

DRAFT

STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Wednesday, February 19, 2020, 1:00 PM

Stillwater County Library

27 North 4th Street, Columbus, MT 59019

Members Present: Lynda Grande, Chair; Maureen Davey, Kathleen Ralph, and Linda Halstead Acharya were present from the Board. Jennifer Reed, Secretary was present, as well as Commissioner Dennis Shupak. April Limburg was excused. The meeting was called to order at 1:06.

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.

1. Approval of Agenda

2. Approval of Minutes – January 15, 2020. Kathleen moved to approve the minutes. Maureen seconded. Motion passed.

3. Financial reports

Line items 112, 120, 210, 320, 370, and 380 were discussed along with the current expended budget only being at 51%.

4. Communications

- Lynda noted that she responded to a letter of complaint made by a former employee.
- The final interview of the county investigation regarding former employee complaints is to be completed Friday, 2/21.

5. Library Director's report

- By the request of Jennifer, Robert Smith presented information on the background of Jason Reynolds and why he and Jennifer are excited to possibly have him select Stillwater County as one of his stops.
 - The Board asked that we inquire as to whether there is cost involved in his visit, and if we could possibly partner with Carbon or other counties if there is a cost.
- Robert also commented on the number of projects completed in the past month and how they have contributed to the betterment of the library. He said that it is a positive work environment, and he enjoys working here.
- Census information will be posted on Facebook on April 1st.

6. Unfinished Business:

a. Committee reports:

i. Strategic Planning

1. 6 focus group meetings will take place from mid-March to April. They will be held Mondays and Tuesdays from 6:00-7:00 PM
 - a. April suggested tying in with school or fire board meetings for the outlying areas such as Molt and Rapelje for better turnout.
 2. A facilitator will be used.
 - a. Katie Weaver is available for a couple of the meetings.
 - b. Haley Barker office declined due to a booked schedule.
 - c. Lee Schmelzer has offered to facilitate, but as he was on the Steering Committee, a more neutral facilitator may be best.
 - d. Kathleen also contacted MSU, but did not locate anyone with availability.
 - e. Karen Tyra was suggested as another possibility.
 3. Kathleen and Linda will contact the appropriate people and make arrangements for the meetings.
 4. Content of the meetings will include:
 - a. Introduction of Jennifer
 - b. Services, such as Partners and online, that are offered to each town (where they are)
 - c. How we can work with existing libraries
 - d. What can be done in the future
 - i. Adjusting the hours of operation
 - ii. Services desired
 - iii. Programming interests
 - e. Outcome of Steering Committee and the new building
- ii. Library Improvement
1. Estimates will be gathered for new windows and electrical improvements, however, the interior rearrangement needs to be determined prior to the estimates.
 - a. Jerry Bokma is still contracted with the County for electrical work
 - b. George Bokma and Deanna King will come in to assist in locating load bearing walls
 - c. Jennifer will reach out to other libraries, including the Lincoln County Library and the State Library to garner some advice on arrangements that
 2. Other items to consider with remodeling project:
 - a. Washable paint
 - b. Circulation desk

- c. Office for the director
 - d. Possible processing room for Partners / books
 - e. Eliminating one bathroom for additional storage / processing room
 - f. All the children's / juvenile materials in one area
- 3. Maureen will gather a list of contractors
 - 4. Dennis recommended Northwestern Energy be contacted for an energy audit and possible grants for the windows
- iii. Budget Committee 2020 – Appointment
- 1. Lynda appointed April to the budget committee along with Maureen and Jennifer.
 - 2. To-date, the library had not had a mid-year budget review
 - a. Dennis contacted Joe to review the budget. Joe said everything looks good, so there is no need to meet.

b. Security System update

i. Quotes given included:

- 1. DIS Technologies
 - a. 10 camera and doorbell system - \$10,682.94
 - b. 3-camera with door controller with push-button release - \$4,929.98
 - 2. Kenco
 - a. Back Door video doorbell with unlocking mechanism - \$3,996.58
 - b. 7-camera system - \$7,962.13
 - c. Security system - \$1,040.62
 - 3. SimpliSafe
 - a. Security System, video doorbell, 10-camera system - \$1,244.98 plus \$79 installation and \$24.99 per month for recording capabilities.
- ii. Keeping in line with the previously allocated amount of \$3,000, SimpliSafe is the route the library will take to ensure the safety of staff and patrons.

7. New Business:

a. New programming possibilities and funding sources

- i. The history of paid programming in the library was discussed.
 - 1. In the proposed budget for the next fiscal year, more funding should be allocated to allow for paid programming opportunities.

2. Kathleen has requested the library have the following programs: Taking Control of Your Information Environment with Humanities Montana and has suggested partnering with Wildflower in Absarokee.
 - ii. The movie matinee has not been a successful program, so it will be eliminated
 - iii. Kathleen has requested that programming also be advertised on other local sites: Absarokee Happenings, Absarokee Come Together, Stillwater Chamber, Stillwater County, Columbus sale sites
- b. Update Library policies and waiver forms/approval
 - i. The unattended child policy and waiver were discussed.
 1. Policies from other libraries will be gathered to compare age and time limits and age requirements for waivers
 - a. The phrase “for your children’s safety” will be added to the statement, “If parents, guardians, and/or caregivers cannot be reached or are unresponsive, the Library will work with the Columbus Police Department as needed.”
 - ii. Wii Gaming Procedures
 1. Line 9 allowing gamers to bring their own games/accessories will be eliminated.
 - iii. Stillwater County Policy 7-P84-005: Stillwater County Public Library
 1. Linda, Maureen, and Jennifer will work on changes to the policy for the next meeting.
 - iv. Gift policy
 1. The addition of monetary donations was discussed.
 - a. Jennifer will make suggested edits to present at the next meeting.
 - v. Policy needed for lending materials such as chairs and tables
 1. The previous policy fell under the Friends of the Library
 - a. Linda will locate that policy to bring to the next meeting
 - c. Spring Book sale
 - i. Discussion was held regarding timing the book sale with local events. Suggestions made included:
 1. National Library week/Library Census week
 2. Stillwater Swap & Shop
 - ii. Jennifer has contacted Better World Books. They pay for books in good condition to be shipped to them. We receive some of the proceeds. The organization also ships books for free to places who struggle to acquire reading material.
 - iii. It was determined that books that do not sell at the sale should not be stored.

- iv. It was also suggested that local businesses may be willing for the library to provide books for sale.
- d. MLA annual meeting, April 1-4 at Missoula and Membership Dues
(Early registration ends 3/6, booking 3/2)
 - i. Trustees who will attend MLA
 1. Trustees are to let Jennifer know by 2/24 who will attend so MLA dues can be paid.
 2. Housing arrangements will be determined when it's decided who will go.
 - e. South Central Federation meeting on Saturday March 14 at 9:30 at the Laurel Library
 - i. Lynda and Kathleen will attend.
 - f. Hours of operation
 - i. Jennifer has suggested the Saturday hours be changed to 10:00-4:00. Patrons don't come until 10:00 and suspects patrons will take advantage of the extended hours.
 1. The new Saturday hours will begin Saturday, March 2nd.
 - a. Staff will be allowed to add 1.5 hours to other days to allow them 2 full days off.
 - ii. Information from the focus groups will be used to adjust weekday hours.
8. Unscheduled Matters or Concerns: No action taken
 - a. Trustee training on April 28th.
 - i. Lynda encourage all to attend.
 - ii. Registration is done through ASPeN.
 - b. Trustee by-laws
 - i. Kathleen wrote a draft for proposed changes for the selection of Board Chair
 1. A vote will be taken at the next meeting
 - a. Maureen would like to add the existing procedures the library currently follows regarding the posting of minutes.
9. Next meeting date and time: March 18, 2020, 1 pm
10. Adjournment: Meeting adjourned at 3:11

Action Items:

Jennifer:

- Contact Spectrum regarding cost increase
- Ask Theresa/Joe budget line item 500 Fixed Charge is for and if budget line item 510 is paid up front?

- Contact nursing homes, Casey Olson, and other schools re Tales from the Heart
- Find out if there is a cost involved if Jason Reynolds were to visit Stillwater County.
- Order security equipment from SimpliSafe
 - Ask how long the recording period is for
- Contact Pam Henley to locate anyone who may be able to provide expertise on rearranging the library.
- Ask via Wired for advice on rearranging and to reach out the State Library
- Contact NWE regarding energy audit and possible grants
- Ask Joe or Theresa about which budget line item programming falls under.
- Arrange Taking Control of Your Information Environment with Humanities Montana
- Locate unattended child policies and waivers from other libraries
- Make suggested edit to gift policy
- Delete movie matinee from library calendar
- Set book sale date
- Contact local business regarding setting up books for sale

Linda

- Submit missing 2012 minutes to the Clerk and Recorder.

Kathleen

- Finish draft regarding Board Chair selection

Maureen:

- Create a list of contractors for remodel project
- Make suggested edits to County policy
- Draft by-law regarding the posting of minutes