

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Tuesday, February 22, 2022**

MEMBERS PRESENT: Allen Bone, Clint Hoxie, Brooke Wegner, Holly Wurl (via Zoom)

MEMBERS ABSENT: Maggie Newman

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Nancy Armistead (via Zoom), Havilah Burton

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: Brooke moved and Allen seconded the *motion to accept the minutes of the regular meeting of Tuesday, January 25, 2022 as written.* **The motion passed.** Allen moved and Brooke seconded the *motion to accept the minutes of the special meeting of Wednesday, February 2, 2022 as written.* **The motion passed.**

FRIENDS OF THE LIBRARY REPORT: Abbi reported that the Friends met and they are working on their book sale to be held in March. They have about \$7,000 currently.

FOUNDATION REPORT: Abbi reported that the Foundation has been printing newsletters and envelopes on the library copier, which is saving money toward renovation. Nancy reported that the Friends have \$1.355 million raised. They have several grant and gift proposals out and they are waiting for responses from these. The Foundation is planning a fundraiser with author Mark Sullivan.

LIBRARY DIRECTOR'S REPORT:

Library Programs & Outreach:

Leap Into Science: Light & Shadow family program: This program will be held Saturday, February 26th at 10 a.m.

Adopt-a-Book: This annual donation program runs through February. There is a \$15.00 donation per book.

Tech Programs: "Pandemic Literacy" was held February 22, at 2:00 p.m. There was one attendee. "Upgrade Your Cybersecurity" will be held Tuesday, March 15, at 2:00 p.m.

Family Program: Interactive movie, "Brave" will be held Saturday, March 19th at 10 am.

1000 Books Before Kindergarten Program: We will be using existing money in Fund 2757 for prizes. This program will kick off March 1st officially. This will be an ongoing program. We are waiting for more information from Read Squared on how to get people signed up.

Library Closure Dates: The library will be closed on the following dates:

- Tuesday, March 8th – Closing at 2 p.m. for All-Staff Training (Staff Development Day – Active Shooter Training)
- Friday, April 8th – Closing at 2 p.m. for Staff Development Day and program prep

Staff Update:

Felicia Gill: Felicia has successfully completed her probationary period.

Maclaen: Maclaen's hours have increased to 3 hours per week over two days (was 1 hour per week)

Equipment:

New Public Computers: Seven have been replaced and are up and running. Aaron completed this in 2 days.

Smart Board projector: is working but the “brain” of the Smart Board itself is dead – Ceth Eslick from PHS looked at it.

Mission Valley Security: completed their annual maintenance on February 22nd.

Continuing Education/Meetings:

Public Library Association (PLA) Conference: Abbi and Mallory will attend the PLA Conference in Portland, OR March 22-26.

Administrative:

Lake County ARPA Funding: The County denied funding for purchasing hotspots with ARPA funds. Three additional hotspots from the MSL have been received and are now available. These are paid for through the end of this year, then we will decide how to continue funding these.

Grant Received: The Library received a \$3,000 Trust Grant from the Greater Polson Community Foundation. This may be something we can count on each year. Abbi noted this would almost cover the costs of hot spots for 1 year.

Kiwanis Donation: The Library received a donation of \$545 from the Kiwanis’ Pints for a Purpose event.

BUILDING COMMITTEE REPORT:

Mosaic: The contract with the architectural firm is ready for signature. The Construction Committee will meet with Mosaic for a workshop on February 23rd at noon.

BOARD BUSINESS:**Financial:**

January 2022 Financial Report: Abbi provided the January 2022 claims, monthly spreadsheet and BMS reports to the Trustees prior to tonight’s meeting. Brooke moved and Allen seconded the *motion to accept the January 2022 Financial Report as presented*. **The motion passed.**

Unfinished Business: None.

New Business:

Meeting Room Request: Havilah Burton, Montana State University (MSU) SNAP-Educator, introduced herself and explained that she would like to host a nutrition program for a series of six dates. Brooke moved and Allen seconded the *motion to accept the meeting room request for MSU Extension Office’s SNAP-Ed program for six dates*. **The motion passed.**

Monthly Statistics Report: Abbi provided the January 2022 Statistics Report to the Trustees prior to tonight’s meeting. Holly asked if we will have enough hotspots through the end of the year due to so many being lost. Abbi explained that the state replaces these for us.

Circulation Policy Update (to include hotspots): Allen moved and Holly seconded the *motion to approve the update to the Circulation Policy, as presented*. **The motion passed.**

Epidemic & Public Health Emergency Policy Annual Review: Brooke moved and Allen seconded the *motion to approve the update to the Epidemic and Public Health Emergency Policy, as presented*. Holly expressed concern about the language stating that the library would follow direction from the governor and whether politics may come into play. Discussion ensued regarding the library’s role as a governmental entity in relation to following orders. **The motion passed with Holly abstaining.**

OTHER BUSINESS: None.

PUBLIC COMMENT: None.

MINUTES REQUESTS: Holly requested that her comments and vote regarding the Epidemic and Public Health Emergency policy be noted in detail.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library District Board of Trustees is scheduled for Tuesday, March 29, 2022 at 5:00 p.m. in the library meeting room. The date is pushed back a week due to a scheduling conflict.

EXECUTIVE SESSION: The Trustees entered into Executive Session at 5:20 p.m. It was agreed that not enough evaluation forms had been submitted, therefore the Executive Session for the library director's annual review will be tabled until the March meeting.

The Trustees came out of Executive Session at 5:22 p.m. and adjourned the meeting.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Library Director