

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Tuesday, October 26, 2021**

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

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Sierra Ross

Meeting Called to order by Chairman Clint Hoxie at 4:58 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 August 24, 2021 as written.* **The motion passed.**

FRIENDS OF THE LIBRARY REPORT: Abbi reported that the Friends met on September 15th. They are looking for storage space in town for the books that have been collecting. Paula Aznoe will stay on the board but Teri Warford will take over as Treasurer. Maggie added that she has been out to the current storage area and there is a large area stacked high with boxes of books. Abbi added that the Friends are meeting more regularly and hope to have a book sale in the fall.

FOUNDATION REPORT: Maggie reported that the Foundation is meeting tomorrow. She noted that the Foundation has raised a total of about \$933,000 thus far and that the car that was donated will be sold for \$5,000. The rise in COVID cases is limiting in-person contacts with donors.

LIBRARY DIRECTOR'S REPORT:

Staff:

Introduction of Sierra Ross, Technology Librarian: Sierra started September 1st and will start taking appointments October 1st.

Library Programs & Outreach:

September 11th Poster Display: Abbi noted the fourteen posters hanging in the lobby that show the history of 9/11, its origins, and its ongoing implications through the personal stories of those who survived the attacks twenty years ago. This display will stay up through September.

Ghost Towns Program: Lizzy will be presenting "Montana's Treasured Past: Ghost Towns and Gold" October 14th at 5:30 p.m. Abbi explained that the program will use the National Geographic Giant Map of Montana. Attendance will be limited and we are asking people to wear masks and socks.

Community Survey Results: Abbi compiled the results of the 50 responses received. She included everyone's full responses and also compiled the data into graphs for easier analysis. Abbi added that the library received some good suggestions.

Montana Memory Project: Abbi reported that the entire Paul Fugleberg collection is now on the new site.

Library Closure Date:

Monday, October 11th for Staff Development Day – Staff will be reconfiguring the adult fiction section by genre.

Administrative:

FY21 Public Library Standards Completed: The library will receive state aid in October. Abbi received a letter from the State congratulating the library for completing these standards during COVID.

Updated Public Library Standards & ELSA requirements: These standards become effective 7/1/22. Abbi highlighted the standards that will affect the board. One of the requirements is three hours of continuing education for trustees. Maggie asked how the members could get this training. Abbi will contact the State Library for training opportunities. Abbi noted that the essential standards are the ones the library has to meet for state funding. Holly asked about creating an emergency preparedness policy. Abbi responded that there is one in place, but it does need to be updated with the latest revisions.

Continuing Education & Meetings:

Tamarack fall meeting: The meeting is scheduled for October 21st at 6 p.m. via Zoom. Abbi will get Brooke the information for Zoom. Holly asked if the meeting would count as training. Abbi replied that this meeting will not as there is no training being offered.

MLA Membership: All Trustees and full-time staff have had their membership renewed.

BOARD BUSINESS:

Financial:

August 2021 Financial Report: Abbi provided the August 2021 claims, monthly spreadsheet and BMS report to the Trustees prior to tonight's meeting. Allen moved and Maggie seconded the *motion to accept the August 2021 Financial Report as presented*. **The motion passed.**

Unfinished Business: None.

New Business:

Monthly Statistics Report: Abbi provided the August 2021 Statistics Report to the Trustees prior to tonight's meeting.

Updated Personnel Policy: Brooke moved and Allen seconded the *motion to accept the changes to the Employee Handbook as presented*. Holly asked for the removal of the section stating that the Trustees may appoint the Assistant Director to the Director position in the event the position becomes vacant and for the removal of the line suggesting a staff member may use the library vehicle for jury duty. There were no objections by the other trustees to removing these two parts. Abbi will remove them from the final version.

Holly complained that the policy is painfully specific. Abbi responded that the old version was missing several sections that are required by law and that she altered the policy to match the wording from the MACO sample policy. Holly expressed concern that the length of time stated in the Worksite Breastfeeding section is not specific enough. Abbi replied that it is written in the law to give mothers at least one year. Allen asked about COVID sick leave and Abbi replied that staff have to use their own accrued leave, if they have any, for COVID related absences. Holly questioned the wording in the Ethics section regarding accepting gifts and stated that she feels it is unethical. Abbi clarified that the language is written following the law and that the library employees do not accept tips; all donations are given to the Library. Holly also questioned the section on exit interviews. Abbi stated that the Trustees are her supervisor, but that she is the supervisor of the other staff. Therefore, anything to do with staff members falls under her purview and an exit interview is optional and at the exiting staff member's request. Abbi stated that now the handbook is in-line with MACO and Lake County, so there should not be a need for large edits like this again. The motion was amended to "as corrected." **The motion passed with one objection.**

Notice of intent to update Board of Trustees By-Laws at October 26, 2021 meeting: There were no comments or corrections. The update to the By-Laws will be voted upon at the October meeting.

OTHER BUSINESS:

- **Fee Schedule:** Holly stated that she thinks the notary service that will be coming soon should be listed on the fee schedule even though there is no charge. Holly asked that it be added to the next meeting agenda for a vote.
- **Hot Spots:** Holly also stated that hot spots should be listed on the fee schedule. Abbi noted that the overdue fee is listed, but that the fee schedule is not a marketing tool for all services and materials. Holly asked Abbi to include lost hot spots on the statistics report.

PUBLIC COMMENT: None.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library Board of Trustees is scheduled for Tuesday, October 26, 2021 at 5:00 p.m. in the library meeting room.

The meeting adjourned at 5:35 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director