

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

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

MEMBERS ABSENT: Clint Hoxie

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Carolyn Heinz, Robert Turner

Meeting called to order by Vice Chair Allen Bone at 5:04 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

2023 INSURANCE PRESENTATION:

Robert Turner from PayneWest Insurance presented information on options for health, dental and vision insurance for 2023. Trustees asked Abbi if any staff choose the gold plan (they do) and if staff had any trouble with Pacific Source (they have not). Brooke asked Robert if it is typical for employers to pay 100% of premiums. He said it is roughly 50/50 and added that with the challenging job market, benefits add to the appeal to hire and retain employees. Maggie asked Abbi if the staff contribute to their own health savings accounts. Abbi replied that some do. After reviewing options, the Trustees voted on health and dental plan changes for 2023. Maggie moved and Holly seconded the *motion to select health insurance plan Pacific Source Navigator Silver HSA 4800 to be paid by the library for all full-time employees for 2023, with the option for staff to buy-up to a different plan by paying the difference in premium through payroll deduction. The motion passed unanimously.* Maggie moved and Brooke seconded the *motion to change to Delta Dental Advantage 200 plan with \$3,000 in coverage paid for by the library for all full-time employees. The motion passed unanimously.*

Robert left the meeting.

TRUSTEE TRAINING: Those present watched United for Libraries Short Takes for Trustees video “Board Meetings.” Total of 15 minutes of continuing education for the Trustees.

APPROVAL OF MINUTES:

Brooke moved and Holly seconded the *motion to accept the minutes of the regular meeting of Tuesday, October 25, 2022 as written.* Discussion followed regarding the surplus sale details, but no changes were made to the minutes. **The motion passed unanimously.**

FRIENDS OF THE LIBRARY REPORT: Abbi reported that the Friends have sent out their annual donation request.

FOUNDATION REPORT: Maggie reported that the Foundation would be sending out a year-end appeal as well as their latest newsletter. Carolyn Heinz added that she believes there are specific donors that are waiting to hear about the choice of a contractor and a construction start date. Holly asked when the renovation estimate changed (referring to the estimate included in the RFQ). Abbi responded that there has not been an actual change, but that the Architect had listed a higher number that included contingencies. Maggie added the contractors will also go through the value engineering process in hopes of saving costs for the project. Carolyn added that the Foundation has been working very hard to get the word out about the renovation and this summer were at the Farmer’s Market to highlight the renovation project, the Next Chapter Campaign and to sell books.

LIBRARY DIRECTOR’S REPORT:

Library Programs & Outreach:

Youth Programs: Mother Goose has been having a huge turnout with roughly 25 people each time. Story Time on Thursday mornings has a smaller, but steady turnout. Special guest Sally Lemmon did a fire safety program and Gwen from Public Health did a Halloween program. Gwen and her replacement, Stacey will attend November 28th. Read with Riley is also continuing Wednesday afternoons.

Tech Programs: November 22 at 2 p.m. is Graphic Design Using Canva. Nothing has been planned yet for January until renovation dates are finalized.

First Friday Music in the Library: Anna Dupuis and Gloria Stascavage entertained 43 people with folk music in the library atrium. Ken Kenmille will play guitar on Friday, December 2 at 3:30 p.m.

AARP Smart Driver Course: October 27th at 1 p.m. had 11 attendees. Hope to offer this again, possibly before renovation starts. (two Trustees attended).

Bat Week Program: October 27th at 6:30 p.m. with Steph Gillin from CSKT had 53 attendees

TAB Book Club: Harry Potter themed party on October 31 at 3:45 p.m. had four attendees

Painting Program: Pumpkins! Tuesday, November 15 at 11 a.m. had 7 attendees.

Dungeons & Dragons: Beginner game on Friday, November 18 at 5:30 p.m. There were nine people total with various ages represented.

Local History Project: Angela will begin interviews in December. She has identified six people to interview. These will be audio recordings, which will then be posted to the Montana Memory Project.

Grinchmas: Saturday, December 17th from 10-12 for children and families, open house style with games, crafts, cookies and cocoa. Photos with the Grinch too!

Cream Cheese Mints: Tuesday, December 20th at 1 p.m. Angela will demonstrate how to make cream cheese mints. Registration is required and attendees will go home with a plate of mints, just in time for the holidays.

Continuing Education & Meetings:

Ready to Read Rendezvous: Felicia's written report was included in the board packet. Holly asked if the library has coordinated with the schools. Abbi responded that Felicia has reached out to the school librarians. Brooke noted that her children have brought home flyers from the library in the Take-Home Tuesday packets from the school.

Federation Task Force: Abbi is serving on this task force as the Tamarack Federation coordinator.

MSC Fall/Winter Meeting: date TBD, online meeting

Library Closure Dates:

- Closing at 4 p.m. November 23, closed November 24 & 25 for the Thanksgiving holiday
- December 23-26 for the Christmas Eve & Christmas Day holidays
- Saturday, December 31 for New Year's Eve
- Monday, January 2 for New Year's Day holiday
- Monday, January 16 for Martin Luther King Jr. holiday

Administrative:

Logo revision and naming explanation: Abbi reached out to the County attorney's office and their opinion led her to revisit a name change. Abbi presented a revised logo that lists the location of the library (Polson Library) and North Lake County Public Library District. The library will retain the legal name of the district but may refer to itself informally as Polson Library for the patrons' benefit and ease of finding materials and placing holds in the online catalog. Holly offered to reach out to local artists to redesign this logo using the Narrows as the backdrop.

Retreat option for the Trustee Training: Abbi recommended that necessary work be incorporated into monthly meetings and encouraged Trustees to sign up for training through the Tamarack Federation spring retreat. There will be a Zoom option. A quorum will be required to count toward the three-hour CE requirement for Trustees.

Hotspot update: An additional ten units have been added with Federal ECF funding for one year. Abbi reported that the State Library is trying to find continuing funding, but that the Trustees will need to consider budgeting for these next year. Allen asked how the tribal funding would affect the program. Abbi was not aware of what tribal funding Allen was referring to, so will try to research this. Abbi and Mallory have an upcoming meeting regarding federal infrastructure funding.

Annual Financial Report: Abbi completed and this will be submitted to the State by December 31.

Networking Upgrades: A new router and Wi-Fi system has been ordered. Due to the timeline of renovation, the library will not be able to get the cost of cabling paid for by the state library grant.

State Funding: The library received \$7,503.14 in per capita state aid and \$3,515.08 in Tamarack Federation funds (plus funds for the spring meeting and administrative expenses). The library's total service area population increased from 11,105 to 12,688 with the 2020 Census.

BOARD BUSINESS:

Financial:

October 2022 Financial Report:

Brooke moved and Maggie seconded the *motion to accept the October 2022 Financial Report as presented*. **The motion passed unanimously.**

Unfinished Business:

Tamarack Federation Report: Brooke noted that she had to leave the meeting early due to a commitment at work. She reported about the Joys and Concerns that were shared by the members. Many of the libraries are having problems with their governing bodies (Cities and Counties). Brooke added that some libraries are doing home school programs in the library and she thought that was a good idea. She added that she was surprised how many libraries are going through renovations or building projects. Abbi added that the MLA government affairs committee is asking for more money from the State for Per Capita. They are also asking for full funding for the courier, OCLC, and the Montana Shared Catalog. The cost of this would be \$5.4 million. This is a reasonable request for the state. At this time there is a budget surplus. Abbi reported that the Federation Task Force is meeting to consider federations going forward. There was discussion at the Tamarack meeting regarding the importance of federations.

New Business:

Monthly Statistics Report: Abbi provided the October 2022 Statistics Report to the Trustees prior to tonight's meeting. Holly also asked why there was such a difference in the Children's play area statistics. Abbi responded that this is an estimate and recorded by the staff. Staff can't always see who is using the play area or are busy helping other patrons.

Review of RFQ GCCM Submittals: The Library had received submittals from Martel, Sirius, Sletten and Swank. These were shared with the Trustees. Abbi read the recommendation of the Construction Committee aloud. Martel Construction is the unanimous choice of the Committee as well as the library's architects for their overall approach to the project, preconstruction process and their bidding process. Holly asked about the two-month preconstruction process and time period. The committee explained that the ultimate goal is that once Martel Construction is accepted,

they would start working on ordering of materials as well as getting subcontractors lined up and scheduled. Abbi explained Martel's hybrid model that would take approximately eight months to complete if library operations did not move. If operations move completely, the timeframe is closer to six months. Holly noted that Martel's preconstruction and fee costs were not the lowest. Abbi explained that the entire committee used a grading system and rubric to score all contenders and price was considered but not the only factor. Abbi also noted that she has contacted library directors that have used each of these contractors. Communication with Martel has been reported to be excellent. No negative remarks have been reported. Maggie moved and Brooke seconded the *motion to enter into a contract with Martel Construction as the General Contractor Construction Manager (GCCM) for the Library renovation project*. Holly asked about the feasibility of making the roof a priority, noting that the report is that the roof is in dire shape. Allen stated that the committee learned that roofing materials are taking longer to get. Abbi reassured Holly that the roof is part of the plans and will be completed during the project. She added that Whiting Waterproofing has not given a definitive answer as to the roof's remaining life. **The motion passed unanimously.**

Carolyn Heinz stated that she believes the Foundation will be very happy with the Board's choice of contractor. She reminded the Trustees of the fundraising event the Foundation held this past summer with author Mark Sullivan, noting the Martel family as the focus of his latest book, "The Last Green Valley." Abbi stated that it is important to note that the Construction Committee was not influenced at all by the Foundation event (only Abbi and Mallory had even attended), and that each contractor was graded independently based on their proposals for the project, contact with their references and Zoom interviews.

Review FY22 Public Library Statistics report: This was completed and submitted to the state November 11th. Holly requested that the Trustees table the discussion for the next regular meeting due to the length of the meeting. Abbi will add this to the January agenda.

Resolution 2023-04 Calling for Mail-In Ballot Election: Brooke moved and Holly seconded the *motion to approve Resolution #2023-04 to call for an election by mail of two open trustee seats on the Library Board for May 2, 2023*. **The motion passed unanimously.**

Resolution 2023-05 To approve the sale of surplus furniture, equipment and miscellaneous: Abbi stated that she is unsure of a date at this time and it is dependent on the contractor's schedule. Brooke moved and Maggie seconded the *motion to approve Resolution #2023-05 to approve the removal of surplus furniture, equipment and miscellaneous items*. **The motion passed unanimously.** After the vote Holly stated that she would feel more comfortable if it was specified as a public sale. Abbi replied that that may limit the disposal options – including to other governments. Maggie added that the supplied wording clears the way for giving items away, throwing them out or selling.

Temporary change in policy to allow extended due dates during renovation to help clear the shelves: Abbi requested that the Trustees approve a temporary change to allow 28-day books to have an extended due date during the renovation. This will help with a reduction in moving and storing of books. Holly expressed concern about items not being returned. Abbi stated that patrons would be made aware that books are expected to be returned. Abbi clarified for Holly that new items were not included in this. Maggie asked about weeding and Abbi reported that extensive weeding has happened over the last two years and continues on a schedule. Holly commented that the collection is decreasing each year. Abbi replied that it is due to the extensive weeding that hadn't been done for years, but that the collection also is added to constantly with new materials. Brooke moved and Maggie seconded the *motion to make a temporary amendment to the Library's Circulation Policy-Checkout Periods to allow for 28-day books to have extended due dates during the Library renovation as determined by the Library Director*. **The motion passed unanimously.**

Building Committee Report: No additional report.

OTHER BUSINESS:

PUBLIC COMMENT: Carolyn Heinz stated that she moved to Polson in 1968 and she remembers the old library and when this library was built. She is excited to see the progress and commends the group for all their hard work. She

described taking her young son to the old library building. Abbi thanked Carolyn and the Foundation for all of their hard work to make the renovation possible.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library District Board of Trustees is scheduled for Tuesday, January 31, 2023 at 5:00 p.m. in the Library Meeting Room.

The meeting adjourned at 7:06 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Abigail J. Dooley".

Abbi Dooley, Director

North Lake County Public Library District
Construction Committee Recommendation

November 22, 2022

The Construction Committee along with library architects Jeff Downhour and Kalina Vander Poel reviewed and scored four submittals for an RFQ/RFP for GCCM services for the library renovation, and interviewed all four firms virtually. All of the trustees were provided the complete submittal packets for review prior to the November 22 board meeting.

After much consideration and deliberation, the entire Construction Committee and architects are in agreement that Martel Construction is the best fit for the library renovation project and recommend that the Library Board of Trustees votes to begin the GCCM process with Martel immediately. The committee found Martel's project approach including the hybrid model and pre-construction services explanation very good, and also liked their bidding process for sub-contractors over the others.

Construction Committee:

Allen Bone, Trustee

Abbi Dooley, Library Director

Ginny Dubrucq, Community Member and Retired Architect

Maggie Newman, Trustee

Mallory Witham, Assistant Director