

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
Tuesday, February 28, 2023**

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

OTHERS PRESENT: Abbi Dooley, Mallory Witham, George Simpson, Carolyn Heinz

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 "Evaluating the Library Director" from United for Libraries (9 minutes + 2-minute discussion).

APPROVAL OF MINUTES: Brooke moved and Allen seconded the *motion to accept the minutes of the regular meeting of Tuesday, January 31, 2023 as written*. Holly stated that the \$2.1 million figure listed in the minutes was not correct and that it should be \$2.3 million. Abbi replied that \$2.1 was said in the meeting, therefore the minutes cannot be changed, but Holly's note that she meant \$2.3 million would be noted in these minutes. Clint sought to clarify Holly's question. Holly clarified that her question was how the project went from \$2 million to \$2.1 or 2.3 million. Maggie stated that the architect estimated the cost of the project for the GCCM bidding process and that was the higher amount. Holly asked that the minutes be corrected to include the statement Abbi made that furniture cost was not in the original figure. All agreed to the correction. **The motion passed unanimously.**

FRIENDS OF THE LIBRARY REPORT: Abbi reported that the Friends helped with the surplus sale, which was much appreciated. She also reported that the Library was approached by Susan Gianforte to participate in the Dolly Parton Imagine Library program. Susan Gianforte's foundation will fund the project, but it requires a local 501c3 sponsor. The Friends have agreed to be the sponsor. Carolyn added that the Friends plan to hold a book sale at the Presbyterian Church fellowship hall in June.

FOUNDATION REPORT: Maggie reported that the committee is working on contacting donors who expressed interest in funding the project once a contractor was selected or when certain funding levels were reached. Carolyn added that the Foundation is focused on doing additional fundraisers to sustain themselves into the future.

LIBRARY DIRECTOR'S REPORT:

Library Programs & Outreach:

Programs in February: Mother Goose and Story Time continued in February as did Story Shuttle. Other programs are on hold as the staff prepares to move.

Read with Riley: Due to low attendance at the library, Felicia facilitated a move of this program to the Boys and Girls Club to directly reach school-age children.

Baby Fair: Felicia had a table at the fair in Pablo and provided library information and giveaways.

Public presentations regarding renovation: Abbi presented with Connie Brownell at the Chamber luncheon in February and she also spoke at the Rotary meeting on February 14.

Services to the Public:

Palace Project App: The Montana State Library has a new, free offering for patrons. This app is available in the app stores and gives access to many public domain works, but also items related to Montana history. Marketing for this app will begin in March.

Continuing Education & Meetings:

Montana Library2Go Spring Meeting: Abbi will attend virtually on March 16.

Library Closure Dates:

March 2 – 4 for moving to the church.

Equipment:

Fire & Security System Maintenance: Mission Valley Security completed their annual maintenance on February 7. A new company is servicing the fire extinguishers. Maggie asked about security at the church and Abbi replied that they also use Mission Valley Security. Holly asked if the inspection will happen again with the renovated building, and Abbi answered that there will be multiple agencies involved with inspecting the renovated building.

Staff Update:

Sierra Ross Resignation: Abbi reported that Sierra has been given a wonderful opportunity. She said she is very sad to see her leave, but wishes her all the best. Sierra's last day will be March 3. Abbi stated that she is evaluating the position during this period of transition.

Administrative:

Surplus Sale: Abbi reported that the surplus sale was held February 24 and 25. A list of priced items was emailed to the trustees prior to the sale. Many items were for sale by donation, which was very successful. The sale brought in approximately \$7,100.

Trustee Election: Abbi reported that there are now only two filers, as one opted to withdraw, therefore no election will be held. Valerie Rogers and George Simpson will be sworn in at the May 23 meeting. Clint and Holly's last meeting is April 25.

Logo: Abbi reported that she has not received any submissions or interest as of yet, but the deadline is March 31.

Payment Processor: Abbi reported that the library must switch from PayPal to Square for card processing due to PayPal discontinuing services for governments. Brooke asked if Square is less expensive and Abbi responded that they are all comparable.

Greater Polson Community Foundation: The Library received a Trust Grant for \$3,000 from the GPCF. Holly asked if it was designated for anything specific and Abbi replied that it is not.

BOARD BUSINESS:

Financial:

January 2023 Financial Report: Maggie moved and Brooke seconded the *motion to approve the January 2023 financial report as presented.* **The motion passed unanimously.**

Unfinished Business: None.

New Business:

Monthly Statistics Report: Abbi provided the January 2023 Statistics Report to the Trustees prior to tonight's meeting. Maggie commented that the traffic is steadily increasing. Abbi noted that the circulation number was very high due to the extended checkout period for 28-day books, and that that number should come back down in February.

Building Committee Report: Maggie reported that she attended the pre-bid meeting and was joined by Angela as Abbi and Mallory were both out unexpectedly. Maggie reported that there were nine firms represented. Abbi noted that the bidding process is open and bids are due March 15 at 2 p.m. They will be opened publicly with Martel at the library. Depending on the outcome, Martel hopes to have a GMP ready for the March 21 board meeting. The current estimate is that construction will begin in April. Abbi also reported that she and Mallory are meeting with Mosaic to discuss furniture procurement on March 14 at 11 a.m.

OTHER BUSINESS:

Cost Summary: Holly requested a summary of the money spent since this project began, starting with the initial meeting with Cardinal in 2018. Abbi will provide this at the March meeting.

Absence: Maggie stated that she will be gone for the March 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, March 21, 2023 at 5:00 p.m. at the library's temporary location of 301 16th Ave E (Polson United Methodist Church).

EXECUTIVE SESSION: At 5:38 p.m. the Trustees and Library Director entered into an executive session for the purpose of conducting the Library Director's annual review.

The meeting adjourned at 5:52 p.m.

Respectfully submitted,



Abbi Dooley, Library Director