

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Tuesday, October 24, 2023**

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

OTHERS PRESENT: Abbi Dooley, Felicia Gill, Mallory Witham, Rob Turner

Meeting called to order by Chairman Allen Bone at 5:31 p.m.

ADDITIONS OR CHANGES TO THE AGENDA : None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

2024 INSURANCE PRESENTATION: Robert Turner, from Marsh McLennan Agency presented the health and supplemental insurance information for 2024. Maggie moved and Valerie seconded the *motion to select health insurance plan Pacific Source Navigator Silver HSA 5100 to be paid by the library for all full-time employees for 2024, 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.**

APPROVAL OF MINUTES: Brooke moved and Valerie seconded the *motion to accept the minutes of the regular meeting of Tuesday, September 26, 2023 as written.* **The motion passed unanimously.**

FRIENDS OF THE LIBRARY REPORT: Abbi reported that the Friends have agreed to remove donated books to their storage facility. Therefore, the library is once again accepting donations.

FOUNDATION REPORT: Maggie reported that the Foundation is getting low on funds in their donation account for the renovation project. They are awaiting word on a \$50,000 grant from T-Mobile. Abbi added that they are planning a social to include the friends, trustees, staff and foundation for November 17th at Mission Bay in the evening.

LIBRARY DIRECTOR'S REPORT:

Library Programs & Outreach:

Youth Programs: Felicia gave a report on youth programming. The written report is attached to these minutes. Valerie offered to help with choosing titles for the youth book club.

MLN Virtual Programs: Hauntings of Montana with Ellen Baumler, October 12 at 6:30 p.m. was held on Zoom. The staff member running these programs at the MSL has left, so we do not have statistics at this time. The next program is Logic and Magic with Dr. Jon Turk, November 2 at 6:30 p.m. on Zoom

Trick or treat: Staff will be dressed up and handing out candy at the library on October 31 for patrons of all ages.

Continuing Education/Meetings:

MSL Commission Meeting October 11 Report: Abbi gave her report on the Montana State Library Commission. They voted to remove the MLS degree requirement for directors of large libraries. The Commission expressed interest in providing additional funds to federations specifically for trustee training.

Building & Equipment:

Popcorn maker: Havre-Hill County Library purchased the popcorn maker.

Library Closure Dates:

Friday, November 10 for Veteran's Day

Wednesday, November 22 closing at 4 p.m.
Thursday & Friday, November 23-24 for Thanksgiving holiday.

Administrative:

Zoom subscription: Abbi reported that the library's Zoom subscription is up for renewal, but wondered if it is still necessary as the Library now has access to Microsoft Teams for no charge. The consensus is to not renew the Zoom subscription and use Teams going forward.

Fall 2023 bi-annual public survey: Abbi presented the preliminary questions for the survey, which will be live November 1 – December 31. The length of the survey was discussed and it was agreed to split it into two surveys – a basic survey and an option to continue answering more in-depth questions. Valerie added that a QR code should be added to enhance access for more Patrons.

BOARD BUSINESS:

Financial:

September 2023 Financial Report: Maggie moved and Brooke seconded the *motion to accept the September 2023 Financial Report as presented.* **The motion passed unanimously.**

Clarkson 3rd Quarter 2023 Report

Beginning market value 6/30/23	380,472.15
Income & Capital Gain Distributions	1,921.15
Withdrawals and fees	(1,143.64)
Change in account value	(14,669.44)
Market value on 09/30/23	366,580.22

Unfinished Business:

Update on insurance coverage for roof damage: Maggie has been working with the library's insurance agent. She reported that a claim was filed with MACO, the library's prior insurance company.

New Business:

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

Tamarack Federation Meeting Report with Joys & Concerns: Valerie provided a verbal report on the Federation meeting. Her written report is attached to these minutes. Abbi noted that the spring retreat will be held in Polson in the library's community room April 26 – 27. She encouraged the trustees to save these dates for trustee training opportunities to satisfy the state's requirement.

Opening of sealed bids for 2014 Ford Connect van: The Library received one sealed bid which was opened during the meeting. Lewis and Clark Library's bid of \$22,500 was accepted. Brooke moved and Valerie seconded the *motion to accept the bid of \$22,500 from Lewis and Clark Library.* **The motion passed unanimously.**

Funding Request to North Lake County Library Foundation: Brooke moved and Maggie seconded the *motion to request \$3,500 from the North Lake County Library Foundation for the large print subscription.* **The motion passed unanimously.**

INTERCAP loan update and Memorandum of Understanding with North Lake County Library Foundation: Abbi explained what she has learned about INTERCAP loans. She submitted an application to ensure the library was eligible, and the Library has been approved for up to \$700,000 on a 15-year note to fund the remainder of the renovation not immediately covered by the Foundation. The Foundation is still committed to raising the money to complete the renovation. An MOU will be signed by all parties stating the Foundation's intentions to make the semi-annual INTERCAP

payments. Per law, the Library will budget for the payments and it is the Library's responsibility to make the payments on time. The Trustees must approve the loan, so a special meeting may need to be called in December.

Fee Schedule Update: Maggie moved and Valerie seconded the *motion to approve the Fee Schedule as presented*. **The motion passed unanimously.**

Materials Donation Policy Update: Brooke moved and Valerie seconded the *motion to approve the Materials Donation Policy as presented*. **The motion passed unanimously.**

Building Committee Report: Maggie reported that there has been discussion around the fish tank due to some sizing issues. A gutter and drain system needs to be added to the awning above the entry which will require additional demo and work to the sidewalk to install a grated drain. Abbi presented the Trustees with a proposed sign design by Verner Rose of Custom Fabrications for the main exterior entry wall.

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 Tuesday, November 28, 2023 at 5:30 p.m.

The meeting adjourned at 6:57 p.m.

Respectfully submitted,



Abbi Dooley, Director

BOT Youth Programming Report for 10/24/23

- Mother Goose and Story Time are going well. We've had lots of special guests for Story Time, including Brittany Simonich from Families First, Rachel Veelle from Public Health, and Emily Rohrlach from the Bison Range. Our Bath Time story time was a hit! Rachel brought rubber ducks and a bucket of dirt and a tub of soapy water for the kids to get their ducks dirty and then give them a bath. We also had a large crowd for our Monster's Story Time, since there was no school.
- Young Child Wellness Council Meeting: I was able to attend the YCWC and listen to advocates from CASA tell us a bit about their program and what they do. It was fascinating to learn how the program has changed over the last couple years, and how the library might serve a possible role in the future once the renovation is done; such as being a public place for a supervised visit.
- Page Turner's Youth Book Club: When we met in September we'd read the book, "Because of Mr. Terupt." We had a small group, three people, but they had a good time. We talked a bit about the book, and then we tried our hand at making a Dollar Word Poster (which is actually incredibly difficult) and then I had them calculate roughly how many books we have here in our temporary location, if I remember correctly is was around 2700. Next week we will meet to discuss "The Girl Who Drank the Moon," by Kelly Barnhill.
- TAG:
 - I met with Stacey Ellis from the PHS Library and she had about 26 teens attend her first meeting, and about 9 said they would be interested in being a part of our TAG. The main hindrance is transportation, not necessarily to the library, but from the library to their homes after the program is over. Stacey plans on hosting her programs at the school during lunch, and has created different committees for the kids, including a Decorating, Program Idea, and Collection Suggestion Committees. Currently the big thing right now is Chess, and they had about 46 kids sign up for a chess tournament held at the library during lunch, which will take over a week to work through, even doing a single elimination bracket.
 - We had our TAG Paint by Number on 10/18 and had three kids come to that. It went a bit long, and I kept telling them that we could pack up and they could take the kits with them at any point, but they just kept on painting. Most of us finished our portraits, and said they had fun and will try to make it to the Book Club next week.

Valerie Rogers, Trustee representative

Tamarack Federation Meeting; October 19 -- Zoom

* Joys and concerns of each library

- Many discussed employee pay, rising costs, or building issues

*North Lake County

- Joys
 - Nearing completion of library building project
 - Foundation (outstanding job fundraising)
 - New library vehicle; hearing loop
 - Great youth program / SYP went well
- Concerns:
 - With 2-3 staffing positions open, it's hard to find available quality housing
 - Housing, rental, food are all expensive and tough on staff and library
 - Can't keep up with hotspots

*Postponement of library tour program (passport stamp) - contact Tracy Cooke if interested in taking this up at your library.

*Fall federal report from Tracy Cooke

- Pay study
- Submitting public library stats to see how your library is doing
- Amealia is leaving
- Federation Task Force meeting in Dec. so they can re-evaluate the federal structure and make it more streamlined
- MSL Learn - youth services courses & courses for trustees.
- State Library Commission - update administration rules; tribal colleges are eligible for per capita; got rid of degree needed for library directors. Looked at the MLS degree. Hearing Nov. 28, public comment heard by the State Library Commission, then take action on Dec 6th.
- Public library budget - look at the needs of the library and advocate for resources the library needs.

*Coordinator's Report -

- Abbi attended the retreat last week (Oct)
- Reconsidered (positively) giving libraries money to offer training
- Note about the reporting of funds accurately
- Be mindful what you're spending money on - it must be expenses that fall under the federation
- Training ideas (Spring Retreat) - Demco training for book repair workshop (hands on); Pay and benefits training, training on software, mediation and negotiation training; tribal library workshop. Tour our library at Spring meeting\
- Spring Retreat meeting dates - April 26-27 (Friday & Saturday) in Polson, MT