

STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Stillwater County Library

27 North 4th Street, Columbus, MT 59019

Members Present: Lynda Grande, Chair; Maureen Davey, and Kathleen Ralph were present from the Board. Jennifer Reed, Secretary was present, as well as member of the public, Shirley Keffer. Linda Halstead Acharya and April Limberg were both excused. The meeting was called to order at 1:05.

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.

No public comment.

2. **Approval of Agenda:** Maureen moved to approve the agenda. Kathleen seconded. Motion passed.
3. **Approval of Minutes** – December 18, 2019: Kathleen moved to approve the December 18, 2019 minutes as written. Maureen seconded. Motion passed.
4. **Library Director’s report:** The Director’s report is attached. Discussion ensued regarding:
 - a. **Absarokee Story Time:** The Director needs to verify the previous arrangements with Absarokee on the story time that is held in The Commons.
 - b. **Tales from the Heart:** Oral history programming for February: Recommendations were made to also connect with the senior centers and Casey Olson for possible programming partnerships, and to seek guidance from the Museum of the Beartooths and the Montana Historical Society about the Montana Memory Project.
 - c. **Security:** The director will contact Joe Morse for previously used companies to install security equipment in County buildings.
5. **Financial reports:** Discussion arose regarding which budget reports should be printed for Board meetings. It was determined to only print the Expected Budget vs Actual. Clarification will be sought from the Montana State Library as to whether the financial reports need to be approved. Maureen moved to approve the financial reports. Kathleen seconded. Financial reports approved.
6. **Communications**
 - a. **Communication to former staff members:** Kathleen motioned to approve the January 15th letters from the Board of Trustees to Brooke and Manda as written. Maureen seconded. Letters were approved.
7. **Unfinished Business:**
 - a. **Approval of letter regarding staff resignation:** Kathleen made a motion to approve the December 23rd letter written by Joe Morse to Brooke. Maureen seconded. Motion passed.
 - b. **New Staff Interviews**
 - i. **Appoint Committee:**

1. Lynda appointed Kathleen and Maureen to join Jennifer on the interview committee for the Assistant Librarian position. Kathleen and Maureen accepted.
2. Once hired, the new Assistant Librarian will be asked if they will sit on the committee to hire the Library Clerk with Jennifer and one Trustee. If the Assistant Librarian agrees to be on the committee, only one Trustee will join them. Kathleen and Maureen will determine who this will be.

c. **Committee reports:**

- i. **Strategic Planning:** Strategic planning has not begun as of yet, but Kathleen discussed methods of gathering public input. Options discussed included focus groups, joint exercises, or surveys. Kathleen feels surveys lack depth and prefers focus groups. The focus groups would also provide opportunity for the Director and Assistant Librarian to be introduced to people in the towns across Stillwater County. Kathleen will send out an email and public notice to identify important stakeholders. Lynda noted that Montana State University Extension has offered assistance in the past in conducting focus groups. Kathleen will contact Rose Malisani and Jaime Edmundson, who are both from MSU, as well as Haley Barker from the Stillwater County Extension Office. Strategic planning will be on the agenda for the February 2020 meeting.
- ii. **Library Improvement:** Library improvement planning has not begun yet, but the Trustees and the Director determined that estimates could be gathered for electrical rewiring of the entire library, windows, and lighting. Library improvement will be on the agenda for the February 2020 meeting.

8. **New Business:**

- a. **Budget Committee 2020:** Lynda appointed Maureen for the budget committee. Maureen accepted. Maureen suggested that travel reimbursement for Trustees be evaluated for the next budget. There has been no communication from Joe Morse as of yet as to when the mid-year budget review will be for the library. Budget committee will be on the agenda for the February 2020 meeting.
- b. **Library Safety:** Kathleen made a motion to allow the Director to spend up to \$3,000 under Professional Services to make security improvements as needed, including cameras, a mirror in the non-fiction section, and a buzzer for the back door. Maureen seconded. Motion passed.
- c. **Cleaning company:** An estimate for bi-weekly cleaning that includes deep cleaning was provided by Maid in Columbus LLC (Mary Blankenship), who cleans for the County. Cleaning is \$30 an hour, with the monthly estimate being \$475. Kathleen motioned to approve contracting the cleaning service at \$30 an hour with funds from Professional Services. Maureen seconded. Motion passed.
- d. **Periodical Circulation Policy:** Kathleen made a motion to not allow checkouts of new periodicals for the first two weeks. Maureen Seconded. Motion passed. Jennifer will have Christine Baker add the circulation policy to the website.

- e. **New Director reception:** The reception for the new director will be held on February 19th from 4:00-5:30 in the library. The Trustees will arrange for snacks and beverages. Kathleen will make flyers and put it in the newspaper.
- f. **MLA annual meeting**, April 1-4 at Missoula and Membership Dues (early registration ends 3/6, booking 3/2): Discussion of who would like to attend MLA will be on the February 2020 agenda. Jennifer inquired as to which dues she pays personally and which dues the library pays for her. The Trustees said the library pays her dues to ALA, MLA, MPLA, and PNLA.

9. **Unscheduled Matters or Concerns:** No action taken

- a. **Discussion:** The trustees briefly discussed the social media policy, patron donations, fundraising, and sending the agenda to commissioner.
- b. **Comment to Director:** Kathleen commended Jennifer for continuing programming and maintaining services while being short-staffed. All the trustees present agreed, expressing their appreciation of Jennifer's professionalism.

10. **Next meeting date and time:** February 19, 2020, 1 PM.

11. **Adjournment:** Meeting adjourned at 2:11 PM.