

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Tuesday, May 24, 2022**

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

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Cindy Willis

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.

MINUTES: Allen moved and Maggie seconded the *motion to accept the minutes of the regular meeting of Tuesday, April 26, 2022 as written.* **The motion passed unanimously.**

Minutes of the Executive Session were passed around and signed by trustees in attendance, then sealed.

FRIENDS OF THE LIBRARY REPORT: Abbi reported the Friends' Book Sale will be June 3 & 4 10 a.m. to 4 p.m. They are also selling raffle tickets for an Amish quilt.

FOUNDATION REPORT: Cindy reported that the Foundation has a new website: www.PolsonLibraryFoundation.org. The Foundation has raised just over \$1.5 million. They are planning a fundraiser with author Mark Sullivan and will be opening the campaign up to the public soon. They had the promo video edited down to two minutes and it will be shown at the local movie theater during the previews. On June 29 they will host an invited event at the library for potential donors. They have progress thermometers at various businesses around town. They will have a table at the farmer's market to help promote the Friends' book sale and get out information about the campaign.

LIBRARY DIRECTOR'S REPORT:

Library Programs & Outreach:

Tech Programs: May 24th at 2 p.m. there was a 3D Printer Demonstration with 11 attendees. Sierra 3D printed a pair of earrings as a giveaway. The next program is June 28th at 2 p.m. on Digital Photography Basics.

Summer Reading Program: Registration on READSquared begins June 13th. Dillon Tabish from FWP will present on June 16 and Karen Dunwell will present on the Flathead Lake Monster on June 23. Abbi attended the Kiwanis awards luncheon and graciously received a \$200 donation for the summer reading program.

Farmer's Market: The library has been asked to join the Foundation and Friends at a table near the Farmer's Market on Friday mornings. There will be staff members at the table from 9 a.m. to noon signing people up for library cards as well as promoting various programs and services.

First Friday Music in the Library: The Library will kick off a music in the library series on Friday, June 3 at 3:30 p.m. with Doug Trost. The Library is joining in on the first Friday festivities by offering a program between the Farmer's Market and downtown shopping.

Mystery & Suspense Authors Program: Christine Carbo, Leslie Budewitz and Gwen Florio will be here Saturday, June 11 at 10 a.m. for an Authors' panel. They will also have their books available for sale and signing.

Life's a Beach Read!: Angela will give a backstory of summer beach reads on Tuesday, June 21st at 11 a.m. She will also be talking about the genrefication project.

Teen Advisory Board: The TAB met and they want to start a Book Club this summer for kids. The first meeting is June 13 at 10:30 a.m. The book is “The Mysterious Benedict Society.”

Continuing Education/Meetings:

Tamarack Federation Report with our Joys & Concerns: Abbi reported that the State Library will be changing their logo and using it across all platforms. The group went over the new Public Library Standards that go into effect on July 1 and reviewed necessary data collection for the Public Library Statistics. The fall meeting is October 20th at 6 p.m. via Zoom. Once completed, Abbi will email the full minutes to the Trustees.

MLA/PNLA/MPLA Tri-Conference: This conference is in Missoula August 3-6. Registration is open on the MLA website. There are funds available for Trustees to attend.

Staffing:

Summer Help: Sara Brookman is returning June 6th to help during the summer.

Administrative:

MACO Increase: During the Library’s renewal review, MACO discovered an error in how they calculated the Library’s liability insurance premium in the past. It has now been corrected and leads to a premium for FY23 that is double what the Library paid in FY22. Abbi is working with Rob Turner to get quotes from other companies.

Combining Funds: Abbi provided a table of how she would like to combine existing accounting funds. She asked the Trustees for input and let them know that they would be voting on a resolution at the June meeting. Holly expressed concern that the Foundation Fund 2750 would be eliminated, and that they may want to know how money they’ve given is spent. Abbi assured her that tracking of those funds would not change and she can provide that information.

Library Closure Date: The library is closed Monday, May 30th for Memorial Day.

BOARD BUSINESS:

Financial:

April 2022 Financial Report: Abbi provided the April 2022 Financial Report to the Trustees prior to tonight’s meeting. Maggie asked about the increase in payroll in April. Abbi explained that there were 3 pay periods. Brooke moved and Maggie seconded the *motion to accept the April 2022 Financial Report as presented*. **The motion passed unanimously.**

Clarkson 1st Quarter 2022 Report: Abbi informed the Trustees that there is a discrepancy in the ending balance from December and the beginning balance for this statement of \$165.31. First Interstate is looking into it.

Beginning market value 12/31/21	435,323.12
Income & Capital Gain Distributions	1,181.58
Withdrawals and fees	(1,251.60)
Change in account value	(24,834.42)
Market value on 03/31/22	\$410,418.68

Unfinished Business: None.

New Business:

Monthly Statistics Report: Abbi provided the April 2022 Statistics Report to the Trustees prior to tonight’s meeting.

Meeting Room Request: The Lake County Republican Women are requesting meeting room reservations for the first Monday of each month. The Meeting Room Policy was reviewed. Abbi clarified that the statement in I.A.2 regarding reserving of the meeting room for one meeting at a time is intended to mean one meeting on the calendar at a time. Clint suggested revising the policy to state that clearly. The group’s request and the issue of fair use of the room were discussed. Abbi expressed concern that allowing one group to do this would open up the request from other groups,

which has already happened on an informal basis, and would prohibit fair use, and inhibit the library's use of the room. Maggie moved and Brooke seconded the *motion to approve the request of the Lake County Republican Women to reserve the library meeting room for the first Monday of each month.* **The motion failed unanimously.**

Naming Agreement with Foundation: Maggie questioned the necessity of this agreement. Abbi stated that she received a template for this agreement from Belgrade Public Library, which they used to create an agreement with their Foundation for their new building project. Abbi stated it is good practice to have details of naming opportunities with expectations in writing for the future. Clint wanted everyone to understand that this document, once approved by the Trustees, gives the director the power to provide consent, approval or concurrence under the agreement – without further approval from the Trustees. Holly expressed concern about including a naming opportunity for the entire library. Maggie explained how the Foundation has been going about naming opportunities and stated that at this point, the chances of anyone giving enough to rename the library is small. Holly asked if the library would be required to accept physical items and pay for maintenance on those items. The agreement is that the library can turn down any gift, at its discretion, but will maintain any approved signage as needed. It was clarified that Abbi will have the power to accept or agree to gifts under this agreement. If anything in the agreement needed to be changed, the Trustees and Foundation would work together to alter it. This agreement limits the time a naming opportunity is kept in place to a minimum of ten years. The agreement was modified to include the following in the 4th paragraph at the end of the sentence: “for this renovation project.” Naming gifts outside of the renovation project fall under the purview of the Board of Trustees. Maggie moved and Brooke seconded the *motion to approve the North Lake County Library Foundation Donor and Partner Recognition Statement as revised.* **The motion passed unanimously.**

Budget Workshop: Abbi asked the Trustees to choose a date in mid-July for a preliminary budget workshop. The date is set for Tuesday, July 19 at 5 p.m.

Building Committee Report: Allen reported that the architect came to the library for the pre-submittal conference for the contractor RFQ. Three firms attended and were given tours. The architect met with the committee to review finishes. He showed the committee a preliminary cost estimate of approximately \$2 million for construction costs. The RFQs are due May 31. Holly asked if the committee or the full board makes decisions such as the fish tank, coffee shop, etc. The response was yes; the committee has been tasked with making these decisions. Clint requested that Holly address questions regarding renovation details directly to the committee rather than at full board meetings. Holly asked if there are figures on the costs and income from coffee shops at other similarly sized libraries. The group weighed in on the Library running the coffee shop versus it being contracted out.

OTHER BUSINESS:

- Brooke suggested the Foundation set up a Venmo account as a payment option, as it is a popular option with younger people. She stated it could be included in the movie theater promo video.
- Maggie informed the group that she will not be able to attend the July 26 or August 23 board meeting.

PUBLIC COMMENT: None.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library District Board of Trustees is scheduled for Tuesday, June 28, 2022 at 5:00 p.m. in the library meeting room.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,



Abbi Dooley, Library Director