

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
Tuesday, January 25, 2022**

**MEMBERS PRESENT:** Allen Bone, Clint Hoxie, Maggie Newman (arrived at 5:20 p.m.) Brooke Wegner, Holly Wurl (via Zoom)

**OTHERS PRESENT:** Abbi Dooley, Mallory Witham

Meeting called to order by Chairman Clint Hoxie at 5:00 p.m.

**ADDITIONS OR CHANGES TO THE AGENDA:** None.

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

**APPROVAL OF MINUTES:** Allen moved and Brooke seconded the *motion to accept the minutes of the regular meeting of Tuesday, November 23, 2021 as written.* **The motion passed.** Brooke asked to correct the January 13<sup>th</sup> minutes to reflect her attendance. Allen moved and Brooke seconded the *motion to accept the minutes of the special meeting of Thursday, January 13, 2022 as corrected.* **The motion passed.**

**FRIENDS OF THE LIBRARY REPORT:** Abbi reported that the Friends met on Friday January 21<sup>st</sup>. They have three book sales on the calendar Friday & Saturday from 10 a.m. to 4 p.m.: March 25<sup>th</sup> & 26<sup>th</sup>, June 3<sup>rd</sup> & 4<sup>th</sup>, and August 26<sup>th</sup> & 27<sup>th</sup>. After the August sale, and dependent on renovation timeline, the library may restrict further donations.

**FOUNDATION REPORT:** Abbi reported that the Foundation is at about 67% of the fundraising goal. Mike Mitchell resigned, so they are looking for two more people to be on the board.

**LIBRARY DIRECTOR'S REPORT:**

**Library Programs & Outreach:**

**Grinchmas Party:** A hugely successful youth program with two additional sessions added on December 4<sup>th</sup>. There were 138 people in attendance (84 kids and 54 adults).

**Youth Programs:** Mother Goose continues on Mondays and Story Time returned January 13<sup>th</sup> on Thursdays at 9:15 a.m.

**Story Shuttle:** Started up again in January to daycares and preschools.

**Genealogy Program:** Eight people attended on January 25<sup>th</sup> at 2 p.m.

**Leap Into Science:** This family program will be held Saturday, February 26<sup>th</sup> at 10 a.m. Abbi noted that there was a small grant that came along with this in the form of an Amazon gift card for purchasing supplies. Felicia will be doing a "Light and Shadow Workshop" for families.

**Adopt-a-Book:** This annual donation program will run through February. Donation is \$15 per book.

**Services to the Public:**

**Notary Services:** Angela passed the exam, bonding and certificate were purchased. She is just waiting on supplies to arrive.

**Freemal:** This subscription will not be renewed in February 2022. While there has been good usage, it is not enough to justify the \$1,500 per year cost.

**Library Closure Dates:**

The library will be closed on the following dates:

- Monday, February 21<sup>st</sup> – Presidents Day
- Tuesday, March 8<sup>th</sup> – Closing at 2 p.m. for All-Staff Training (Staff Development Day). The Polson Police Department will hold an active shooter training with the staff (role-play but no shooting involved).

**Staff Update:**

State Certification: Sierra achieved State Library Certification by MLIS degree.

**Equipment:**

Public Computers: Seven of the public computers need to be replaced. There are issues with freezing and the media room computer keeps crashing. Two others are very old. There are hardware issues with the PCs that were purchased in 2018.

SMART Board: Suddenly will not work. Sierra has been researching and Ceth Eslick from the school district will stop in to take a look. There has been an offer to donate toward the purchase of a new projector or SMART Board and Abbi will revisit this with renovation. In the meantime, using the projector available to checkout to patrons when needed.

**Continuing Education/Meetings:**

MSC Fall Meeting (mandatory): February 14<sup>th</sup> at 9 a.m. online; Abbi will attend.

Public Library Association Conference: Abbi and Mallory will attend in Portland, OR in late March.

**Administrative:**

FY2021 Annual Financial Report: The AFR was submitted on time. Revenues were \$483,629.74 and do not exceed \$750,000, therefore no audit is required.

Insurance: Delta dental dropped their premium by 4% through 12/31/2023.

FY2020 Financial Review: It is taking a long time, but they are currently working on it.

**BOARD BUSINESS:**

**Financial:**

November 2021 Financial Report: Abbi provided the November 2021 claims, monthly spreadsheet and BMS reports to the Trustees prior to tonight’s meeting. Brooke moved and Allen seconded the *motion to accept the November 2021 Financial Report as presented*. **The motion passed.**

December 2021 Financial Report: Abbi provided the December 2021 claims, monthly spreadsheet and BMS reports to the Trustees prior to tonight’s meeting. Allen moved and Brooke seconded the *motion to accept the December 2021 Financial Report as presented*. **The motion passed.**

Clarkson Trust: 4<sup>th</sup> Quarter 2021 Status

Beginning market value 09/30/21		426,140.58
Income & Capital Gain Distributions		8,224.81
Withdrawals and fees		(7,563.43)
Change in account value		8,686.47
<b>Market value on 12/31/21</b>		<b>\$435,488.43</b>

The Library received annual Clarkson proceeds of \$6,254.96.

State Funds: The Library received a check for Tamarack Federation funds for \$10,597.02 (\$3,260.02 regular disbursement, \$1,337 administrative payment for coordinator duties, \$6,000 meeting expenses) and for State Aid for \$4,754.57

WFCU Balance: Abbi reported that the balance in the credit union is \$891.66 over the NCUA covered limit. The consensus was to leave the balance as it is minimal and earning better interest.

**Unfinished Business:** None.

**New Business:**

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

Staff wage increase request: Allen moved and Brooke seconded the *motion to approve a 5% increase to the base wage on the Stepped Wage Scale giving all employees a 5% increase effective with February 4, 22 payroll.* **The motion passed.**

March meeting date needs to change: Due to a conflict with the PLA Conference, the March meeting is moved to March 29<sup>th</sup> at 5:00 p.m.

Records Destruction Document (RM88): Brooke moved and Allen seconded the *motion to approve the destruction of documents on form RM88.* **The motion passed.**

Director's Annual Review: Clint reminded the Trustees to complete the review form and return it to him by the February meeting.

**OTHER BUSINESS:** None.

**PUBLIC COMMENT:** None.


**MINUTES REQUESTS:** No requests made for detailed sections in the minutes.

**NEXT SPECIAL MEETING:** The Trustees will meet Wednesday, February 2, 2022 at 11 a.m. in the library meeting room for an interview with Mosaic Architecture.

**NEXT REGULAR MEETING:** The next regular meeting of the North Lake County Public Library Board of Trustees is scheduled for Tuesday, February 22, 2022 at 5:00 p.m. in the library meeting room.

The meeting adjourned at 5:21 p.m.

Respectfully submitted,

  
Abbi Dooley, Library Director