

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
Tuesday, May 27, 2025**

**Present:** Allen Bone, Maggie Newman, Valerie Rogers, George Simpson, Brooke Wegner  
**Others Present:** Abbi Dooley, Mallory Witham, Angela Claver, Diane Farquhar

**OPEN THE MEETING:** Chairman Allen Bone called the meeting to order at 5:31 p.m.

**PLEDGE OF ALLEGIANCE**

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

**OATH OF OFFICE:** Notary Angela Claver administered the Oath of Office to elected trustees, Allen Bone, Maggie Newman and Brooke Wegner.

**APPROVAL OF MINUTES:** Valerie moved and Maggie seconded the *motion to accept the minutes of the regular meeting of Tuesday, April 22, 2025 as amended.* The verbiage regarding the cost of rental to the FOL and the Foundation was clarified. **The motion passed unanimously.**

**FRIENDS OF THE LIBRARY REPORT:** Diane reported that the FOL made \$1,056.00 at the May book sale. The Friends will discuss approval of the MOU at their June meeting. George presented the trustees with the draft MOU to review.

**FOUNDATION REPORT:** Maggie reported that the May meeting was canceled. Brittany Simonich will remain as president until a replacement comes forward. The Foundation will now hold monthly rather than quarterly meetings. They will participate in the Wal-Mart Grand Reopening celebration July 18. The library will also be present to promote the library and sign community members up for cards. The Foundation will receive a portion of the food truck sales. They are also doing a fundraiser at Glacier Brewery. Due to the meeting cancellation, there is no update on the MOU.

**LIBRARY DIRECTOR'S REPORT:** The written report from the Director was included in the meeting packet. Highlights from the report include the new teen book club, the deactivation of the three hotspots funded by the MSL on July 1, and Abbi has secured an auditor for the FY24 and FY25 reporting years. Abbi will research the threshold for audit requirements. More information on building and content insurance will come next meeting. There will also be a budget amendment hearing at the next meeting to adjust the Fund 5799 wage calculation for FY25 to align more accurately with what is happening. Abbi has reached recertification status with the MSL. There was a question on who makes up the State Library Commission – they include Governor appointed members, a member appointed by the Commissioner of Higher Education and the Superintendent of Public Instruction. Abbi reports to this body on the Tamarack Federation each year.

**BOARD BUSINESS:**

**Financial:**

**April 2025 Financial Report:** Maggie moved and George seconded the *motion to accept the April 2025 Financial Report as presented.* **The motion passed unanimously.**

- Clarkson 1<sup>st</sup> Quarter 2025 Report

Beginning market value 12/31/24	420,994.01
Income & Capital Gain Distributions	1,638.86
Withdrawals and fees	(1,393.93)
Change in account value	(-334.05)
<b>Market value on 3/31/25</b>	<b>420,904.89</b>

**Unfinished Business:**

Trustee CE: The Trustees have completed required training for FY2025 by attending the Tamarack Federation retreat.

**New Business:**

Monthly Statistics Report: April 2025 available via the dashboard online:

<https://lookerstudio.google.com/s/qIszxWihWqY>

Tamarack Federation Report: Valerie presented a written report on the Tamarack meeting and retreat.

Review of Public Library Statistics: Per Public Library Standard requirements, the Trustees reviewed a variety of statistics from the MSL's website.

Community Room Policy Revision: The first reading of this policy was completed. Several areas were revised and the second reading will be presented at the June meeting.

**OTHER BUSINESS:** None.

**PUBLIC COMMENT:** None.

**NEXT MEETING:** The next regular meeting of the North Lake County Public Library District Board of Trustees is scheduled for Tuesday, June 17 at 5:30 p.m. in the library community room.

The meeting adjourned at 6:41 p.m.

Respectfully submitted,

*Abbi Dooley*

Abbi Dooley, Director

Minutes taken by Mallory Witham, Assistant Director

## Tamarack Federation Training & Meeting

The Tamarack Federation Training was very beneficial, providing trustees and directors with an opportunity to network, collaborate, and gain important insights into running a smooth library and board of trustees. There was a lot packed into the two days, including a Tamarack Business meeting, but a lot was learned, and I am very grateful for the training. We had at least 3 of our trustees attend both days, and it was helpful to hear the questions other trustees and directors had regarding the topics we discussed.

Here is a brief summary of some of the things we covered:

Friday, April 25, 2025

- Directors had a demonstration of the Cover One book repair machine and discussed the Department of Labor Audits. Trustees had a discussion facilitated by the Montana State Library, after which Colet Bartow led a discussion on Continuing Ed requirements for trustees and resources for gaining CE. The resources were helpful, as was the MSL Website.
- There was a session on Parliamentary Procedure and Robert's Rules of Order with Morgan Ray, during which many questions were asked and answered. The group was able to practice Parliamentary Procedure in real time and was given a pamphlet to explain, both of which were extremely helpful.
- Lifelong Learning Update from Bobbi deMontigny
- Spring Business Meeting with Montana State Library Report, who reported their funding looks hopeful, but they are battenning down the hatches on spending until more information is given.

Saturday, April 26

- Day 2 session started with Local Government Relationships with Cara Orban; many questions were asked and answered about local government, budget, pay scale discrepancies, and property use. Of particular interest was case law that reinforces the board's authority to oversee property. Another great point was understanding the different perspectives of the local government with which the board is working.
- The second session, "Working with Friends and Foundations," featuring a panel of representatives, was extremely informative. There was information on best and worst practices, as well as a successful model that gave tips on how to create a welcoming foundation.
  - One particular library made a distinction between how they view the Friends and the Foundation. Friends was more of a support, how to get the word out about the library and promote reading - Creating goodwill and sparking participation in the library. The Foundation was more about raising money for projects the library has.
  - They emphasized the importance of aligning with the director as a key factor in staying close to the library's needs. Finally, the topic of volunteer usage in the library was discussed, and some guidelines were suggested based on their success. Another important point was tying your strategic plan to the purposes of

Valerie Rogers - Tamarack Federation April 25 & 26, 2025

the Friends. Other suggestions for the Friends of the Library were separating the Friend volunteers from the library staff, using volunteers can be good, but sometimes creates work, and using the volunteers to go to city council meetings.