

**MINUTES**  
**STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES**  
**Tuesday, February 14th, 2023, 9:30 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/81908494098?pwd=ZzUxUkFyRWErNEJzYngvcDFhS0wzZz09>

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 9:45 a.m.

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 – January 18, 2022 – Joan moved to approve as written. Kathleen seconded. Motion passed.
2. Communications
  - a. Trustee Training Sharing - None
3. Financial reports - Financial report changes discussed in the library meeting with the Commissioners were revisited.
4. Library Director’s Report – Please see attached.
5. Committee Updates
  - a. Budget – Set a meeting date to prepare a preliminary budget for presentation at the March meeting – Budget committee to meet in March for April Board approval.
  - b. Hiring - Not hiring at this time.
  - c. Policy - Policies with revisions to be presented to the board as new business.
6. Unfinished Business:
  - a. Foundation Update – Terry Toth joined the foundation board. Jessica Garruto-Bond has stepped down. Paperwork should be submitted after updates in foundation board members are complete. Lynda will contact Cheryl to share information about the Robert’s Rules board training and the Columbus Community Foundation fundraising event.
  - b. Future Meeting Day and Time – Meetings for the remainder of the fiscal year are moved to the second Monday of each month at 4:00. Meetings will be held at the West Annex when possible.
  - c. Staff Anniversary Celebrations – The board will offer words of encouragement and celebration via cards on staff anniversaries.

7. New and Miscellaneous business:
  - a. Evaluate Library's Progress Towards 2022-2023 Goals – Library staff is making excellent progress on goals.
  - b. ACTION ITEM: Approve Revised Policies
    - i. Cricut Policy – Kathleen moved to approve as written. Linda seconded. Motion passed.
    - ii. By-Laws - Kathleen moved to approve as written. Linda seconded. Motion passed.
    - iii. Art Policy – Linda moved to approve as written. Joan seconded. Motion passed.
    - iv. Policies 1.0-8.0 – Kathleen moved to approve as amended. Joan seconded. Motion passed.
  - c. ACTION ITEM: Approve Disaster Preparedness Plan – Kathleen moved to approve as amended. Joan seconded. Motion passed.
  
8. Announcements
  - a. Strategic Planning Meetings with Haley Barker
    1. March 14<sup>th</sup>, 9:00 a.m. and March 15<sup>th</sup>, 9:00 a.m. at the Extension Office
  
  - b. Montana Library Association Conference April 12-15

Next Meeting: Monday, March 13th, 2022, 4:00 PM via Zoom.

9. Adjournment – Meeting adjourned at 11:14

Closed meeting:

- Closed meeting: Evaluation of the Director
- Self-Evaluation of the Board

To Do

- Jen to have Melissa advertise that we can email monthly list of events

## Director's Report

### UPCOMING PROGRAMS:

#### Children's Offsite

##### **Tuesday:**

- Absarokee Elementary School -3rd Tuesdays: 12:30-1:15 (Grades K-5)
- Kids Club Learning Center: 11:00-11:30 (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays)
- Fishtail School: 10:30-11:30 (2<sup>nd</sup> and 4<sup>th</sup> Tuesdays)
- Nye School: 2:00-3:00 (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays)

##### **Wednesday:**

- ABC 123 Preschool: 9:15-9:45
- Cougar Cubs Preschool: 11:15-11:45

##### **Thursday:**

- Preschool @ Park City School 9:50-10:20
- Little Fishes 10:30-11:00
- Rapleje Elementary School 12:30-1:00 (1<sup>st</sup> Thursday– grades 3-4 and 4<sup>th</sup> Thursday - grades K-2)

##### **Friday:**

- Crossblades Homeschool Co-op: 9:30-10:30
- Park City School – 11:00-12:00 (2<sup>nd</sup> Fridays)
- Columbus Elementary 1:30-2:00 (Grade K)
- Columbus Elementary 2:15-2:45 (Grade 1)

#### Children's @ Stillwater County Library

- Every Wednesday, 10:00-11:00 Storytime and crafts at Stillwater County Library
- Wednesday, February 8, 10:00-11:00 Storytime with Beth Korth from Tippet Rise
- Saturday, February 4, 11:00-12:00: Valentine Tote Bags for Kids & Adults
- Thursday, March 9, 6:00-7:30: Montana Library Network Virtual Program: Thunderous (Indigenous Children's Graphic Novel)

#### Tweens/Teens @ Stillwater County Library

- Every Wednesday, 3:45-4:45: Everything You're Into for grades 5-8
- Saturday, February 4, 11:00-12:00: Valentine Tote Bags for Kids & Adults

#### Adult/Teens @ Stillwater County Library

- Saturday, February 4, 11:00-12:00: Valentine Tote Bags for Kids & Adults
- Saturday, February 4, 1:00-3:00: Intro to Cricut Class
- Saturday, February 11, 2:00-3:00: Buck Hitswithastick "Native American Up-Cycling" (Humanities Montana)
- Monday, February 13: Booktalk Book Club
- Thursday, March 9, 6:00-7:30: Montana Library Network Virtual Program: Thunderous (Indigenous Children's Graphic Novel)
- Saturday, March 11: Morgen "Mo" Reynolds storyteller (Humanities Montana)
- Saturday, March 25: Seed Library Kickoff event! Details to come.

- Saturday, April 8, 1:30-3:00: Wordsongs: Poetry from Dave Caserio with musical accompaniment by Devin Matthews.
- Saturday, April 22, 2:30-5:00: Cowboy Poetry at Palladium Draught Haus: Beverages and cowboy caviar/chips available for purchase.

### **DISPLAYS:**

- **Kids:** Playdate with a Book
- **Adults:** Book Bundles
- **Adults:** Most Borrowed Books of 2022
- **Adults:** Blind Date with a Book
- **Art:** Absarokee High School Student Art

**Children's Themes:** Hearts, STEM-Thaumatrope, Dental Health

### **LIBRARY BUSINESS:**

#### **BUDGET:**

Jennifer will begin budget preparations for the 2023-2024 fiscal year next week in order to give the Budget Committee time to finalize details for an April approval from the Library Board.

**Vendor Transition:** Books are no longer being purchased by Amazon. The transition to Ingram means a 40% discount on most books, which will extend the budget dollars allowing more items to be purchased.

#### **STAFF:**

**Melissa:** Melissa reached her 3-month anniversary on February 3rd. She has dramatically transformed our social media presence and creates visually appealing print advertisement.

**LIBRARY FOUNDATION:** Terry Toth has joined the Foundation Board, while Jessica Garruto-Bond has stepped down. Paperwork should be submitted as soon as Cheryl adds Terry and removed Jessica from the documents to be submitted.

### **BUILDING:**

**Circulation Desk:** Montana Correctional Enterprises has made the last adjustments the library board requested. Once ordered, the desk will take a few months to build and be delivered. The costs are \$2817 for the desk and \$416 for the Mobile Printer Cabinet, for a grand total of \$3233.

### **OUTREACH/SERVICES**

**Tween/Teen Program:** This program has been well-attended since it began with most weeks having around 25 students! It's been very crowded in the conference room during this program!

**Little Free Libraries:** 4-H has gladly partnered with Stillwater County Library, and will be building all nine to eleven little free libraries! They have also applied for grant funding to cover a

bulk, if not all, of the costs. We provided information boxes so we will be able to add marketing materials for the library to each library.

**Seed Library:** Devin has acquired donations from 6-7 seed companies. Binders have been purchased to house the seed packets. Patrons will bring the packets to the circulation desk, and staff will dole out the seeds. Jennifer contacted Extension to integrate presentations on various aspects of gardening, cooking with produce, fermenting, and any other programs that can be offered. We will have a big launch of the seed library on Saturday, March 25<sup>th</sup> where we will have a program and a raffle for some garden-related items.

**Dolly Parton's Imagination Library:** Susan Gianforte contacted Jennifer and had her complete the application online. Currently, there is some confusion because Susan has asked us to use our own foundation (which, of course, isn't established yet), but her Treasure State Foundation will be the one paying the fees. Jennifer is further discussing how to go about setting it up with the representation from Dolly's Imagination Library.

**Chamber of Commerce:** Melissa and Jennifer met with the Stillwater Chamber of Commerce several weeks ago to plan a Business After Hours night at the library. We also had the opportunity to share information about our services. Jennifer and Melissa were surprised and pleased to see Universal Class's offerings for businesses being promoted in this week's chamber newsletter.

### **GRANTS/DONATIONS:**

**Kajeet:** To date, Park City has committed to 10 hotspots for their students. Nye, Fishtail, Reed Point, Columbus, and Absarokee have been contacted with no response. Jennifer will continue finding homes for them.

**Penguin Random House:** We did not receive this grant, but will continue to find others to update our young adult section.

**Pattern Energy:** Jeff Ruffatto emailed Jennifer to read the Stillwater County News article about the county joining Sourcewell, a cooperative purchasing program. This could allow the library to use the Pattern Energy donation to purchase that AT&T hotspot for circulation.