

Stillwater County Library Board of Trustees Meeting
February 16, 2017 2:00 PM
Stillwater County Library
27 N. 4th St
Columbus, MT 59019

Members Present: Anita Green Chair, Barbara Kaiser, and Patricia (Pat) Heard, Pat Ross, and Della Haverland Secretary

Members Not present: Maureen Davey Excused

Public in attendance: Perry and Gayle Helt, Judith Gillette, Lenny Kaiser, and Linda Halsted-Acharya

Meeting called to order at 2:00 pm.

Public comment: Perry Helt spoke about the positive changes in the library since they have been avid patrons since 2013. He shared with the board the services they use and how they appreciate the staff. He advised the board they should be proud and that when comparing our library to Golden Colorado he feels we are way above.

Minutes: Pat Heard made a motion to approve the minutes, Pat Ross 2nd, all in favor motion passed.

Communications

Della read email from Kerry Schmelzer in regard to her resignation from the FOL book sale chair. Passed around email about a refund for the phone bill due to a mistaken 3rd party long distance biller. Della passed around a letter from the State Library regarding Brooke's certification.

Report from the Library Director: Della gave library report. (See Attached)

Closures for MLA: Pat Heard moved to allow the library to be closed half days on 3/29th- 3/31st so that staff could attend the conference, Pat Ross 2nd the motion, all in favor motion passes.

Committee Reports

- A. Steering Committee Update:** Della advised that the capital campaign consultant came and the screening sessions were well attended. He told the committee that there is potential here for this project. We will be working with him on the next phase of the project and would love any participation from the trustees. Della stressed the importance of 100% Board support for the project so that there is no question when we have public meetings. The trustees all agreed and Pat Ross made a motion to have Anita submit a letter of support to the steering committee. Pat Heard 2nd motion, all in favor motion passed.
- B. FOL report:** Lenny Kaiser spoke about the FOL having gotten the 2015 non profit tax paperwork filled out and signed by the board appointees. He stated that Maureen had stepped down from the board and that they had a replacement in mind for Barb, however he asked that the trustees not take away the option to have trustees help get a new FOL group started in the event this group were to ever disband. The trustees were all in agreement to this. They were going to be adopting some new By-Laws for the FOL.
- C. Ongoing Business**

Budget/Finances: Budget is on track.

Claims Review: The list of claims was handed out and no trustee had any questions.

Status on Policy addendum: There has been no contact regarding this at this time. Anita verified that she had sent the letter to the commissioners.

Evaluation Form discussion: Della advised that she did not think that the form we were evaluating was a good fit for our library. She asked the staff to fill one out for her and found that the items on the form were very obscure and difficult to know how to answer. She also stated that per the handbook the trustees and the director need to agree on the things that are being evaluated. Barb stated that she agreed and that the things she read indicated that a committee could get together and come up with the items that would fit our situation, and get the rest of the trustees and the director's feedback at the next meeting. Pat Ross moved to accept Pat R, Pat H and Barb as the evaluation form committee, Pat H 2nd the motion, all in favor the motion passed and the committee shall meet and bring suggestions to the next meeting. Della also thought that we should think about adding this to the policy addendum due to the fact the County does not do evaluations because of lack of training coupled with the fact that the Public Library Standards and the State Library do require evaluations to be done by the trustees.

Della had some concerns regarding the evaluation and rather than ask to go to executive session, she read a prepared statement to the trustees (available in binder at Library) asking for a fair and agreed upon evaluation. Trustees agreed.

New Business

Discussion about Trustees also being FOL officers for possible conflict of interest: There was little discussion on this since the situation has been taken care of by those involved. Anita, Pat R, and Pat H turned in a signed Trustee Ethics statement to have on file at the library.

Library Policy Revisions: Della advised that she would send out in email a color version of the changes she is requesting. The biggest changes are in who we allow to have a library card, due to our Partners Sharing Group going to a one card system. Another change was to have unattended children be put into the care of the Student Resource Officer when available rather than the police. Pat H moved to look at the changes and vote on the at the next meeting, Barb 2nd the motion, all in favor motion passed.

Goal Setting: This was included as part of the evaluation process.

Next Regular Meeting Date: **March 15, 2017 at 2:00pm.**

Pat Heard moved to Adjourn, Barb Kaiser 2nd

The meeting adjourned at 3:35

Meeting adjourned.

Respectfully submitted

Della Haverland, Secretary