

Stillwater County Library Board of Trustees Meeting
May 17, 2017 2:00 PM
Stillwater County Library
27 N. 4th St
Columbus, MT 59019

Members Present: Pat Ross, Lynda Grande, Katherine Jess and Maureen Davey were present. Della Haverland, Secretary, was also present. Anita Green, Chair was not present. The meeting was called to order at 2:00 p.m.

Also in attendance were: Lenny Kaiser, Judith Gillette, Brooke Hampton and Joe Morse

Public comment: No public comment

Minutes: Lynda made a motion to approve the April meeting minutes. Kathy 2nd the motion. All in favor motion passes

Report from the Library Director: Della gave library report. She advised that she was instructed to get 3 bids for the roof repair that is needed. She thought that Jerry Bokma would be better suited to get the bids and then have the board vote on which bid to use. Della asked the board if she could submit a work order to him for this service. Lynda moved to have Della submit a work order for the roof repair to be billed in the capital outlay line item. Kathy 2nd motion, all in favor motion passed. (In binder at Library)

Committee Reports

A. Steering Committee Report: Della reported that the committee met with the commission for a working session and only one commissioner supports the project that we have been working on. However, the committee is committed to finishing what was started and are going to ask the FOL for the remaining funds to pay for the capital campaign consultant in order to find out what the private funding could be on this project. Commissioner Crago has also assured the committee that he has adopted our project into his overall county facilities plan as is. Commissioner Davey added that she only has concerns about the other county offices in the project.

B. FOL Report: Book sale success, Judith requested a laptop, library offered a laptop for use by the FOL, door prizes have been offered resulting in Rapelje being the most successful meeting for this group. Next meeting is May 25th in the first floor meeting room of the courthouse.

C. Budget/Finances: Budget hearing was scheduled for 11 am on 5/30, however trustees were not able to make it so Joe and Maureen said we would be rescheduled. Joe will get back to me with some dates. With no objections to the proposed budget, Lynda moved that we accept the budget with library staff getting COLA, Kathy 2nd motion, all in favor motion passed. Lynda made a motion to have Della get a letter for the chair to sign stating the staff will get COLA, Kathy 2nd motion, all in favor motion passed.

D. Claims No new claims were submitted by meeting time

Ongoing Business

A. Letter from Alex Rate: Della spoke with Alex Rate and with his new position he said he would only write a letter if the County Attorney wrote to him requesting it. With that being said

Maureen wondered if the board could write a letter rescinding the letter from Alex Rate dated 8/18/2016. Lynda moved that the letter be written, Kathy 2nd all in favor motion passes.

- B. **Job Descriptions:** Lynda moved that we accept the job descriptions, Kathy 2nd, all in favor motion passes to adopt the new job descriptions.
- C. **Library Policy Revisions:** Lynda moved to accept the recommended policy revisions, Kathy 2nd all in favor, motion passes.
- D. **Evaluation Forms:** Lynda and Pat presented the form that they came up with. Discussion on one of the questions on the 2nd page. We will look over the forms and vote on its approval at the next meeting.
- E. **Personnel Policy Addendum:** Joe Morse advised the board that he is concerned with the last bullet point stating the board has authority to terminate an employee as MACO has instructed them that it is a liability issue since the insurance is through the county. They are concerned with lawsuits for unlawful termination. Lynda stated that the statute covered the boards authority and sees the addendum as not necessary. Della felt that we could get another opinion as this seems to be one of those grey areas where library boards are a bit different. Will look into and put on a future agenda.

New Business

- A. **New Trustee Appointment discussion:** Ad will run in paper and new trustee will be appointed in June. Anita is term limited out. (this was found to be inaccurate as she was appointed to fill a vacancy in her 1st term so a letter went to her offering her another term)
- B. **Next Regular Meeting Date:** June 21, 2017 2:00pm.

The meeting adjourned at 3:36 p.m

Respectfully submitted
Della Haverland, Secretary