

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
Tuesday, August 22, 2023**

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

**MEMBERS ABSENT:** Maggie Newman

**OTHERS PRESENT:** Abbi Dooley, Mallory Witham, Felicia Gill, Connie Brownell

Meeting called to order by Chairman Allen Bone at 5:30 p.m.

**PUBLIC HEARING:**

**Fiscal Year 2024 Preliminary Budget:** No public comment.

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

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

**APPROVAL OF MINUTES:** Brooke moved and Valerie seconded the *motion to accept the minutes of the regular meeting of Tuesday, July 25, 2023 as amended.* **The motion passed unanimously.**

**FRIENDS OF THE LIBRARY REPORT:** No report.

**FOUNDATION REPORT:** Connie reported that the Miss Montana event last Saturday went well. The Foundation made approximately \$15,000. The Foundation has raised \$2.14 million including TIF grant funds, and needs approximately \$300,000 to meet the goal. There are outstanding pledges of about \$150,000 so it may be necessary to get a loan to pay all of the renovation costs.

**LIBRARY DIRECTOR'S REPORT:**

**Library Programs & Outreach:**

**Painting Program:** Lizzy held a beach themed painting program on August 11 with nine attendees.

**Youth Programming:** Felicia summarized the written report she provided in the meeting packet. The youth book club starts up again in September. Felicia is attending the Head Start orientations this year to promote the library programs. Story Time returns August 31 at 10 a.m. There is a Mario Kart Tournament on September 13 for ages 7-10, registration required.

**St. Joseph Assisted Living Outreach:** Angela provided a written report that was included in the meeting packet.

**MLN Virtual Program:** Virtual programs are offered for the next three months, with the first program "Bison Archaeology in Glacier National Park" with Kyle Langley on Monday, September 25 at 6 p.m. on Zoom.

**Continuing Education/Meetings:**

**MSL Fall Workshops in Great Falls:** Abbi will attend September 17-19.

**MLA Fall Retreat at Chico Hot Springs:** October 1 & 2. No staff are attending. Trustees are welcome and all are registered MLA members. See Abbi for registration information.

**MSL Commission Meeting October 11:** Abbi may attend in person, representing Tamarack Federation.

**Administrative:**

Ancestry: Abbi has decided to cancel this subscription. The annual usage compared to the cost does not warrant renewing this digital resource.

Other Digital Resources: Abbi is considering adding a foreign language resource. Please let Abbi know if you have other suggestions.

Community Survey due in 2023: Abbi asked the trustees for suggestions on questions to include. Abbi noted the library will put out the survey in October and it will include a question about additional digital resources the Patrons may like.

Floating Holiday Update: (guidance from MT State HR in packet) Abbi got clarification on the floating holiday. Following the state, we will eliminate Election Day and add one floating holiday per employee per year.

Schedule Strategic Planning Session: Abbi reported it would be best to include Trustees, Staff, Foundation and Friends to revise mission and vision statements and set a strategic plan for post-renovation. The current statements were set when the district was created 13 years ago. Evening sessions are preferred.

**Staff:**

Resignation: Lizzy Jore has submitted her resignation with her last day as September 1.

Hiring and staffing update: Abbi reported that she does not want to hire for open positions at this time and will utilize Jeanne more to fill in where needed. Jenn is interested in Lizzy's position and Abbi would like to offer it to her even though she will remain part-time for at least a year. If necessary, she may hire one of the part-time positions but would like to wait until closer to move-in to hire the tech librarian and other part-time positions.

**Scheduled Library Closure Dates:**

Saturday, September 3 and Monday, September 4 for Labor Day.

**BOARD BUSINESS:****Financial:**

July 2023 Financial Report: Valerie moved and George seconded the *motion to approve the July 2023 financial report as presented*. **The motion passed unanimously.**

**Unfinished Business:**

Selection of new library logo and coffee shop logo: As requested, Abbi will work on revisions of the Joyful Cup logo. Abbi is pursuing a specialty laser-cut sign for the front of the building that will include the library logo. Valerie moved and Brooke seconded the *motion to approve the library logo as presented*. **The motion passed unanimously.**

**New Business:**

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

Request Schedule Changes for remainder of 2023: Abbi requested that the library institute a temporary early closure of 5:30 p.m. on Fridays beginning September 1<sup>st</sup>. This will last until additional staff are hired or once we are moved back into the building. Brooke moved and Valerie seconded the *motion to approve temporary hours change from 6 p.m. to 5:30 p.m. on Fridays*. **The motion passed unanimously.**

Additional Closure Dates: Abbi requested a closure to hold staff training on September 22 on Narcan, Reflex Protect, AED and fire extinguishers. Staff will also begin work on planning for the move back into the building. Abbi also requested a closure on Friday, November 24 (day after Thanksgiving). All FT staff have requested this date as their floating holiday. It is typically a very slow day. Valerie moved and George seconded the *motion to approve additional closure dates of September 22 and November 24, 2023*. **The motion passed unanimously.**

**Adopt FY2024 Budget:** Abbi reported that she made two changes to the budget after the July meeting including an increase for compensated absences and added the expense for the roof repair. Valerie moved and George seconded the motion to adopt the fiscal year 2023-2024 budget through Resolution No. 2024-01 and send a letter requesting 11.14 mills in funding to the Lake County Finance Director. **The motion passed unanimously.**

**Building Committee Report:** Abbi reported that she, Mallory and Maggie met with Mosaic at the CDA showroom in Missoula to choose furniture. Abbi also reported that Martel will do the roofing repairs. Five roof joists in the NE corner were cracked. Martel will install glulam beams reinforce the roof. Abbi filed a claim with Cincinnati Insurance and the adjuster will review the damage and make a determination. Abbi reminded the members that the library has a \$10,000 deductible. The estimate for repair is approximately \$35,000, and will come from Fund 4510.

**OTHER BUSINESS:** None.

**PUBLIC COMMENT:** Connie stated that when this project is over, many of the current Foundation members will be retiring from their positions. She made an appeal for the board members to help the Foundation find new people to fill these roles. They hope to get more people with varying backgrounds in law, finance and tech. Abbi stated that it is important that people understand that the foundation's main purpose is fundraising. You can give names and contact information to Connie or Abbi.

**NEXT REGULAR MEETING:** The next regular meeting of the North Lake County Public Library District Board of Trustees is Tuesday, September 26, 2023 at 5:30 p.m. at the library's temporary location.

The meeting adjourned at 6:48 p.m.

Respectfully submitted,



Abbi Dooley, Director