

Stillwater County Library Board of Trustees Meeting  
September 20, 2017 2:00 PM  
Stillwater County Library  
27 N. 4<sup>th</sup> St  
Columbus, MT 59019

**Members Present:** Pat Ross, Chair, Lynda Grande, Katherine Jess, and Cory Hamilton were present. Della Haverland, Secretary, was also present. Member Maureen Davey was not present (excused for MaCo meeting) The meeting was called to order at 2:07 p.m.  
Also in attendance were: Lenny Kaiser, Judith Gillette, Pam Henley and Lauren McMullen.

**Public comment:** None

**Minutes:** Lynda made a motion to approve the amended August 16, 2017 minutes, Cory 2<sup>nd</sup> the motion. All in favor motion passes

**Communications:** Email communication from Tracy Cook regarding Federation funding was passed around.

**Report from the Library Director:**

- Budget was passed and accepted as submitted.
- Memorials are almost finished and the Well Loved Books Reading Nook is being utilized.
- Getting a window cling with Logo and hours done at Atomic Design
- Fall meeting is on October 6<sup>th</sup>. I will travel to Billings.
- Public Library Director Retreat is coming up. Looks like good trainings.
- Garden clean up and watering system will be getting put away by the 29<sup>th</sup>.
- Would like to close the Library on November 11<sup>th</sup> in observance of Veterans Day.
- Fall programming is underway and we have several new ones starting up.
- Roof is tentatively scheduled for some time in October.
- Book Sale dates for the Fall sale are November 13-18<sup>th</sup>.

**Committee Reports**

- A. Steering Committee Report:** Lynda reported that the September steering committee meeting was cancelled due to lack of business. We had a training session with Kevin and then subsequent meetings with individuals to gain insight on the conversation guide the committee has put together. Della mentioned that from what was learned during the conversations with the 4 people the committee met with, we are not ready to do the mini capital campaign, but wanted to ask the trustees to think about the possibility of forming a library foundation in the future to handle the big campaign when the time comes.
- B. Budget/Finances:** Della advised that the 360-line item for Repair and Maintenance was still incorrectly noted as \$0.00. She shared an email from Joe regarding getting the amount of \$3400 added back to that line per the letter from the trustees in August. He stated that he would have to do a budget amendment, but shouldn't be a big issue.

**Ongoing Business**

- A. Strategic plan:** Discussion that the board will begin to work on a new strategic plan.
- B. Angie Osborne:** Della advised Pat that Thursday evenings work the best for this type of program and Pat was going to see if she could get a date set for this program.

**New Business**

- A. **Goals for upcoming year:** Each trustee was to bring a goal they would like to work on for this year. Lynda would like to continue to improve a positive community perception of the Stillwater County Library which will help increase the fundraising potential for a new building. Cory would like to increase community involvement with the library. Pat would like to build relationships in the community. Kathy would like to increase library awareness. Della stated that she would like to work on better communication within the board and within the community at large.
- B. **Changing the meeting date/time:** Cory moved to change the meeting date to the third Thursday of each month at 2:00 pm. Kathy 2<sup>nd</sup> the motion. All in favor motion passed.
- C. **Part time position:** Now that the position is approved and the money is also approved in the budget, Della presented the board with a tentative schedule and duties that the position would be responsible for. She will be working with Joe to get the job posted on the website and in the paper.
- D. **Workshop report from Pat:** Pat had attended a wonderful workshop in Bozeman for trustees by Dan Clark. She handed out a packet of information for everyone on the Montana Code Annotated Libraries and explained that she learned quite a lot of good information such as to make sure the minutes include who is in attendance and who is not as well as if it is excused or not. Also to make sure and document what public comment is being made.
- E. **Next Regular Meeting Date:** **October 19, 2017 2:00pm.**

Cory moved to adjourn the meeting, Lynda 2<sup>nd</sup> the motion. All in favor motion passes.  
The meeting adjourned at 3:01 pm

Upon adjournment of the meeting Pam Henley and Lauren McMullen presented a short orientation with the trustees. No business was discussed.

Respectfully submitted  
Della Haverland, Secretary