

Stillwater County Library Board of Trustees Meeting
Thursday July 11th, 2019 2:00 pm
Stillwater County Library
27 N. 4th St
Columbus, MT 59019

Members Present: Lynda Grande, Chair, Kim Lebrun, Maureen Davey, and Kathleen Ralph were present. Della Haverland, Secretary, was also present. April Limburg was excused for a prior training obligation. The meeting was called to order at 2:00 p.m.

Approval of Minutes: It was discussed to remove ~~the letter from the Commissioners and the response letter from the board from the Communications item in the June minutes~~ **as the response had not been approved by the board.** ~~It was noted that both letters are of permanent record at the courthouse. There may be additional discussion on this topic at a later meeting.~~ Maureen made a motion to approve the minutes as amended. Kathleen seconded the motion. Minutes were approved.

Report from the Library Director: Della's report and statistics are attached. Della also advised the board about her **intent to resign** ~~resignation, effective when Brooke is back from maternity leave.~~ **Lynda asked that Della provide a letter with the date of her actual resignation date as soon as possible so that the position can be advertised.** She also advised the board of Brooke's interest in the Director position as well as Raya's interest in other opportunities with Della's departure. They each submitted a letter of interest to the board. Kathleen moved to have Della advise the Commissioners about her intention to leave the position. Kim seconded the motion. Motion passed. The board will form a director search committee at the next meeting. **Maureen will begin looking at the job description which needs to be updated. Lynda asked Della to thank Brooke and Raya for their interest. The board unanimously agreed to open the position to the public. Any position other than library director would be the purview of the new director, not the board.** Della was asked to draft a letter to Brooke and Raya for Lynda to sign.

Budget/Finances: The board asked Della to follow up on the depreciation fund that was requested.

Ongoing Business:

a. Job Descriptions: Lynda appointed Maureen and April to work on the job descriptions.

b. Policy Updates: Kathleen made a motion to approve the policy changes as presented. Kim seconded the motion. All in favor; motion passed.

c. Agenda Items for Training with Pam: Lynda will invite the Commissioners to the upcoming training. Kathleen moved to table the agenda items until after the webinar ~~to be watched~~ on July 26th at 9:00 am. Kim seconded the motion. All in favor; motion passed.

New Business:

a. Elect Federation Representative: Kathleen nominated Kim to be this year's Federation Representative. Maureen seconded. All in favor; motion passed. The next Federation meeting will be September 28th at 10:00 am in Big Timber.

b. Set Time and Date for Future Meetings: Kathleen moved for the Board meetings to be held on the third Wednesday of the month at 1:00 pm. Kim seconded. All in favor; motion passed.

c. Part-time Staff Position: With the upcoming departure of the part-time employee, Maureen moved to fill the vacancy. Kim seconded the motion. All in favor; motion passed. Della was asked to advertise the position immediately in order to hire someone as soon as possible.

d. Annual Library Report: Discussion on how the State Library puts the annual statistics report together and the timeframe of such. With a vacancy at the State the report has not been published for several years. Kathleen would like to see a report that shows programs, participation as well as circulation statistics for each genre. Della will work on one. Kathleen would also like to have a monthly calendar printed for each of the trustees. **All trustees wished one as well so that they could try to attend at least one program.**

e. Approve Evaluation Form and Questions: Lynda appointed Kim and Kathleen to the Evaluation Committee. Kathleen will make suggestions at the next meeting. **Possible forms will be presented at the next meeting.**

f. Discuss goals and Future Strategic Planning: Kathleen will make suggestions at the next meeting on different approaches to creating a strategic plan. Board members brought goals for the library and the three that were adopted for this year are:

Expand In-House programs

Making the space and staff **a more welcoming place**, like a community living room

Improving relationships

Unscheduled Matters or Concerns: Lynda inquired about the Library hours. It was suggested to address this matter **in the Strategic Plan.**

Next Regular Meeting Date: **Wednesday August 21, 2019 1:00 pm.**

The Board training will be held on Tuesday August 13, 2019 at 5:00 pm.

Adjournment: Meeting adjourned.

Stillwater County Library Report
July 2019

As we start this new year off I would like to first welcome our newest trustee, Kathleen Ralph, who is no stranger to the library. I am pleased that she is bringing her vast knowledge of the library and her years of service to help encourage growth and leadership. We have some challenges to face and overcome and I feel confident that the board is equipped to move us forward.

With the creation of the job description committee it is my hope that we can create job descriptions that accurately depict what we do at the library. With the creation of the pay matrix model that the county is using for salary information I feel we could be better prepared and equipped to offer a competitive salary for our specific job duties and be in line with our profession on a statewide level. I would like to see the committee utilize the public library statistic reports as well as expertise from the staff to create the descriptions.

As with our job descriptions which give us daily direction in our work our policies should also reflect what we do and how we do it. The overdue dates that are needing changed are because of the system that the state library uses and we are a part of. We need to be consistent in our delivery of service per our partner's sharing group and handling of shared materials.

I would also like to propose some additional "procedures" to add for how our personnel issues are handled and also our financial documents. The first thing would be to determine how my position utilizes vacation/sick earned time. Per the letter that was sent to HR and the Commissioners in June, it stated that I shall accrue vacation and

sick leave in the same manner as a full time employee, and maybe it should be re-worded to take out full time. As a salaried employee it does not specify in the handbook how to best record my work. I have included a sheet that I got from the Department of Labor and Industry that explains the difference between salary and hourly employees, but it does not address the utilization of earned personal time. I recently had an issue where one week I had 40.5 hours and then last week was at 37.5. I did not put down any personal time as being salary I didn't think I would need to. I was informed by HR that per the county handbook policy 11.0 it states that all Full time employees (ones who work 40 hours or hourly) need to clock 40 hours each week because of the PERS (retirement system) requires it. Nowhere in the personnel handbook does it address salaried employees and I do feel like this should be addressed by the board. Another suggestion would be to create a policy for my position that if I am going to be gone more than 4 hours I should utilize earned time. That would make up for the no overtime for the hours that I work in excess of 40. I have also checked in the PERS handbook and I don't see any provision for salaried employees being required to work 40 hours rather they are charged 7.9% of the hours worked as the contribution for the employee and that at the end of the fiscal year if the employee has not contributed to 2080 hours worked they do not get to have the entire year credited to years of service.

The next proposed procedure or policy if you will, involves how we handle our claims. In the statute it states that the board has exclusive control of the expenditures of the library fund. It seems like the board chair should be the one to sign off on any expenditures for the library. When I worked at the Rosebud County Library in Forsyth the director would put the claims together and the board chair would sign them at the meeting. It took a little bit of time; however, all the trustees were involved with monitoring the budget. The director would then deliver them to the courthouse and the commissioners would also look them over and initial the claims. This gives a level of transparency and checks and balances all while the authority to expend the library budget lies with the board of trustees. Of course this would require a meeting with the commissioners and to be able to come to agreement that this would be a good practice.

With the staffing situation that we find ourselves in I have spent some time trying to figure out the best way to move forward. We have determined that with our extended programming and outreach that the only way to adequately cover the circulation desk and continue to provide a high level of service that a fourth person is needed. With that we have had three (3) people in the part time position and with each one only lasting 3-6 months we have stepped back to see what we could do differently in hopes of keeping staff on board. We also have a maternity leave starting on Tuesday which leaves Raya and I very short staffed for at least three (3) months. The current budget is still open for public comment and I am not sure if we would be able to plead our case in time to get additional funding for staff. I would like to have the option of utilizing Kathy Jess or another temporary person until Brooke is off of maternity leave and then once she is back I would like to propose to you adding another 32-36 hour per week person. My thoughts behind this are that at 20 hours we have utilized the person 3 days a week Thurs/Friday and alternating Mon/Sat half days. The employee themselves is given health insurance at ½ the rate. I don't feel like the number of hours or the level of benefit is enough to encourage someone to stay. I think to have someone come in and be vested in the library they need to be here more and be offered a little more and at 30 hours per week the employee gets his/her health insurance covered by the County plan. There is still flexibility with hours for appointments and things, but not as much down time which elevates the urge to take on more and then leave. I do feel that this would be the best thing in the long run and if we can utilize the temporary help while Brooke is gone we might be able to make budget wise until our next budget cycle. I do think that with the pay matrix in place and our salary being lower than the rest of the county will play into things, but if we could put both of the clerk positions at \$14.00 they would be paid at the same rate for doing the same job even if there is a few hours' difference in the scheduling.

Respectfully submitted,

Della Haverland/Director

JUNE PROGRAMMING:

13 Children's Programs

9 Teen Programs

12 Adult Programs

34 Total Programs

*6 were Outreach Programs

(509 Total Programs YTD)

400 Children Attendees

16 Teen Attendees

117 Adult Attendees

533 Total Attendees

(6211 Total Attendees YTD)

* Assisted Living Outreach

* Science at the Library

* Summer Reading Program in Columbus, Park City, and Absarokee

* Movie Matinee

Enterprise:

Session use: 25 of 136 (239 total sessions)

Searches: 35 of 136 (207 total searches)

Users: 27 of 136 (74 users)

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

96 users accessed their account through Enterprise.

Partners:

Received 314 items

Sent out 409 items