

Stillwater County Library Board of Trustees Meeting
Wednesday November 20th, 2019 1:00 pm
Stillwater County Library
27 N. 4th St
Columbus, MT 59019

Members Present: Lynda Grande, Chair, Maureen Davey, Kathleen Ralph and Linda Halstead-Acharya were present from the Board. Brooke Weiss, Interim Secretary was present, as well as Commissioner Liaison Dennis Shupak, and also Shirley Keffer as a member of the public. April Limburg was not present. The meeting was called to order at 1:00 p.m.

2. Approval of Agenda: Kathleen made a motion to approve the agenda as presented. Linda seconded the motion. All in favor; agenda was approved.

3. Approval of Minutes:

September 3rd (special meeting): Kathleen made a motion to approve the minutes. Maureen seconded the motion. Linda abstained. Minutes were approved.

September 18th: Maureen made a motion to approve the minutes. Kathleen seconded the motion. Linda abstained. Minutes were approved.

Note: As requested by Maureen, going forward the minutes will reflect the amendments to help avoid confusion.

4. Communications: There are no communications to report.

5. Library Director's report: Brooke's report and statistics are attached.

6. Financial Report: The budget reports are attached.

7. Unfinished Business:

a. Federation Meeting report – September 28th: Kathleen attended the Federation Meeting in September. She reported that Trustees have the voting power, but can give their proxy to the Director if they are unable to attend. The Board agreed that it would be beneficial to have both a Trustee and the Director attend the Federation Meetings. The next meeting will be held in Laurel on March 14th.

It was also reported that the Montana Library Association's Annual Conference will be in Missoula in the spring. Dues will be paid and a Trustee and the Director will attend. Kathleen also attended an informative Research Institute for Public Library (RIPL) conference. The outline is attached.

b. Library Director Search Committee report: Maureen shared a brief report on the hiring process.

c. Board approval of Search Committee recommendation: Maureen made a motion to hire Jennifer Reed as the new Library Director. Kathleen seconded the motion. All in favor; motion passed. Maureen made a motion to hire Jennifer at \$22 an hour plus benefits, then after satisfactory completion of a 6 month probation period, increasing the salary to \$24 an hour. Kathleen seconded the motion. All in favor; motion passed.

8. New Business:

a. Christmas Closure: Maureen made a motion to close the Library at 1pm on December 24th and open at 1pm on December 26th. The employees will use vacation time. Linda seconded the motion. All in favor; motion passed.

b. Depreciation Fund report: Maureen reported on the Depreciation Fund. The Library has \$22,328 to submit in a budget amendment to the County Commissioners.

c. Set budget for Depreciation Fund: Maureen made a motion to put \$10,000 in line item 215 Minor Equipment, \$5,000 in line item 350 Professional Services, and \$7,328 in line item 900 Capital Outlay. Linda seconded the motion. All in favor; motion passed.

Kathleen made a motion to ask the County to invest the Depreciation Funds in the county investment fund once the budget amendment has passed. Maureen seconded the motion. All in favor; motion passed. Brooke will send that information and the budget amendment worksheet to Joe.

d. Other: Lynda appointed herself and Kathleen to a finance committee to explore investment options for the Depreciation Fund/Capital Improvements Fund. This committee will look into what funds are in the library trust, including where the David Leuthold funds are, as well as options for investing both the depreciation and trust funds.

9. Unscheduled Matters or Concerns:

a. Website: Brooke will talk to Christine Baker, the county webmaster, and ask her to update the website.

b. 2012 Minutes: It was brought to the Board's attention that the minutes from 2012 are missing. Brooke and Linda said they would both look into it.

c. Other: It was suggested that next meeting's agenda should include the Strategic Plan Orientation of the new Director, and possible tours of other libraries.

10. Next Regular Meeting date and time: December 18th, 2019 at 1pm

11. Adjournment: Meeting was adjourned at 2:35pm.

AGENDA
STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES
Wednesday, December 18, 2019, 1:00 p.m.
Stillwater County Library
27 North 4th Street, Columbus, MT 59019

1. Welcome to Public and Public Comment: **Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA**—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time
2. Welcome Director Jennifer Reed
3. Approval of Agenda
4. Approval of Minutes - November 20, 2019
5. Communications
6. Financial Report
7. Library Director's report
8. Unfinished Business:
 - a. Investment of Depreciation, Trust and Capital Improvement Funds
 - b. New Director Orientation
9. New Business:
 - a. Strategic Planning Committee appointment
 - b. Library improvement committee
10. Unscheduled Matters or Concerns: No action taken
11. Next meeting date and time: January 15, 2020, 1 pm
12. Adjournment

