

Stillwater County Library Board of Trustees Meeting  
Thursday June 13th, 2019 2:00 pm  
Stillwater County Library  
27 N. 4<sup>th</sup> St  
Columbus, MT 59019

**Members Present:** Katherine Jess, Chair, April Limburg, and Kim Lebrun were present. Lynda Grande was present via phone. Della Haverland, Secretary and Brooke Weiss, were also present. Maureen Davey was not in attendance and was excused. The meeting was called to order at 2:00 p.m.

**Approval of Minutes:** Kim made a motion to approve the minutes as written. April seconded the motion. Minutes were approved.

**Communications:**

The letter from the Commissioners and the response was put in the binder at the Library.

Maureen would like it noted that the board did not vote on the response letter. The board may take this item up at a future board meeting.

**Report from the Library Director:** Della's report and statistics are attached.

**Budget/Finances:** Lynda made a motion to create a Library Depreciation fund. Kim seconded the motion. All in favor; motion passed.

**Ongoing Business:**

**a. Job Descriptions:** April made a motion to form a committee to discuss employee job descriptions. Kim seconded the motion. Motion passed.

**i. Employee Status:** It was discussed that according to the Fair Labor Standards Act and county policy, the Director should be an exempt employee. April made a motion for Kathy to write a letter to the Commissioners asking for a change in the Director's status from non-exempt to exempt, including supporting documentation. Kim seconded the motion. Motion passed.

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

**New Business:**

**a. County Vehicle Use:** Human Resources contacted the insurance company and found out that it is appropriate for trustees to use county vehicles while on library business. This practice will be encouraged in the future.

**b. August Training Agenda:** There was discussion on what to put on the agenda for the August trustee training with State Library representative Pam Henley. The Board was asked to brainstorm ideas and get them to the Director in the next week so she can forward them on to Pam so the training can be planned.

**Unscheduled Matters or Concerns:** No comment.

**Next Regular Meeting Date:** Thursday July 11, 2019 2:00 pm.

**Adjournment:** Meeting adjourned at 2:55pm.

Stillwater County Library  
June 2019 Report

With summer gearing up and our busy time of the year for programming starting the end of April, we are ready for what could be our best season yet!! We had EVERY single Kindergarten through 3<sup>rd</sup> grade class in the entire county in our building for Children's book week. (1<sup>st</sup> time getting all of them) This week means so much to the staff because it gives us a chance to give back to all of the elementary teachers and meet with them and see what their needs are. We were able to secure a location and volunteers to run our summer reading program in Park City through our classroom visits during book week. Raya is such a gem when it comes to planning and organizing large programs. She has gone so far above any expectation I could have had with making sure everything is labeled and sorted and just ready to load up and go. We have had more pre-registrations for our Summer program to date, which hopefully leads to a larger audience reached to help ward off the dreaded "summer slide" We will be hosting programs in Park City on Tuesday mornings, Columbus on Wednesday morning and in Absarokee on Thursday mornings. We are so very excited this year to see how the program goes. Then we will be transitioning right into the Story time at the Farmer's Market. We were asked to be a sponsor again this year, and of course we said we would LOVE to!! We reach so many new faces at the farmer's market on Thursday's from 4-5.

We have had a request from a patron to replace the urinal in the men's room. Working with Jerry we have determined that the valve on top of the unit needs replacing and we have given the patron the quote from Northwest pipefitters in the event he wishes to go ahead with his donation. If the patron decides not to go forward with the donation, Jerry and I have decided that we will not pursue replacing as it is not included in the budget and nothing is actually broken, the handle just needs to be held down while you flush.

The staff will be meeting at the end of summer to try and figure out the next year's programs. With our budget being limited, we may have to also limit the number of offerings we provide. Hopefully not impacting our patrons. Thoughts of new programs that have grant opportunities is something we will be looking into.

Next month is going to be a little challenging as Brooke will be leaving for maternity leave at some point. We have worked out a schedule where she will continue to work for several hours a week to help keep the computers up to date and work on any reports that need to be done while she is out with the baby.

I will be taking July 12-22 off to travel with my family to Rock Springs, WY to watch my kids compete at the National High School Rodeo Finals. I have made arrangements with the staff to cover the library in my absence and the pending departure of Brooke. I have every confidence that this will be just like any other week in the library.

Special K did an outstanding job on our flower barrels in the front of the library and the garden looks pretty amazing right now. We are still looking for volunteers to help us with the upkeep on the garden as we are not skilled in that area.

## **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