

Stillwater County Library Board of Trustees Meeting  
Thursday January 10, 2019 2:00 pm  
Stillwater County Library  
27 N. 4<sup>th</sup> St  
Columbus, MT 59019

**Members Present:** Katherine Jess, Chair ,Cory Hamilton, Maureen Davey and Lynda Grande were present. Della Haverland, Secretary, was also present. Brooke Weiss was also in attendance. The meeting was called to order at 2:06 p.m.

**Public comment:** There is no public comment

Maureen moved to approve the November meeting minutes, Cory<sup>2nd</sup> the motion. All in Favor motion passes.

**Communications:** Communication from Jerry Bokma received before the meeting to update board on the status of our roof repair, tree trimming, and our contract for pest control.

**Library Report** was read and a copy given to trustees. See attached.

**Steering Committee report:** Lynda reported the committee met and voted to approve the Final report written by Marissa Hauge, Della Haverland and Lee Schmelzer. She advised that the report was sent to commissioners for them to read through prior to our working session with them on January 15<sup>th</sup> at 10:00 am at the courthouse. Maureen expressed her disappointment that the report was not turned in to the commission by 12/31/2018. She was concerned that the committee was extended for one final year to finish the research. Della commented that the committee did not want to turn in an incomplete report and felt that waiting until we received the report from the MSU students and were able to incorporate it into our final report was in the best interest of the committee who committed to so much time and work into the project. No one wanted to rush it. Due to the holiday's falling on Tuesday's for 2018 two consecutive Commissioner agenda meetings were cancelled and committee members were not available to work on it. The report is now done and will be discussed with the Commissioners on January 15<sup>th</sup>.

**Budget Report:** Della handed the trustees a copy of the budget for the month of October ending. Things look good. Midyear budget reviews are coming up with the commissioners and they have asked us to submit a Capital Improvement Plan during this meeting. Brooke and Della worked on a Bookmobile proposal as it fits the needs of our long range plan. Trustees were in favor of this, and had several ideas of their own on possible vehicles. Della will submit what was researched and we will go from there. Della advised she was asked to put forth a new building request as well and she felt that her recommendation would be to pursue the Steering Committee's findings and will include the final report.

**Strategic plan:** Lynda moved to move this to the end of the meeting, time allowing or table to the next meeting, Cory 2<sup>nd</sup> all approved. Motion passes.

Safety Committee update and recommendations: Brooke gave updates on what the Safety committee has been working on and what recommendations they have made for the library. Examples of that were getting a bell or buzzer for the back door, get better locking mechanisms for the entries and several other minor items. It was brought to our attention that in the event we have an active shooter situation the library staff and patrons are not protected. Per discussions with the Sheriff's Dept and other law enforcement agencies we wanted to recommend going through the process of getting a waiver from the County to be able to have a weapon (i.e. firearm or taser) in the library for use by library staff with appropriate training. The board was concerned about this and had suggested that we purchase cans of wasp spray as it has been said that it is as effective as pepper spray. They also said that we have money in the budget that we could go and purchase items for back door notification etc.

Lynda moved to table the discussion on the By-Law changes, Maureen 2<sup>nd</sup> motion all in favor motion passes.

Unscheduled matters or concerns:

Della brought up the recommendation of having a Service Agreement drafted between the County and the Library. She created a document with the recommended items that should be included and the Statute it related to. There was discussion on the contents of this. Kathy said that she would be on the committee with Della and Brooke to draft the agreement and per Dennis Shupak would then send on to Nancy Rhode to get a legal opinion on it prior to the next board meeting. (See bottom of minutes it is included) **Maureen requested to see copies of the timesheets.**

**Next Regular Meeting Date: February 14, 2019 2:00pm.**

The meeting adjourned at 4:00 pm  
Respectfully submitted  
Della Haverland, Secretary

Enclosure: Library Report

Stillwater County Library  
January 2019

December hosted quite a few festive events. A couple that stand out was the Chili feed that was put on by MSU students working on their immersion project. We had 254 people join us. Our holiday open house was so much fun! The evening started out a little slow and I was worried that it may have been a bust, however when the clock struck 6 pm the people started showing up. We had a packed house. The Bingo was a hit and Pam's Bingo machine and her hat were loved by all! We ended up having 170 people at the library. There were no hiccups with the fire pit, so hopefully we can host more events like this in the future. Great community building is done around the comforts of a fire with great conversation and even greater people! Our 12 days of Christmas was very fun this year and we ended up doing activities each day in addition to the checkout giveaway. Going forward we feel like we are going to scale back on the number of activities and focus on bigger activities that will reach more people. With our shorter holiday hours, we feel like it did not negatively impact our patrons as our patron counts and circulation stats for the days were very low. In fact, on Saturday, December 22<sup>nd</sup> we only had 3 people stop in and had 9 items check out. The staff was very grateful for the extra time at home with their families.

We welcomed Raya Logan-Jackson on November 9<sup>th</sup> and she has learned everything so quickly and she is doing very well. She exceeds our expectations regularly with her background and her ambitious attitude. She is a real asset to the library staff.

We are planning a staff meeting on January 28<sup>th</sup> to discuss programming and to set and evaluate goals. We would love to have input from the board on what things they would like to see us working on for this year and going forward. I will be asking each trustee for a specific goal they would like to see achieved and what ways it can be measured.

We ordered a new water cooler as our current one has been malfunctioning and leaking water. I am still waiting to hear back from Jerry on the status of our roof repair, the tree pruning and getting on the Orkin contract for pest control. All of these items were included in our budget and were discussed with Jerry. I have sent a request to him for an update on them.

I am proposing that the Board of Trustees and the County enter into a Service Agreement to identify each party's role and have an understanding between us so that certain things don't have to continue to be problematic with each new Commissioner, Trustee, employee etc. I am gathering information from the State Library, The Administrative Rules of Montana (Public Library Standards) and the MCA statutes. As well as insight from other libraries who have already gone through this process. It is something I feel we need to do in order to function the way we are supposed to. We have always been in compliance...but barely and I think we can do better. The Strategic Plan, the Service Agreement, updated By-Laws and mission statement will go a long way in helping our staff carry out the vision of the Library.

Respectfully,

Della Haverland/Director  
Stillwater County Library

#### Service Agreement:

##### **Trustee Appointments: MCA 22-1-308**

Appointed by Commission \*\* would like to see if they would be willing to allow the current board of Trustees to make a recommendation based on the applications received.\*\* Final say is in the Commission's Authority on appointment.

Removal of Trustee- (new AG opinion) authority is with the Board of Trustees for removal of any trustee based on their By-Laws on how they transact business.

Trustee Job description: Board should come up with an accurate description of the duties and responsibilities

Applications: Would love to see the applications come to the library, give to the Trustees to make an informed recommendation and then give all applications and recommendation to the Commission to make the final decision.

##### **Personnel:**

Information found in: MCA 22-1-310, ARM 10.102.1150E, The Trustee Handbook, MT State Library Opinion, and the MT. Dept. of Labor and Industry

**Hours/Scheduling-** Director's authority for all day to day operations.

**Employee Status** (Exempt vs. Non-Exempt)- Board's authority for Director, and from recommendation of Director

**Policy-** Board's responsibility to set policy and review every 3 years based on recommendations from the Director (ARM 10.102.1150F)

\*\*Currently Library staff adhere's to the County Personnel handbook, however there are several areas that need to be addressed with the agreement\*\*

**Hiring/Firing-** Board hires Director and for the additional staff delegates authority to the director based on his/her recommendations

##### **Maintenance and Facilities:**

**Maintenance** contracts between the County and the Trustees for services to the building

i.e. Routine maintenance of furnace and other fixtures, repairs and replacement of fixtures (light bulbs, hand soap/paper towels etc) Snow Removal, weed control. Emergency plans and procedures.

##### **Acquiring and disposal of items: MCA 22-1-309 (4)**

Items both donated AND purchased by the Library- Board of Trustees has the authority to determine what to do with items no longer deemed necessary for the library. Can sell, throw away, donate to an organization.

