

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Tuesday, November 28, 2023**

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

MEMBERS ABSENT: Maggie Newman

OTHERS PRESENT: Abbi Dooley, Mallory Witham, Connie Brownell, Holly Wurl (online)

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

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, October 24, 2023 as written.* **The motion passed unanimously.**

FRIENDS OF THE LIBRARY REPORT: Abbi reported that the FOL are in the process of their annual fundraising effort. They have sent a newsletter to their mailing list.

FOUNDATION REPORT: Connie announced that the Foundation voted to approve the MOU and continue fundraising efforts for the library. Connie reported that the Foundation has also sent out a mailer and emails to potential donors. She thanked everyone for coming to the get-together at Mission Bay on November 17.

LIBRARY DIRECTOR'S REPORT: Abbi provided a written report, which is attached to these minutes.

BOARD BUSINESS:

Financial:

October 2023 Financial Report: Valerie moved and George seconded the *motion to accept the October 2023 Financial Report as presented.* **The motion passed unanimously.**

Unfinished Business: None.

New Business:

Resolution 2024-03 Authorizing Participation in the BOI INTERCAP Loan Program: Valerie moved and Brooke seconded the *motion to pass Resolution 2024-03 authorizing participation in the Montana Board of Investments INTERCAP loan program, approving the form and terms of the loan agreement, and authorizing the execution and delivery of documents related thereto.* Allen asked for public comment and there was none. **The motion passed unanimously.**

Memorandum of Understanding with NLCLF regarding INTERCAP payments: George moved and Valerie seconded the *motion to enter into a memorandum of understanding with the North Lake County Library Foundation in regards to INTERCAP loan payments.* **The motion passed unanimously.**

Monthly Statistics Report: Abbi provided the October 2023 statistics report to the Trustees prior to tonight's meeting. Allen asked about our lower traffic numbers. Abbi reported that the physical traffic typically goes down at this time of year but the digital traffic increases with snowbirds traveling.

Library Closure Dates 2024: Abbi presented the requested closure dates for 2024 that include dates for moving back into the renovated library. George moved and Brooke Seconded the *motion to approve the 2024 Library Closure Dates as presented.* **The motion passed unanimously.**

Hours, Holiday and Closure Policy Update: Valerie moved and George seconded the *motion to approve the Hours, Holiday and Closure Policy update as presented.* **The motion passed unanimously.**

Community Room Policy Update: Abbi reviewed the proposed changes. Brooke moved and Valerie seconded the *motion to approve the Community Room Policy update as presented.* **The motion passed unanimously.**

Employee Handbook Update: Abbi reviewed the major changes. Brooke and George noted the importance of having staff sign off that they have read the policy. Valerie moved and Brooke seconded the *motion to approve the Employee Handbook updates as presented.* **The motion passed unanimously.**

Building Committee Report: Abbi reported that the Owner, Architect, Contractor (OAC) group met today. Several items have 4-5 week lead times that will push completion into January. Thanks to the Greater Polson Community Foundation, Abbi has purchased a new 85” TV and a Bose sound bar to replace the TV and SMARTBoard. Appliances have been ordered. Abbi is working on acquiring the coffee shop equipment.

OTHER BUSINESS:

Foundation Newsletter: Connie asked if anyone did not get their Foundation newsletter. Connie handed them out to those who did not get one.

PUBLIC COMMENT:

Holly Wurl: Holly stated that the September 4 minutes have not been posted to the library website. Holly asked how the public can know what the board will discuss prior to the meetings. Abbi responded that the minutes will be posted tomorrow and that all agendas can be found on the library’s website and links to the full meeting packet are on the library’s Google calendar on the homepage.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library District Board of Trustees is scheduled for Tuesday, January 23, 2024 at 5:30 p.m. at (location to be determined).

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Abigail Dooley

Abbi Dooley, Director