

Stillwater County Library Board of Trustees Meeting  
Thursday April 4th, 2019 2:00 pm  
\*Special Meeting Date\*  
Stillwater County Library  
27 N. 4<sup>th</sup> St  
Columbus, MT 59019

**Members Present:** Katherine Jess, Chair, April Limburg, Kim LeBrun, Maureen Davey and Lynda Grande were present. Della Haverland, Secretary, was also present. Brooke Weiss, Joe Morse, and Mark Crago were also in attendance. The meeting was called to order at 2:00 p.m.

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

Maureen moved to approve the March meeting minutes with the corrections, Kim 2<sup>nd</sup> the motion. All in Favor motion passes.

**Communications:** Della read the board a letter from the Federation Coordinator stating that because the trustees have not attended a meeting since March 2017 our library is in jeopardy of losing our federation funding. That will be a loss of approximately \$1,600 per year. It will be up for a vote at the September meeting in Big Timber. **Lynda volunteered to attend the Fall meeting.**

**Library Report** Della stated that she feels she has been a bit lax in giving library statistics and updates regarding our programs lately and so worked on putting together our stats from the month of March. Report is included with the minutes.

**Budget Report:** Della explained that the line items budget proposal for consideration was \$600 less than our request from last year. There were no questions or concerns with the proposal with the exception of the salary items.

**Pay Matrix:** Della explained the pay matrix from the county and advised the board that they need to decide if they want to have library staff included in the matrix or if they wanted to set the salaries for the library staff as stated in the statute. The matrix was in line for all except Brooke's position and with that Della included for the board's approval a job description to appropriately describe Brooke's Technical duties. We created the Systems librarian job description. The board will look into it and vote on it the next meeting. Maureen moved to approved the proposed budget with the exception of the salaries until the pay matrix is finalized. Kim 2<sup>nd</sup> the motion. All in favor, motion passes.

**By-Law changes to reflect new AG opinion:** Lynda moved to approve the By-Law changes, Maureen 2<sup>nd</sup> the motion. All in favor, motion passes.

**Service Contract:** Lynda moved that this be a whole board committee, Kim 2<sup>nd</sup> the motion. All in favor, motion passes.

**Trustee Handbook Review:** Kim moved to table to the next meeting and do 1 section at a time, Maureen 2<sup>nd</sup>. All in favor, motion passes.

Unscheduled matters or concerns: Maureen and Lynda submitted letters to the board regarding concerns about Della and the staff. Mark suggested that the meeting be closed so that the employee is not subject to the conversation being had. Maureen moved to close the session, Kim 2<sup>nd</sup>. April was absent as she had another meeting to attend, all in favor, motion passes. Della was asked to leave while Mark and the board remained.

**Next Regular Meeting Date:** Wednesday May 15, 2019

The meeting was adjourned at 4:40 pm  
Respectfully submitted  
Della Haverland, Secretary

Enclosure: Library Report

**March Programming:**

35 Children's Programs  
4 Teen Programs  
8 Adult Programs  
47 Total Programs

(371 Total Programs in Fiscal Year)

476 Children Attendees  
42 Teen Attendees  
347 Adult Attendees  
864 Total Attendees

(4039 Total Attendees in Fiscal Year)

- \* Book Sale
- \* Assisted Living Outreach
- \* Various Storytimes including Absarokee, Library, and other outreach
- \* Moms & Tots
- \* EXPO
- \* Saturday Movie Matinee

Enterprise:

Session Use: 15 of 134 (472 total sessions)  
Searches: 16 of 134 (1046 total searches)  
Users: 13 of 134 (251 users)

(Top libraries include Missoula, Bozeman, Belgrade, Bitterroot, Billings, Kalispell, Whitefish)

138 users accessed their account through enterprise.

Partners:

Received 363 items  
Sent out 460 items

Available reports:

General circulation  
Top circulating titles  
Current checkouts  
Average publication year  
Most active holds  
Top MSC holds  
Top circulating in Partners

