

Stillwater County Library Board of Trustees Meeting  
Wednesday May 15th, 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, Maureen Davey, Kim Lebrun, and Lynda Grande were present. Della Haverland, Secretary, was also present. Brooke Weiss, Kathleen Ralph, Gordon Williams, and Bruce Fain were also in attendance. The meeting was called to order at 2:05 p.m.

**Approval of Minutes:** Maureen proposed that the May 1<sup>st</sup> minutes include the content of her public comment. Lynda made a motion to approve the May 1<sup>st</sup> minutes as a corrected. Maureen seconded the motion. Minutes were approved.

Lynda made a motion to approve the minutes from the April 4<sup>th</sup> and May 1st meetings. April seconded the motion. Maureen abstained. Minutes were approved.

**Communications:**

**a. Report from Board Training:** Maureen presented a report from the Board Training she attended in Butte. Report is included in the binder at the library.

**Report from the Library Director:** Della presented the ELSA award, Summer Reading Program information, and a flyer from the Trust for Montana Libraries. Her report is attached.

**Budget/Finances:** A motion was made by April to go with Joe's budget proposal, but leaving line items 330, 370, and 380 as originally proposed. Lynda seconded the motion. All in favor; motion passed. April motioned that the minimum adjusted salaries be approved for the staff. Kim seconded the motion. All in favor; motion passed. Della will compose a letter to the Commissioners and Human Resources stating what the Board approved for salaries, the approved line items, and that they voted to not be a part of the county pay matrix. Della and Bruce Fain will discuss setting up a Library Depreciation Fund.

**Ongoing Business:**

**a. Trustee action regarding staff complaints** Discussion took place regarding the various letters from the previous meetings. No action was taken

**b. Pay Matrix:** Maureen made a motion for the Library to use the county's Pay Matrix. Motion not seconded; motion failed.

**c. Job Descriptions:** It was decided to put the Job Description on June's agenda.

**d. Trustee Handbook Review:** Lynda motioned for Della to contact Pam Henley with the State Library to ask to have a board meeting training in August. April seconded the motion. All in favor; motion passed.

**New Business:**

**a. Policy updates:** Lynda made a motion to postpone discussing the policies. Kim seconded the motion. All in favor; motion passed.

**b. Library Patrons Visit Accounting discussion:** No discussion.

**c. Trustee appointment/Removal:** Kathy's position will be up for appointment at the end of June. She is going to reapply for another full term. Trustee duties and responsibilities were discussed, however no action was taken.

**d. Attorney:** No discussion.

**Unscheduled Matters or Concerns:** Lynda made a motion to table the Bookmobile discussion for a year. Maureen seconded the motion. April and Kim abstained. Motion passed.

**Next Regular Meeting Date:** **Thursday June 13, 2019 2:00 pm**

**Adjournment:** Meeting adjourned at 5:00pm.