

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

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

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

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

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

**TRUSTEE TRAINING:** The Trustees watched and discussed “Short Takes for Trustees - What it means to be a Trustee” from United for Libraries. Total time was 15 minutes of continuing education.

Due to the new public library standard requirement of three hours of CE for trustees, Abbi recommended watching each of the videos in this series before each board meeting to get two hours of CE. The new standards went into effect July 1, 2022. This requirement is found in ARM 10.102.1158. The consensus was that this was a good way to obtain CE.

**APPROVAL OF MINUTES:** Holly requested that the words “and meals” in the board business financial section be struck from the minutes. Maggie moved and Brooke seconded the *motion to accept the minutes of the regular meeting of Tuesday, September 27, 2022 as amended.* **The motion passed unanimously.**

**FRIENDS OF THE LIBRARY REPORT:** There was nothing to report.

**FOUNDATION REPORT:** Maggie and Cindy reported that the Foundation had their quarterly meeting and they were very pleased with the success of the August fundraising event. The Foundation is working on a new brochure geared toward individuals doing long-term planning, and they intend to have it available at law firms, accounting firms and investment planner’s offices. Maggie added that the Foundation investments and the performance of those were discussed.

**LIBRARY DIRECTOR’S REPORT:**

**Library Programs & Outreach:**

**Tech Programs:** October 25 at 2 p.m. was “Meet the Library Apps” with five attendees. On November 22 at 2 p.m. Sierra will host “Graphic Design Using Canva.”

**First Friday Music in the Library:** October 7<sup>th</sup> Amy Knutson & Arlee Freemole played their ukuleles with 42 people gathered in the library. November 4 at 3:30 p.m. Anna Dupuis and Gloria Stascavage will entertain listeners with traditional folk music played on the fiddle and guitar.

**Dungeons & Dragons:** Character building taught by Jason Seidel 6 p.m. October 4<sup>th</sup> had 5 attendees. Another program is planned for a beginner game on Friday, November 18 at 5:30 p.m.

**AARP Smart Driver Course:** October 27<sup>th</sup> at 1 p.m.; 1-2 Trustees are allowed to sit in on the meeting for no charge. Allen and Maggie expressed interest and plan to attend.

**Bat Week Program:** Lizzy is hosting a bat week program on October 27<sup>th</sup> at 5:30 p.m. with Steph Gillin from CSKT.

**TAB Book Club:** Harry Potter & the Sorcerer’s Stone is the October book with a Harry Potter themed party on October 31 at 3:45 p.m.

**Trick or Treat:** Goodies will be available at the Library all day on Halloween.

Painting Program: Lizzy is hosting another relaxed painting program with the theme of Thanksgiving pumpkins on Tuesday, November 15 at 11 a.m.

### **Library Closure Dates:**

Reminder that the library is OPEN on Tuesday, November 8 for Election Day (and November 1<sup>st</sup> – the wrong date was listed on the voted upon closure dates for Election Day). The library will be closed Friday, November 11 for Veterans' Day, closing at 4 p.m. on Wednesday, November 23, and closed Thursday & Friday, November 24 & 25 for Thanksgiving.

### **Administrative:**

Building Insurance Update: Abbi worked with Rob Turner from PayneWest Insurance to adjust the building coverage to \$3.5 million and a \$10,000 deductible. The contents value was also increased to \$500,000.

Meeting Date Changes: Abbi requested a change in meeting dates due to conflicts. The January meeting will be held January 31 rather than January 24 and the March meeting will be held March 21 rather than March 28. Allen corrected the next meeting date listed on the agenda, noting it is November 22.

Rebranding Proposal: Abbi presented a document outlining a draft of revised mission, vision and value statements for the library. She also presented a new logo and possible DBA name addition. She asked for feedback from the Trustees and stated that the public should also get to weigh in. She went over the reason for the DBA name suggestion, noting that there is a lot of confusion for patrons using the online catalog. There were comments regarding the mission and vision statements. It was noted that these are internal documents and will be worked on over time. Clint and Maggie recommended removing "accomplish their goals" from the statements. Holly asked about including the word "book." Cindy Willis also suggested the use of the word book in the mission statement. The consensus was positive on the logo image.

Trustee Election Reminder for 2023: Abbi reminded the trustees that there will be an election in May 2023. Filing typically opens in December and closes in February. The seats up for election are Trustee Seat #1 – currently held by Holly Wurl and Trustee Seat #2 – currently held by Clint Hoxie.

### **BOARD BUSINESS:**

#### **Financial:**

September 2022 Financial Report: Abbi provided the September 2022 Financial Report to the Trustees prior to tonight's meeting. Holly moved and Allen seconded the *motion to accept the September 2022 Financial Report as presented.*

**The motion passed unanimously.**

Investment of Funds: Abbi made a recommendation to open an indexed money market account at First Interstate Bank along with a small checking account that is required. It is currently paying 1.64% and fully liquid. Clint and Holly stated that they have seen higher rates for online accounts. Abbi was unsure of opening an online account for a governmental entity. Maggie noted that this is easy access for when the library needs the money. The consensus was to move forward with this now to get a higher interest rate than what the library is currently receiving. Maggie moved and Allen seconded the *motion to pass Resolution #2023-03 to establish a checking account and indexed money market account at First Interstate Bank.* Holly asked and Abbi replied that the amount will be no more than \$250,000. **The motion passed unanimously.**

Clarkson 3<sup>rd</sup> Quarter 2022 Report:

Beginning market value 06/30/22	356,726.51
Income & Capital Gain Distributions	1,714.16
Withdrawals and fees	(1,100.49)
Change in account value	(26,030.05)
<b>Market value on 09/30/22</b>	<b>\$331,310.13</b>

**Unfinished Business:**

Meeting Room Policy Update: Brooke moved and Maggie seconded the *motion to approve the updated Meeting Room Policy as presented.* **The motion passed unanimously.**

**New Business:**

Monthly Statistics Report: Abbi provided the September 2022 Statistics Report to the Trustees prior to tonight's meeting.

Tamarack Federation Meeting Report with Joys & Concerns: *This agenda item was missed and will be on the November agenda.*

2023 Library Closure Dates: Allen moved and Maggie seconded the *motion to approve the 2023 Library Closure Dates as presented.* **The motion passed unanimously.**

**Building Committee Report:** Allen and Maggie reported that the RFQ/RFP for a General Contractor Construction Manager posts October 26 and are due November 17. Three firms have expressed interest in submitting proposals. Abbi reported that the surplus sale is now planned for the second weekend in January. Abbi will have a resolution approving this at the November meeting. Abbi explained that most of the older furniture and excess items would be included in the sale. She will not have a list to include with the resolution, but will email a list to the trustees for review in January prior to the sale.

**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, November 22, 2022 at 5:00 p.m. in the Library Meeting Room.

The meeting adjourned at 5:51 p.m.

Respectfully submitted,

*Abigail J. Dooley*

Abbi Dooley, Director