

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Tuesday, May 23, 2023**

MEMBERS PRESENT: Allen Bone, Maggie Newman, Valerie Rogers, George Simpson, Brooke Wegner

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Angela Claver

Meeting called to order by Acting Chairman Allen Bone at 5:00 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

OATH OF OFFICE: Notary Public Angela Claver swore in new trustees Valerie Rogers and George Simpson.

TRUSTEE TRAINING: Short Takes for Trustees videos “Succession Planning & New Board Orientation” (8 minutes) Discussion: Abbi answered questions from some of the members, regarding motions, and meeting procedures. (7 minutes). Total of 15 minutes of continuing education. Abbi provided board training throughout the meeting coinciding with agenda items for a total of an additional 60 minutes.

APPROVAL OF MINUTES: Brooke moved and Maggie seconded the *motion to accept the minutes of the regular meeting of Tuesday, April 25, 2023 as written.* Allen requested a correction to the minutes. The motion was amended to *as corrected.* **The motion passed unanimously.**

FRIENDS OF THE LIBRARY REPORT: Abbi reported that the Friends of the Library (FOL) will have a book sale June 16 & 17 at the Presbyterian Church. She added that the FOL gave \$100 to the library to assist with Dolly Parton’s Imagination Library launch.

FOUNDATION REPORT: Maggie reported that the Foundation has not had a meeting recently. Their members brought lunch to the staff on the last Staff Development Day.

LIBRARY DIRECTOR’S REPORT:

Library Programs & Outreach:

May Day Program: Eight people attended this craft program hosted by Angela.

Dolly Parton’s Imagination Library (DPIL) Registration Kick-Off: The Library will host a kick-off registration day from 9 a.m. to 5 p.m. May 31. Goody bags, cookies and drinks will be provided. Montana’s First Lady Susan Gianforte expanded the DPIL program to all counties in the State of Montana. The Polson library is the affiliate for Lake County, with the exception of Arlee. The program is open to any child from birth to five years old.

Summer Reading Program: Registration begins Monday, June 12 and goes through August 12. Programs are Thursday mornings at 10 a.m. The June line-up is: 6/15 – Community Partners – Polson Police Department; 6/22 – Rod First Strike, Native Culture Specialist; 6/29 – The Maker Truck. The program now has 10 levels (up from 8) with each level equal to 200 points (pre-K is 150 points). Paper logs are back to make the program more user friendly. READSquared will still be offered this year as well.

Flag Day Bracelet Program: Mallory will instruct attendees on making a patriotic bracelet June 14 at 2 p.m.

Mario Kart Tournament: Using the Nintendo Switch purchased with a grant from the Greater Polson Community Foundation, the Library will host a tournament for kids ages 10-15 Friday, June 16 at 2 p.m. Registration is limited to 16 participants.

Youth Pen Pal Program: As part of the Summer Reading Program, librarians across the state have formed a pen pal group. Kids will send letters to each other. Sign up day is June 20 at 2 p.m. for kids 6-12. This will be facilitated through the Library so that no personal identifiable information is shared.

Dolly Parton's Imagination Library Launch Party: This event includes community partners and will be the official launch party for all of Lake County held June 21 from 10 a.m. to 2 p.m. Ronan Library District will participate. The Launch party will have activities and participation from other county organizations.

Library Closure Dates:

Saturday, May 27 – Monday, May 29 for Memorial Day

Request in new business for June 3 for church event conflict

Staffing:

Youth Assistant: Sara Brookman will return to help with the Summer Reading Program beginning June 8.

Administrative:

New Email Addresses: Valley Tech is assisting the library in changing email domains to northlakecountylibrary.org to match the library's website. Trustees will receive a dedicated email address with this domain. Staff emails will be by position rather than using individual names. Abbi reminded the group to not delete any direct incoming or outgoing emails. These are subject to retention laws.

BOARD BUSINESS:

Financial:

April 2023 Financial Report: Maggie moved and Brooke seconded the *motion to approve the April 2023 financial report as presented*. A question regarding the cost of electric at the church was raised. Abbi noted the date range and cold temperatures during that time. **The motion passed unanimously.**

Clarkson 1st Quarter 2023 Report

Beginning market value 12/31/22	350,566.76
Income & Capital Gain Distributions	1,227.74
Withdrawals and fees	(1,095.49)
Change in account value	19,762.71
Market value on 3/31/23	370,461.72

Unfinished Business: None.

New Business:

Monthly Statistics Report: Abbi provided the April 2023 statistics Report to the Trustees prior to tonight's meeting.

Tamarack Federation Report with Joys & Concerns: Brooke gave a verbal report on the spring meeting. She outlined the disaster planning session and board training session. Meeting highlights included a report on the recent legislative session, a history of federations in Montana, and the Joys and Concerns from other libraries. Recording of meetings came up during the training and it was clarified that meetings can be recorded for minute-taking purposes without the recording becoming the official record.

Closure Date Request: Abbi requested that the Library be closed Saturday, June 3. The church is hosting their annual garage/vendor sale that day and it causes a conflict. Valerie moved and George seconded the *motion to approve a library closure date on Saturday, June 3, 2023 due to the church's annual yard sale event*. **The motion passed unanimously.**

Furniture Procurement through Mosaic: Abbi proposed an amendment to the contract with Mosaic Architecture to add furniture and shelving procurement. The estimated additional contract amount is \$27,600. Valerie moved and Brooke

seconded the *motion to approve Amendment for B101 Agreement between the Library and Mosaic Architecture for the purpose of furniture and stacks procurement. **The motion passed unanimously.***

Planned Giving Policy review and approval: Brooke moved and George seconded the *motion to approve the Planned Giving Policy as presented. **The motion passed unanimously.***

Bulletin Board Policy review and approval: Brooke moved and Valerie seconded the *motion to approve the Bulletin Board Policy as presented. **The motion passed unanimously.***

Disaster and Emergency Preparedness Policy approval: Valerie moved and George seconded the *motion to approve the Disaster and Emergency Preparedness Policy as presented. **The motion passed unanimously.***

Focus on Library Future: In the interest of time Abbi requested that this agenda item be tabled until the June meeting. Staff will come back with several ideas and a plan will be put in place in June. This is a requirement of the Public Library Standards.

Date in mid-July for FY2024 Budget Meeting: Trustees chose Tuesday, July 18 at 5:30 p.m. for the budget workshop.

Change or confirm monthly meeting day and time: It was agreed that a move to 5:30 p.m. would be best for meeting times.

Building Committee Report: Allen gave a report on the renovation project and noted how quickly demolition has taken place. Plumbing and electric have done work. Heat sensors are being installed to detect fire in the building.

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 scheduled for Tuesday, June 27, 2023 at 5:30 p.m. at 301 16th Ave E (Polson United Methodist Church).

The meeting adjourned at 6:43 p.m.

Respectfully submitted,


Abbi Dooley, Library Director