

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Tuesday, January 31, 2023**

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

MEMBERS ABSENT: Maggie Newman

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Connie Brownell

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.

TRUSTEE TRAINING: Short Takes for Trustees video “Board Ethics” from United for Libraries. Total time was 10 minutes of continuing education.

APPROVAL OF MINUTES:

Allen moved and Holly seconded the *motion to accept the minutes of the regular meeting of Tuesday, November 22, 2022 as written*. **The motion passed unanimously.**

Holly asked if the figure from the original contract with Martel changed. Clint and Abbi confirmed that the original contract did not change. Allen added that the December meeting was to confirm Martel as the contractor. Abbi explained that the architect presented a best guess estimate for the GCCM bidding process. Martel has not submitted a GMP to the Library yet. Allen moved and Brooke seconded the *motion to accept the minutes of the special meeting of Thursday, December 15, 2022 as written*. **The motion passed unanimously.**

FRIENDS OF THE LIBRARY REPORT: None.

FOUNDATION REPORT: Connie reported that the Foundation won the Non-Profit Organization of the Year award from the Polson Chamber of Commerce. Connie is invited to the Chamber luncheon tomorrow and will be asking the local businesses for support. They have raised approximately \$1.7 million to date. Their 2022 fourth quarter meeting is February 7.

LIBRARY DIRECTOR'S REPORT:

Library Programs & Outreach:

Youth Programs: Grinchmas had a great turnout again this year with 117 attendees (64 kids, 2 teens, 51 adults); Stacey from Public Health continues to join Felicia monthly for programs.

First Friday Music in the Library: Ken Kenmille and friends played in the library meeting room in December with 36 attendees; Neal Lewing played in January as the final session until renovation is complete, with 31 attendees.

Local History Project: This project has been delayed, but the plan is to do interviews later in the spring/early summer.

Cream Cheese Mints: Tuesday, December 20th at 1 p.m. had 15 registered attendees.

AARP Smart Driver Course: Thursday, January 12th at 1 p.m. had 13 attendees.

The Big Reunion Coloring Program: Tuesday, January 17th had 20 attendees.

Milana Marsenich Author Reading & Signing: Monday, January 23rd at 5:30 p.m. had 32 attendees. This was a great turnout and she also gave the Library a monetary donation.

Tech Programs: January 26th at 2 p.m. "Get Ready for Library Renovation" had 5 attendees.

MLN Virtual Program: Montana Fibershed: Thursday, January 26th at 6:30 p.m. (online only) 3 from Polson, but people from all over the country tuned in.

No programming: (except Mother Goose and Story Time) planned for February due to the big move.

Adopt-a-Book: Adopt-a-Book will continue this year. Books are \$15 each through February.

Services to the Public:

Educate Station: This new online resource was added in December (cost of \$300 per year). This program provides free curriculum through 2nd grade currently, with more curriculum to be added soon.

Continuing Education & Meetings:

MSC Fall/Winter Meeting: Abbi attended Monday, January 9th. There was nothing of significance to report.

Library Closure Dates:

The library had an emergency closure: Wednesday, December 21st due to an emergency travel only restriction throughout the day and temperature more than 20 below zero with wind. Many local businesses were closed as were the schools.

Monday, February 20: Presidents' Day

Administrative:

Surplus Sale: Scheduled for February 24 & 25. The FOL will help. Other help is welcome. The Annex and possibly the large meeting room will be used for this sale. A list will be made available to Trustees ahead of the sale.

FY2022 Annual Financial Report: The AFR was submitted on time. Revenues were \$545,035.88 and did not exceed \$750,000, therefore no audit is required.

Trustee Election: Reminder that the deadline to file for the Trustee election is February 6 at 5 p.m. at the Lake County Election Office. So far two individuals have contacted Abbi about filing.

BOARD BUSINESS:

Financial:

November & December 2022 Financial Reports: Holly moved and Brooke seconded the *motion to approve the November and December 2022 financial reports as presented.* **The motion passed unanimously.**

Clarkson Trust: 4th Quarter 2022 Status

Beginning market value 09/30/22	331,310.13
Income & Capital Gain Distributions	5,959.94
Withdrawals and fees	(6,529.07)
Change in account value	(19,825.76)
Market value on 12/31/22	350,566.76

The Library received annual Clarkson proceeds - \$5,481.16

WFCU balance: Abbi reported that the account is over \$4,363.72 of \$250,000 insurance coverage and recommended moving it to Glacier Bank. Brooke moved and Holly seconded the *motion to transfer \$4,363.72 from Whitefish Credit Union to Glacier Bank.* **The motion passed unanimously.**

Temporary location at Polson United Methodist Church: Agreement is \$1,000 per month plus electric. Abbi requested to pay \$1,000 per month from the Clarkson Fund 2754 and the electric from the General Fund. Brooke moved and Allen seconded the *motion to allow expense of \$1,000 per month for use of United Methodist Church space to be paid from Fund 2754 Clarkson.* **The motion passed unanimously.**

Additional Pledge to Next Chapter Campaign: The Foundation has requested that the Library consider an additional pledge to the Next Chapter Campaign to match their additional \$100,000 pledge. It was agreed that this was reasonable. Brooke moved and Allen seconded the *motion to pledge an additional \$100,000 from fund 4510 Depreciation Reserve to the Next Chapter Campaign for the library renovation project.* **The motion passed unanimously.**

Unfinished Business: None.

New Business:

Monthly Statistics Report: Abbi provided the November & December 2022 Statistics Report to the Trustees prior to tonight's meeting. There were no questions or comments on this report.

Records Destruction Document (RM88): Abbi explained that this document is necessary for destruction of documents based on retention schedules. Brooke moved and Allen seconded the *motion to approve the RM88 form for records destruction as presented.* **The motion passed unanimously.**

Request closure dates for February: Abbi explained that the staff needs February 7th as a work day to prepare the annex for the surplus sale. She is also requesting March 2 - 4 to allow time to move into the church and get all of the computers and internet set up. Brooke moved and Allen seconded the *motion to approve requested closure dates of February 7 and March 2-4*. **The motion passed unanimously.**

Brooke asked if the library has help for the move. Abbi answered that the Eagle Scouts and the 4H Group leaders have offered assistance. Additional help is welcome.

Review of Public Library Statistics Data: The FY22 statistics were provided to the Trustees at the November 2022 meeting. Abbi asked Holly for clarification on what she specifically wanted to review. Holly had several questions regarding comparisons between FY22 and FY21 on the library's statistics. Questions and answers listed below:

Continuing education increase from FY21 to FY22 - Abbi explained that half of FY21 was in 2020 and there were no in-person opportunities. MLA and PLA were held in person with expenses in FY22.

Printed materials decrease from FY21 and FY22 (and prior years), including magazines - Abbi explained that many publishers are no longer printing their magazines which has led to a decrease in the number of subscriptions the library has. Decisions about adding subscriptions are based on cost and estimated usage; patron suggestions are considered. Magazines are not often checked out or even read in the library. Abbi also reminded everyone that the library had not been regularly weeded prior to her start as director. Large weeding projects have taken place over the past few years and now the library is on a regular weeding schedule which will level out the collection numbers. Abbi also reminded everyone that new materials are added each month to the collection. Clint noted that the stacks look better and Abbi added that the public have noticed and given positive feedback about being able to find the books they seek. Holly asked about additional shelving for books after renovation and Abbi responded that the architects have noted that there will be additional space in each section.

Operating cost increases from FY21 and FY22 - Abbi noted that the increase includes architect expenses, continuing education opportunities in FY22 and a general increase in operations after COVID. Holly asked about building traffic and Abbi responded that numbers are getting closer to pre-COVID numbers.

Number of staff computers versus public computers - Holly stated that there is a disparity between the number of computers in use by staff (19) and those available to the public (8) and wondered why multiple computers were needed for varying tasks. Abbi explained that the 19 staff computers include a computer each for full-time staff, three circulation computers, servers and laptops. Laptops are needed for processing donations, connecting to the projector, and for Abbi and Mallory in board meetings. Using PCs for these purposes is either not efficient or not reasonable with limited desk space or logistics. Clint noted that often not all of the public computers are in use.

Discussion on format of Director's review for February 2023: Abbi informed the Trustees that there is no longer a state requirement for a Director's review, so the format can be whatever the board chooses. There was discussion of varying options with agreement that a review should continue each year. Abbi shared that the new format she is using with the staff emphasizes looking forward with a brief review of the prior year and goal setting for the future. Holly stated that she would like to include expectations from the Trustees for the Library. Abbi added that that is part of the new public library standards and will be worked on this spring as a group each year. It was agreed that Abbi would write up a report with goals for the next year and a discussion will follow the February meeting.

Building Committee Report: Abbi reported that the library has applied for a TIF (Tax Increment Financing) grant. As a governmental entity has not yet applied for a TIF grant, the application will go directly to the Commission. Abbi

encouraged the Trustees to speak to the City Commissioners to urge them to pass this grant. TIF funds are typically available for exterior work and beautification of blighted areas. Abbi reported on the updated timeline and said that Martel is on track to start gathering bids in February and will have a maximum price ready for the Trustees to vote on at the March board meeting. Construction is set to begin in April. The Library will begin operating out of the church on March 6th. Abbi stated that the staff are still encouraging patrons to check out 28-day books and keep them throughout the renovation process. The Library will store whatever is left. Holly asked if the estimate is still at \$2.1 million and Allen responded that actual costs are expected to be less than the full estimate. Abbi noted that the GMP will be the highest the library will pay, barring any change orders. She also noted that furniture is not going to be included in the GMP.

OTHER BUSINESS:

Logo update: Holly reported that she has not approached anyone to revise the logo. She asked the group if there would be remuneration, it was agreed there would not, but the artist would be recognized publicly. Abbi noted that the current draft of the logo she designed in Canva is very easy to work with in varying formats, so submissions would have to be digital and have the same ease of use. Holly read the submission advertisement she drafted with Abbi as the contact. Clint suggested that “all submissions will become the property of the library” be added. Abbi will create a submission form that can be picked up at the library. March 31 is the deadline for submissions.

PUBLIC COMMENT: None.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library Board of Trustees is Tuesday, February 28, 2023 at 5:00 p.m. in the library meeting room.

The meeting adjourned at 6:08 p.m.

Respectfully submitted,



Abbi Dooley, Library Director