

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, January 28, 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, Maggie Newman, Brooke Wegner, Holly Wurl

MEMBERS ABSENT: Clint Hoxie

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Ryan Gage, Cindy Willis, Mark Vergeront

The meeting was called to order by Vice Chairman Allen Bone at 5:36 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

APPROVAL OF MINUTES: Maggie moved and Brooke seconded the *motion to accept the minutes of the regular meeting of Thursday, November 19, 2020 as written. The motion passed.*

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

AGAINST: None

Maggie moved and Holly seconded the *motion to accept the minutes of the quorum Foundation meeting of Monday, December 7, 2020 as written. The motion passed.*

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

AGAINST: None

FRIENDS OF THE LIBRARY REPORT: Abbi reported that the Friends had a very successful donation drive this fall and gave \$4,000 to the library. Abbi will use some of this money in connection with the Foundation's Giving Tuesday gift to purchase the new technology cart, new chairs for the public computers, and if there is enough money left, new shelving for the DVDs.

FOUNDATION REPORT: In regards to Giving Tuesday, Maggie asked Cindy if the \$3,170 given to the library included the Facebook donations. Cindy responded that it did not and that there is an estimated \$560 remaining to be given from this. Holly reported that she has asked Maggie to assume the role of Foundation Representative for the library board. Holly stated that she feels the Trustees and Foundation would be better served by Maggie's set of expertise for the capital campaign. Maggie has agreed to do this. There were no objections from Trustees to make this change. Maggie reported that she has agreed to be on the Campaign Committee for the Foundation. Cindy reported that Melanie Brooks and Karen Swan have resigned from the Foundation and that they are in need of new board members. She also reported that the Foundation is advertising for an independent contractor to do administrative work for the Campaign. Maggie noted that the Foundation has asked if the name of the library could legally be changed if a mega donor requested it, and asked Abbi to look into it. Ryan went over the four separate accounts that the Foundation holds in Edward Jones investments. Ryan asked the Trustees to consider lifting restrictions that were placed on the Voorhees account. After discussion, Maggie moved and Brooke seconded the *motion to remove restrictions placed by previous Library Boards of Trustees on the Voorhees Account currently held by the North Lake County Library Foundation. The motion passed.*

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

AGAINST: None

Ryan then asked the Trustees to consider a motion allowing the Foundation to combine these separate accounts into the one general account, as there are no longer restrictions in force on the bequests. Abbi stated that she would like to continue to use the Hochmark name for purchases of large print titles with funds given by the Foundation. There was no objection by those in attendance. (This was also addressed at a Foundation meeting in which there were no objections). After some discussion, Holly moved and Maggie seconded the *motion to support the combination of the Harris, Hochmark, Townsend, and Voorhees accounts currently held by the North Lake County Library Foundation into their general account.* **The motion passed.**

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

AGAINST: None

Holly stated that these four names need to be acknowledged as donors for the Capital Campaign if the funds are used for the renovation. Cindy responded that that is the intention of the Foundation. Ryan and Mark left the meeting at 6:05 p.m. Abbi had emailed out the "Library Family Organization Information" sheet last month and asked if there were any questions. There were none. Abbi had provided a list of naming opportunities prior to the meeting and asked the members for input. Abbi mentioned that the coffee bar was a controversial topic in the Campaign Counsel interviews. The group still likes the idea of using some of the "coffee" space for a Friends book sale nook.

LIBRARY DIRECTOR'S REPORT:

Administrative:

UPS Donation: Abbi reported that the library received a donation of many reams of colored paper, card stock, etc. from the UPS Store.

USPS Box: Abbi reported that the USPS installed a cluster mailbox across from the library, so she has decided to close Post Office Box 820. This will save approximately \$300.00 per year and will be more time efficient for staff.

Montana State Fund: Abbi reported that the library's work comp has a new billing practice. She wanted the Trustees to know that the library will go over budget in FY21, as Montana State Fund is now requiring payment for the entire year in the first three months of the calendar year. Maggie asked if premiums stayed the same, and Abbi replied there was a small increase.

CARES Act Reimbursement: Abbi reported that the library has received \$3,460 so far in reimbursement for expenses that qualified due to COVID-19. An additional \$1,438 has been submitted in the last round. These funds have reimbursed the library for such things as the Black Mountain Software upgrade to the cloud, plastic barriers, webcams, head sets, cleaning supplies, and hand sanitizer.

Building & Equipment:

Roof: Whiting Waterproofing has let Abbi know that the roof is due to be repaired or replaced and will do a full inspection in April, after which they will provide estimates.

Staffing Update:

Information Technology Librarian: Bruce Fussell started January 21st. He is updating computers and scheduling appointments starting Monday. Maggie asked if Bruce would be able to also maintain the server and WiFi system. Abbi replied that it is important to have a third party perform this function rather than an employee. Valley Tech is able to monitor the status of the server and WiFi system in real time and perform nightly backups that are saved to the cloud.

Cindy left the meeting at 6:17 p.m.

Youth Services Librarian: Felicia Gill started January 5th. She is busy doing programming, virtual story times and planning the Summer Reading Program.

Library Programs:

Story Time Returns: Our new Youth Services Librarian, Felicia has her Story Time debut on January 25th on the library's YouTube Channel and will have a program each week. She is working on additional programming ideas as well.

All of Us Research Program: The US DHHS is hosting an online program about this project. The idea is that current health care is often one-size-fits-all, but they are working on a program to tailor healthcare to the individual. There are two programs, February 3, 2021 at 1 p.m. and February 9, 2021 at 1 p.m. The goal of these webinars is to inform the public of this program as well as seek individuals who are interested in being part of the research project.

Adopt-a-Book: This annual donation drive will run through February. A \$15.00 donation is required for each title. There is a smaller selection of books this year due to lower traffic numbers.

Closure Dates:

- Friday, February 5th – Staff Training Day. Abbi reported that Offline has been canceled due to a lack of proposals for programs, but she is keeping this date to work on training with new staff. Some of the staff will also work with the Friends to move a lot of the boxes of donated books to their storage area so the library can work toward taking donations again.
- Monday, February 15th – Presidents' Day

BOARD BUSINESS:

Financial:

November 2020 Financial Report: Abbi provided the November 2020 claims, monthly spreadsheet and BMS reports to the Trustees prior to tonight's meeting. Holly questioned the difference between the November and December electric bills. Abbi verified that the amounts are correct, and noted that it did get colder in November (which is on the December claim). Holly then asked about payroll costs and the significant increases in September and October. Abbi replied that retro pay was paid in September (and wages were adjusted to the new scale) and that there were three pay periods in October. Maggie moved and Brooke seconded the *motion to accept the November 2020 Financial Report as presented*. There was an additional question from Holly regarding volunteer costs. Abbi explained these were expenditures for things such as sympathy flower arrangements. Abbi added that tax revenue monies are not used for these types of things, and historically funds from the Foundation have been used. Holly also asked about the budget vs actual for building maintenance and furniture expenses, but did not have an exact object number to reference, so Abbi was unable to definitively answer her question. **The motion passed.**

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

AGAINST: None

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

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

AGAINST: None

Financial Review letter: Abbi drafted this letter after consulting with Tracy Cook from the State Library. Abbi asked the Trustees if they had any comments. Maggie and Allen stated they feel the letter covers everything that the Trustees would want to know. Abbi will send the letter to approved auditors on the State's list.

Unfinished Business:

Report on Collection Changes from FY2017: Maggie complimented Abbi for her hard work and for the great report. Holly questioned the rationale for combining magazines with books in the print statistic on the state statistical report. Abbi explained that this is the way the State Library does it. Maggie praised Abbi on having a weeding schedule and for keeping the collection in better shape. Holly asked if the library will go the full 6 months of the Partner's holds pilot.

Abbi replied that they are only one month in and a decision had not yet been made. Holly noted that she preferred holds sheltering.

New Business:

Monthly Statistics Report: Abbi had provided the November & December 2020 Statistics Reports to the Trustees prior to tonight's meeting. There was no discussion.

Library Depreciation Reserve: Abbi recommended \$250,000 be pledged from the Depreciation Reserve Fund to the renovation project. That would leave approximately \$50,000 in the fund in the event of an emergency, and the fund is expected to increase. There was discussion about the cost savings so far in FY2021 due to COVID changes and payroll. Abbi added that more money could be pledged later. Maggie moved and Brooke seconded the *motion to pledge \$250,000.00 from the Library Depreciation Reserve Fund 4510 to the renovation project.* **The motion passed.**

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

AGAINST: None

Resolution Calling for Trustee Election: Maggie questioned whether this was necessary, and Abbi said she confirmed with the election office that a resolution must be passed to have an election through the mail. Abbi noted that if no more than three candidates filed, then an election would not be necessary. Maggie moved and Holly seconded the *motion to pass Resolution No. 2021-03 to call for the election of three open Trustee positions on the library board.* **The motion passed.**

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

AGAINST: None

OTHER BUSINESS:

Building Traffic with COVID-19: Holly noted the number of people per hour entering the building and asked if the staff are comfortable with that number. Abbi responded that the staff are fine with it and that she consulted with the health department who encouraged longer hours rather than shorter to spread out the traffic.

Staff Question: Holly asked if Maclaen is working. Abbi replied that he is still on furlough as there isn't really any work for him to be doing at this time.

Pool Book Nook: Maggie noted that the pool has reopened and that the Book Nook needs to be replenished. Abbi will mention this to Lizzy.

Director's Evaluation: Holly asked about Abbi's annual evaluation. Abbi noted that she did not include it, as she expected this meeting to run long, but it will be on the February agenda.

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

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director