

STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Tuesday, September 8, 2020

MINUTES

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. The meeting was called to order at 1:00 PM.

Members Present: Maureen Davey, Chair; Lynda Grande, Kathleen Ralph, Linda Halstead Acharya, and Angie Osborne were present from the Board. Jennifer Reed, Secretary was present.

1. Approval of Minutes – July 8, 2020 Kathleen moved to approve the minutes as amended. Angie seconded. Motion passed.
2. Communications
  - a. Montana Correctional Industries contacted us regarding making some adjustments to the computer tables for better presentation.
3. Financial reports – Brief discussion held regarding a possible budget amendment.
4. Library Director’s Report – Brief discussion held.
5. Unfinished Business:
  - a. Minor changes to general library policies – Kathleen moved to approve the policies as amended. Lynda seconded. Motion passed.
  - b. End of year report reception – The Commissioners will tour the library and receive the end of the year report on September 16, 11:00. Trustees who are available will attend.
  - c. Strategic plan committee update – Moving forward will be reevaluated at the end of the year. For the time being, we will upgrade Survey Monkey to be able to gather more input via email surveys.
  - d. Art committee update – An art committee will be established after new staff are in place.
6. New and Miscellaneous business:
  - a. Conference room policy – Approved as amended as mentioned above in changes to general library policies.
  - b. Interview committee – Lynda Grande will serve on the interview committee for the Library Clerk/Children’s Programs position.

- c. Public Library Standards – Maureen and Jennifer signed and submitted the Standards to the Montana State Library and provided them to the Board.
  - d. Board response to communications – The Board has established procedure for responding to written communications received by Board members regarding the Library.
  - e. Garden security – To increase security in the garden, a new latch that will prohibit outside entry into the garden will be installed.
7. Announcements
- a. Federation meeting: September 12th via Zoom, 10:00. Details to come later in the week.
8. Adjournment – The meeting was adjourned at 2:21 PM.

Next Meeting Tuesday, November 10, 2020, 1:00 PM.