

## MINUTES

### STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Wednesday, January 18th, 2023, 10:00 a.m.

Stillwater County Library

27 N 4<sup>th</sup> St

Columbus, MT 59019

Link to join the meeting via Zoom:

<https://us06web.zoom.us/j/84067335115?pwd=WmN1aE1Jakw4bEZJcEVCUHBsZUxSZz09>

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time. The meeting was called to order at 10:08.

Members Present: Lynda Grande, Chair; Kathleen Ralph, Vice-Chair; Joan Brownell, Robyn Lamoreaux, and Linda Halstead-Acharya were present from the Board. Jennifer Ball, Secretary was present.

1. Approval of Minutes – November 18, 2022 – Joan approved the minutes as written. Kathleen seconded. Motion passed.
2. Communications
  - a. Trustee Training Sharing
    - i. Kathleen shared information from the Federation Task Force Meeting
      1. Providing separate funds for retreats received a positive response
      2. There was discussion of changing the structure of the meetings to a focus on network and training
      3. No decisions are final as of yet
3. Financial reports
  - a. Discussion held regarding the change in financial report formats.
  - b. The commissions (in the Annual Report from the Library meeting following the Library Board meeting) said to spend Federation funds even though they are in cash reserves, a budget amendment near the end of the fiscal year will correct the negative amounts.
  - c. 2023-2024 preliminary budget meetings to take place in late April or early may. Preliminary budgets must be filed by June 30<sup>th</sup>.
4. Library Director's Report – Discussion held.
  - a. 4H will be building the Little Free Libraries in partnership with the library. A 4H leader is applying for a grant for building supplies.
  - b. A cell phone has been ordered for staff (primarily Pam's) use.
5. Committee Updates
  - a. Budget – Not meeting yet.

- b. Hiring - Not hiring at this time.
  - c. Policy
    - i. To Meet January 31<sup>st</sup> to review policies for February approval.
6. Unfinished Business:
- a. Foundation Update
    - i. The paperwork is complete, but is being halted until another board member is found.
  - b. Strategic Planning Next Steps
    - i. Potential Meeting with Facilitator, Haley Barker
      - 1. March 14<sup>th</sup> or 15<sup>th</sup> Available
        - a. March 14<sup>th</sup> at 9:00 or 3:00
        - b. March 15<sup>th</sup> at 9:00
  - c. Trustee Continuing Education Plan
    - i. United for Libraries Privacy 101
    - ii. MLA April 12-15, 2023 in Billings – If 3 Trustees attend for 3 hours, this will fulfill the CE requirements for the fiscal year.
    - iii. Universal Class from Libby App – Tech classes can be taken here that will apply to CE for certification.
  - d. Bookmobile
    - i. Quotes received from two bookmobile distributors. Because the quotes are exceeding \$200,000, the board suggested using Vern Ball from Tint Factory in Billings.
  - e. Circulation Desk
    - i. Changes were requested to the brochure display portion. Montana Correctional Enterprises will be contacted to make these changes.
7. New and Miscellaneous business:
- a. ACTION ITEM: Anniversary Raise for Devin – See below
  - b. Form Budget Committee
    - i. Lynda and Kathleen appointed to the budget committee.
8. Announcements
- Next Meeting: February 14th, 2022, 9:30 AM**
9. Adjournment – Meeting adjourned at 11:47 a.m.
10. Meeting called to order again to address Devin’s raise at 12:02
- a. ACTION ITEM: Anniversary Raise for Devin – Kathleen moved to increase Devin’s wage to \$17 per hour. Joan seconded. Motion passed.

11. Adjournment – Meeting adjourned at 12:03 p.m.

12. Annual Report to the Commission for the 2021-2022 fiscal year.

- a. Annual report presentation
- b. Value of the library report
- c. Library questions for the Commissioners
  - i. What is the budget timeline for the 2023-2024 fiscal year?
    1. Preliminary budget meetings in April/May with final approval by June 30<sup>th</sup>.
    2. The Library Director was instructed to spend Federation funds not in the budget (but received and sitting in cash reserves) even if the line goes negative. A budget amendment at the end of the current fiscal cycle will transfer the funds and bring the account positive.
  - ii. Can the library be added to the State Procurement Office to purchase
    1. Commissioners didn't think there is a current contract. Ty will follow up.
  - iii. Does the library have insurance for stolen devices?
    1. The Commissioners thought we might be able to insure the devices through MACo, but Ty will look into it and follow up.

**To Do:**

- Jen to contact Nancy Schmidt regarding the date for the next Federation meeting.
- Jen to determine which South Central Federation libraries are in Partners.
- Library staff to locate all little free library locations in Stillwater County.
- Jen to research safety measures (such as deposits) that other libraries follow to deter theft.