

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, May 28, 2024**

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

OTHERS PRESENT: Abbi Dooley, Brittany Simonich

Chair Allen Bone called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE

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 April 23, 2024 as written.* **The motion passed unanimously.**

FRIENDS OF THE LIBRARY REPORT: The Friends of the Library will hold a book sale June 7 & 8 in the library community room. They have planned their book sale dates for the next 1.5 years.

FOUNDATION REPORT: The Foundation met today to discuss fundraising. The "Cheers to the Library" get together is tomorrow evening at Mission Bay Clubhouse.

LIBRARY DIRECTOR'S REPORT: Abbi provided a written report in the meeting packet.

BOARD BUSINESS:

Financial:

April 2024 Financial Report: Valerie moved and Brooke seconded the *motion to accept the April 2024 Financial Report as presented.* **The motion passed unanimously.**

Clarkson 1st Quarter 2024 Report

Beginning market value 12/31/23	392,891.89
Income & Capital Gain Distributions	1,448.19
Withdrawals and fees	(1,185.39)
Change in account value	17,173.65
Market value on 3/31/24	410,328.34

Unfinished Business:

Strategic Planning Process Update: The results from the workshop will be compiled and presented at the next trustee meeting. There was a suggestion to review the community room policy regarding business use on a future agenda.

Insurance Quotes to update building value: Several options were presented and the trustees agreed that a valuation of \$5.75 million with a \$5,000 deductible is the best option. All agreed it should go into effect immediately rather than wait until the July 1 renewal. Abbi will inform the insurance agent.

New Business:

Monthly Statistics Report

Tamarack Federation Report & Joys and Concerns: Valerie's written report is attached to the minutes. The Trustees completed their required three hours of continuing education at this two-day event.

Solicit bids for Audit Firm for FY2024: George moved and Maggie seconded the *motion to authorize Abbi to solicit bids for the FY2024 required audit*. **The motion passed unanimously.**

Collection Development Policy Revision: This is the first review of the policy. There were no changes and the policy will be voted upon at the next meeting.

Circulation Policy Revision: Maggie moved and Brooke seconded the *motion to approve the revisions to the Circulation Policy as presented*. **The motion passed unanimously.**

Building Committee Report: The library has taken a second draw on the INTERCAP loan. The Foundation gave the library \$60,000 toward prior expenses that the library has covered by borrowing from the General Fund. Mosaic is supposed to do one final walkthrough sometime in the next few weeks. We should receive the final bill from Martel very soon. The library will be requesting additional funds from the Foundation to pay back the general fund.

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 25, 2024 at 5:30 p.m. in the Library Community Room.

The meeting adjourned at 6:27 p.m.

Respectfully submitted,



Abbi Dooley, Director

Tamarack Federation Report

April 26 - 27, 2024

Trustee Valerie Rogers

***Library District Financial Reports and other Resources (Darla Erickson)**

- Darla gave helpful information about budgeting, the BARS chart of accounts, and the library depreciation reserve fund. Montana Code Annotated was included as a reference. Information can be found in the slideshow emailed out by Abbi on 4/29.

***Presentation on Policy Making. (handout from MT State library)**

- Discussed why policy was needed, as well as basic policies the library has and legal requirements.
- Differentiated between policy (why) and procedure (how).
- Discussed where policy is kept, how easy it is for non-library person to understand, and how easy it is to implement.
- Iterated that policy must be legal and be approved by the board. Discussed how to ask other libraries who've written a policy for the same purpose (borrow it and adapt it to your needs).
- Discussed evaluating policy to determine if it is still needed or if the language is vague/unclear.
- Finally, Tamarack Federation discussed some of the policies they thought were particularly helpful or had questions about. (hotspot borrowing, emergency closure, unattended children, meeting room, weapons, behavior, collection development and reevaluation of materials)

***Democracy Project – Humanities MT**

- Jenny from Humanities Montana (humanitiesmontana.org) presented about a program for teen-led civic engagement. The projects they undertake are supported through grants. Examples: Big Sky Read (book club grant), Community Project grants.
- The interested group meets with the library in September. Teens come up with a project to meet the needs of the community. Diverse needs, non-partisan, hyper community focused.
- Democracy Project offers civic education – Partnered with Civics Under the Big Sky.
 - Voting Rights Timeline, Suicide Prevention, Montana State Constitution, Media Literacy

Tamarack Federation Meeting @ 3:30

- Joys and Concerns from each library.
- Director's Report
- Passport for trustees was given out to encourage trustees to visit other libraries around NW Montana. Can be in-person or online.
- FY 2025 plan of service passed, and we got another \$4,000 for trustee training.
- State Library Report – roles of Federation, trustees, and coordinator.
 - Federation training fulfills training hours for trustees and gives opportunities to network with other librarians and trustees.
 - Federation would like: more information on grants and grant writing, discussion on salary, breakout session on sources of money and grants for capital improvements, role of trustees, trustees role in budgeting

- Improvements: nametags, travel expenses (mileage can be paid)

Lifelong learning – Bobbi DeMontine

- Ideas/offering: Cohost with other libraries, help with virtual programming, summer reading brainstorm session 5/16, Creative Aging (ex: artists visiting seniors and teaching them the art/photography), Revitalize trunk availability (bats, bears, aquatic lifeforms, NASA), class about economic tools and investing in rural libraries.

Data presentation – salary data collected, task force (question about self-directed programming on survey), adding rotating section to address emerging service needs for geographic divides, look at clarity of questions.

MT State Librarian (Jenny Stepp)

- State library – more trainings are available on MSL Learn platform and YouTube channel, for trustees, too.
- MT State Library Commission
 - Discussed updating legislative roles, tribal college libraries eligible for funding (minimizes impact on public library funding while maximizing usage of funds).

Fall meeting of Tamarack (online) Thurs., Oct 17 2024 at 6 pm (ZOOM)

Spring Retreat in Polson Fri, April 25 and Sat Apr. 26, 2025

Tamarack Federation meeting Day 2 4/27/24

Ashley Kent from MSU Extension presented on:

- State entitlement
- Open meeting laws
- Public comment
- Building relationships with the county commissioner
- Land ownership
- FOIA requests
- Interacting with the Press.
- Why local government exists, the hierarchy of government.
- State library has a director's handbook of policy suggestions. Make the policies beforehand, not during a contentious discussion.
- Meeting format/order of business.
- How to set up discussion on a contentious topic