

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Tuesday, September 27, 2022**

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

OTHERS PRESENT: Abbi Dooley (via Zoom), Mallory Witham, Cindy Willis

Meeting called to order by Chairman Clint Hoxie at 4:57 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: Abbi added an item under Board Business (misstated and actually presented under the library director's report).

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

APPROVAL OF MINUTES: Allen moved and Maggie seconded the *motion to accept the minutes of the regular meeting of Tuesday, August 23, 2022 as written.* **The motion passed unanimously.**

FRIENDS OF THE LIBRARY REPORT: Abbi reported that the Friends had their last book sale and will be taking the remaining tubs of books out of the annex. They have given the library \$2,000 toward the purchase of new laptops and presented the Library with a framed Charlie Russell Christmas print. Copies of the print are available for purchase in the library as a fundraiser for \$15.00 each. The proceeds will be split equally between the Library, the Great Falls Library Foundation and the Trust for Montana Libraries.

FOUNDATION REPORT: Cindy Willis reported that the Foundation received a request for \$10,000 from the library; Abbi noted that the check has been received. Cindy stated that the Foundation is no longer under contract with Campaign Counsel, but plan to continue using the lessons learned for current and future fundraising efforts. Maggie added that she presented at a neighborhood gathering and brought in \$1,550 that night. She added that in 15 months the Foundation has raised approximately \$1.6 million. Maggie reported on several outstanding grant applications and noted that Whitefish Credit Union has given \$10,000 in a naming opportunity for the fish tank. Cindy said that the Foundation members are often asked when the construction will start. Maggie responded that it will start when there is enough money and a contractor, hopefully this winter.

LIBRARY DIRECTOR'S REPORT:

Library Programs & Outreach:

Tech Programs: September 27 at 2 p.m. was Intro to Montana Memory Project with five in attendance and October 25 at 2 p.m. is Meet the Library Apps.

First Friday Music in the Library: Debbie Conrad played the harp in September with 15 people sitting to listen. October 7 Amy Knutson & Arlee Freemole will entertain patrons with their ukuleles.

LEGO Let's Build Together: The LEGO program was held September 9 and had 24 attendees.

Glacier National Park Animal Olympics: The Glacier National Park Education Specialist presented this program in the park on September 17 with 21 attendees.

Reading with Riley: This has become a regular program at the library on Wednesday afternoons, registration is required. Riley is a therapy golden retriever. Kids or parents can come read to him and give belly rubs.

Humanities Montana Program: Mo Reynolds, professional storyteller was a special guest at Story Time on Thursday, September 22 with five in attendance, and then presented an adult program at 5:30 p.m. There were also five attendees at that program.

Make Your Own Cross-stitch Bookmark: Sierra hosted this craft program on Friday, September 23 at 11 a.m. with five attendees.

Maker Space returns with special programs: Monday, September 26 featured library robots Dot & Dash. There were eight attendees.

TAB Book Club: The youth book club meets Friday, September 30 at 3:45 p.m. to discuss the September book. "Harry Potter & the Sorcerer's Stone" is the October book with a Harry Potter themed party on October 31 at 3:45 p.m.

Dungeons & Dragons: The library is hosting another D&D program taught by Jason Seidel at 6 p.m. on October 4. This one is not a game, but rather a tutorial on how to create a character.

AARP Smart Driver Course: The Library is partnering with AARP to host the driving course on October 27 from 1-5 p.m. Registration is required and there is a materials fee.

Bat Week Program: Lizzy is hosting a program on bats in honor of Bat Week, October 27 at 5:30 p.m. with Steph Gillin from CSKT.

Collecting Local Stories: Angela is beginning an oral history project by gathering six recorded stories from longtime local residents. She is working with the Montana State Library and the Montana Memory Project on this.

Continuing Education/Meetings:

Design Institute: Abbi & Mallory will be attending the Library Journal Design Institute in Missoula on Thursday, September 29.

State Library Commission: Abbi is presenting for the Tamarack Federation at the Commission meeting October 12 in Helena.

Ready to Read Rendezvous: Felicia is attending this training in Lewistown, October 20-23.

Tamarack Federation Meeting: Thursday, October 20 at 6 p.m. via Zoom. Brooke & Abbi will attend.

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

Hotspots:

The Library was awarded federal ECF Funding for 10 hotspots. Abbi is working with T-Mobile to get these ordered. The Library hopes to keep funding through the year. Holly asked about costs and reported losses on the statistics report, Abbi clarified for her and noted this would give the library 23 total available units (as of now).

Staff Update:

Sierra Ross: Abbi reported that Sierra has successfully completed her probationary period.

Library Closure Dates:

Staff Development Day: The library will be closed Monday, October 10 for a staff work day.

Administrative:

ELSA: The library received the Excellence in Library Service Award for 2021.

Board Workshop: Abbi proposed a one-day workshop in order to complete the tasks necessary to meet the new Public Library Standards. This includes such things as reviewing the public library statistics, obtaining some continuing education, writing up the 3 to 5-year plan focused on community needs, reviewing the Public Library Standards Road

Map, etc. She proposed that everyone check their calendars so the group could set a date at the October meeting. She noted that ideally all members will attend, but a quorum is required. This is an alternative to working through each of these items during regular board meetings. Feedback from the trustees was not in favor of this option. Clint stated a detailed agenda would need to be presented before proceeding. Abbi may work on presenting an agenda in October.

Current Valuation of the Library Building: Abbi consulted with Rob Turner from PayneWest Insurance after receiving a response from Maggie regarding the library's current insurance policy (Maggie did not receive Abbi's email in her inbox until recently). Maggie noted that the replacement cost for the building was too low in today's market. Abbi presented options to the Trustees. The consensus was that the deductible should be increased to as much as \$10,000 and valuation at \$3.5 million. Maggie added that the van and the contents are not included in this figure. The trustees gave Abbi the authority to work with Rob and make the adjustments.

BOARD BUSINESS:

Financial:

August 2022 Financial Report: Maggie moved and Brooke seconded the *motion to accept the August 2022 Financial Report as presented*. Holly asked about the cost of the hotel rooms for MLA and how many nights were included. Abbi responded that the cost was for three nights for two rooms at summer rates in Missoula. Maggie noted the cost was not unreasonable. Holly also asked why both Abbi and Mallory received mileage for the Public Service Academy training in Missoula. Abbi explained that it was necessary and less expensive for each to drive down rather than both stay the night in a motel. Mallory stayed overnight in Missoula with her daughter and Abbi drove each day so that she could be home with her toddler. Maggie noted the low usage of Niche Academy. Abbi stated that it has video tutorials for many of the digital services the library provides and is very helpful for patrons. She stated that the staff will work to market it better. Mallory answered Clint's question by stating that the library staff, including Sierra, point patrons to the resource for help. **The motion passed with one abstention.**

FOR: Allen Bone, Clint Hoxie, Maggie Newman, Brooke Wegner

AGAINST: None

ABSTAINED: Holly Wurl

Investment of Funds: Abbi made a recommendation to invest \$200,000 in First Interstate Bank's special CD rate of 2.76% APY for 15 months. Abbi noted that the rate at Glacier Bank is currently 0.10%, increasing to just 0.15% this month. Abbi did note that there are heavy early withdrawal penalties with this CD. Maggie expressed concern with tying the money up during the renovation, noting the cost of purchasing furniture and other items. Holly stated that she has seen better interest rates at banks outside of our area and that rates are projected to increase. Clint agreed that this wasn't a good investment due to the length of time. Abbi responded that she just wanted to assure the Trustees that she is looking at ways to better invest the library's money rather than leaving it in a low-interest bearing account. No motion was brought forth.

Unfinished Business:

- Holly asked for an update on the roof. Abbi responded that she has not heard back from Doug Whiting. Holly wanted to know how much the roof would cost, and she wanted to know if the roof will hold up. Maggie said, and Abbi confirmed, that the roof project will likely be separated from the renovation project.

New Business:

Monthly Statistics Report: There was no discussion nor comment.

Meeting Room Policy Update: Clint had several verbiage changes and offered to email those to Abbi. He listed several and suggested the technology help section should be clarified to limit the amount of assistance provided. Abbi will work through an edit with Clint's suggestions and present this again in October. Other trustees were encouraged to email Abbi with their edits.

Building Committee Report: Nothing new at this time.

OTHER BUSINESS: None.

PUBLIC COMMENT: None.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library District Board of Trustees is Tuesday, October 25, 2022 at 5:00 p.m. in the Library Meeting Room.

The meeting adjourned at 5:44 p.m.

Respectfully submitted,

Abigail J. Dooley

Abbi Dooley, Director