

MINUTES
STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES
Monday, March 13th, 2023, 4:00 p.m.
Via Zoom

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 4:01 p.m.

Public Present: Stillwater County Library Foundation Secretary, Terry Toth

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 – December 12, 2022, February 14, 2023 – Joan moved to approve the minutes as written. Kathleen seconded. Motion passed.
2. Communications
 - a. Trustee Training Sharing - Nothing to share
 - b. Dana Proctor’s request to conduct Linux classes – Lynda to send a letter to respectfully decline the offer for a Linux class and to dedicate one patron desktop to Linux due to such a program not aligning with current program goals and limited computers for patron usage.
3. Financial reports - Still waiting on the cash report from the county.
4. Library Director’s Report – Please see attached.
5. Committee Updates
 - a. Budget – Committee to meet 3/13/23, 2:00 p.m. at Stillwater County Library to discuss the draft preliminary budget. Kathleen provided a brief report of the budget committee meeting. Preliminary budget to be voted on at the April meeting.
 - b. Hiring - Not hiring at this time.
 - c. Policy – No policy work at this time.
6. Unfinished Business:
 - a. Foundation Update – Terry Toth read an update provided by Cheryl Anderson, the Stillwater County Library Foundation Chair.
 - i. Seed money – Andrew Bilstein, the lawyer assisting with the establishment of the foundation asked if the library would be providing seed money. Tax-payer funds cannot be used for the foundation. Clarification is needed if it is legal to use donations given to the library for the foundation. Jennifer will research this.
 - ii. Dolly Parton Imagination Library – Waiting on verification from the IRS that the foundation paperwork was received to use the EIN to enroll in the program.

- iii. Grants – Library Board requested that Jennifer only write grants for the library, and suggested the foundation contract with a grant writer as there needs to be a separation between the foundation and the library.
- iv. New Members – Vern Ball has volunteered to be on the foundation.

7. New and Miscellaneous business:

- a. ACTION ITEM: Approve hiring an intern. Kathleen moved to approve hiring an intern for the summer. Joan seconded. Motion passed.
- b. ACTION ITEM: Jennifer’s schedule – Linda moved to approve Jennifer to determine her work schedule providing she meets her 40 hours a week. Kathleen seconded. Motion passed.
- c. Trustees to sign newly amended bylaws – Due to the meeting being via Zoom, the trustees will sign at the strategic planning meeting on 3/14/23.
- d. Absarokee Lending Library – Jennifer met with Bill Pelton to discuss partnering in additional programs in addition to summer reading.
- e. Book lockers – The cost, potential locations, and process of obtaining book lockers was discussed. Grant funding will be located for one initial book locker, then additional grant funding will be located for 4-5 more to be placed in locations throughout the county.
- f. Succession planning - Robyn Lamoreaux plans to reapply for the board.

8. Announcements

- a. Strategic Planning Meetings with Haley Barker
 1. March 14th, 9:00 a.m. and March 15th, 9:00 a.m. at the Extension Office
- b. Montana Library Association Conference April 12-15 in Billings
- c. MSL Learn Course for Trustees, Trustee Essentials: Responsibilities virtual via ASPeN, Course Open Date: March 7, 2023.
- d. April 1 Federation meeting at the library in Harlowton.

Next Meeting: April 10th, 2022, 4:00 p.m.

9. Adjournment – The meeting was adjourned at 5:33.

To-Do

- Lynda to send a letter to Dana Proctor respectfully declining his program and computer operating system suggestions.
- Jennifer to ask Maureen Davey for a contact at MACo regarding the legality of money donated to the library going to the foundation.
- Jennifer to figure out the details of the Dolly Parton Imagination Library
- Jennifer to talk to Nye Firehall, Fishtail store/Montasia, and Rockin’ J about placing a book locker at their locations.
- Jennifer to price book returns
- Jennifer to add succession planning to the April agenda