

# DRAFT

## STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Wednesday, March 18, 2020, 1:00 p.m.

Stillwater County Library -  
27 North 4<sup>th</sup> Street, Columbus, MT 59019

Members Present: Lynda Grande, Chair; Kathleen Ralph, Linda Halstead Acharya were present from the Board. Maureen Davey from the Board joined by phone. Jennifer Reed, Secretary was present. April Limberg was absent. 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 Minutes – February 19, 2020 Kathleen moved to approve the minutes. Linda seconded. Motion passed.
2. Financial reports
  - a. Discussion ensued regarding Line 320.
3. Library Director's Report & Communication
4. Unfinished Business:
  - a. Committee reports:
    - i. Strategic Planning – Consider Online Survey as well as Focus groups
      1. Focus groups are postponed. Kathleen motioned to begin gathering community input via an online survey. Linda seconded. Jennifer will create the survey via Survey Monkey and hand out paper copies in the library.
    - ii. Library Improvement
      1. A bid for windows from Kevin Blankenship is in process.
      2. Jerry Bokma will contact CTA to identify load bearing walls, the fire marshal for maximum occupancy, and the code people to determine if two restrooms are necessary and if we can lock the back door.
      3. Fred Bokma will be contacted for electrical
    - iii. Budget Committee 2020
      1. Lynda has requested the budget committee meet ASAP and to provide the rest of the board with the proposed budget by April 6 at the close of business, at the latest.
  - b. Library Security
    - i. System Update
      1. The system has been received and Fred Bokma will be contacted to possibly install it.
    - ii. Coronavirus Preparedness

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1. The library will continue to operate on a limited basis until the County determines otherwise.
  2. Jennifer would like Khali to take the laptop home to be able to work on some projects should she need to work from home.
- c. Waiver forms
- i. Waiver forms will be transitioned to a policy acknowledgement form.
    1. Jennifer will create a sheet with all policies attached to one acknowledgement form.
  - ii. Lynda proposed waiting until June to vote on waivers, policies, by-laws. Linda motioned to table waivers, policy, sheet, and by-law changes to be presented in May and voted on in June. **Kathleen seconded. Motion passed. Correct?**
- d. Library Policy sheet
- i. Linda motioned to table waivers, policy, sheet, and by-law changes to be presented in May and voted on in June. **Kathleen seconded. Motion passed. Correct?**
- e. Proposed By-Law Changes
- i. Linda motioned to table waivers, policy, sheet, and by-law changes to be presented in May and voted on in June. **Kathleen seconded. Motion passed. Correct?**
5. New Business:
- a. Partners Program
    - i. Discussion was held on the difference on cost and services between Partners and OCLC.
  - b. Following County Personnel Policy 13.0
    - i. Full-time library staff will return to the County policy of working an 8 hour shift and taking a one-hour unpaid lunch.
6. Unscheduled Matters or Concerns: No action taken
- a. An update was given on the Federation meeting.
  - b. The current status of Montana State Library's response to Covid-19 was shared.
  - c. An update of Pam Henley's visit to advise on the remodel was provided.
7. Adjournment at 3:04
8. Announcements:
- a. Trustee Training, Billings Public Library April 28
    - i. This training has been cancelled.

Next Meeting April 8, 2020, 1 p.m. via an online platform