Abbi reported that \$5,068.08 was received for the annual distribution.

- 2020 4<sup>th</sup> Quarter Status:

Beginning market value 09/30/20	363,932.54
Income & Capital Gain Distributions	3,622.06
Withdrawals and fees	(6,202.35)
Change in account value	38,958.31
<b>Market value on 12/31/20</b>	<b>\$400,310.56</b>

Face Mask Policy: There was some discussion about specifics of the policy, but no changes were made from what was presented. Maggie moved and Allen seconded the *motion to approve the Face Mask Policy as presented*. **The motion passed with no opposition.**

Update Epidemic and Public Health Emergency Policy: Clint asked that specific social media platforms (i.e. Facebook) be replaced with the term social media. Abbi agreed and made the change. Holly wondered if checking the building once each week during a stay at home order was sufficient. Abbi reassured her that in reality she would likely still be working in the building, but preferred to keep policy language broad. Allen moved and Maggie seconded the *motion to approve the updates to the Epidemic and Public Health Emergency Policy as amended*. **The motion passed with no opposition.**

Update Hours, Holiday & Closure Policy:

All agreed that they are glad to see that there will not be a summer hours change. Maggie moved and Allen seconded the *motion to approve the updates to the Hours, Holiday & Closure Policy as presented*. **The motion passed with no opposition.**

**OTHER BUSINESS:**

Librarians as Essential Workers: Holly asked Tracy Cook about the topic of librarians being essential workers. Tracy noted that the State Library lobbied to have librarians deemed essential for vaccines, but were unsuccessful. Librarians will be in the same group as teachers for vaccination. As far as libraries being deemed essential as compared to paramedics, firefighters, etc., Tracy noted that there are mixed feelings about that in the library world. Tracy also added that the lobbyist for MLA added her voice this session to increase internet broadband solutions across the state of Montana. She suggested the Trustees look at LC2877 and SB 297.

LR-130 and HB-102 Gun Legislation: Holly expressed great concern over the changes to gun laws in regards to the library, and stated that she does not like the idea of guns in the library. Abbi and Tracy responded and explained the changes. LR-130 was a ballot issue approved by the voters last November. It restricts local governments from prohibiting concealed, permitted weapons to be carried in public buildings. HB-102 went further and allows concealed carry without a permit. Abbi noted that if there was any issue the police will be called.

I-190 Marijuana Legalization: Allen asked about the changes to the marijuana laws. Abbi responded that the staff are treating marijuana similarly to alcohol as outlined in the Patron Conduct Policy.

**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 25, 2021 at 5:30 p.m. via Zoom.

**EXECUTIVE SESSION:** The Trustees and the Director went into an executive session at 6:31 p.m. for the purpose of conducting the Library Director's annual review. Tracy, Nancy and Mallory left the meeting at this point.

The Trustees and Director came out of Executive Session then the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

*Abigail J. Dooley*

Abbi Dooley, Library Director