

## STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Wednesday, December 18, 2019, 1:00 p.m.

Stillwater County Library

27 North 4<sup>th</sup> Street, Columbus, MT 59019

Members Present: Lynda Grande, Chair, Maureen Davey, Kathleen Ralph, Linda Halstead-Acharya, and April Limburg were present from the Board. Jennifer Reed, Secretary was present, as well as members of the public, Shirley Keffer and Perry Helt. The meeting was called to order at 1:00.

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.

Perry had heard of Manda Browning's and Brooke Weiss's resignations and questioned why they left, and how the library will function, particularly because Raya will soon be leaving on maternity leave. Lynda informed him, we will be addressing staffing later in the meeting and that the employees left for different reasons. It was also stated that change is hard, and we are looking to move forward. Maureen noted that it was their choice to resign.

2. Welcome Director Jennifer Reed
3. Approval of Agenda: The Board agreed to the agenda.
4. Approval of Minutes - November 20, 2019 Linda made a motion to approve the minutes as presented. Kathleen seconded the motion. The minutes were approved.
5. Communications: There are no communications to report other than the two letters of resignation.
6. Financial Report: The budget reports are attached. There will be a mid-year library budget review in January, which a Board member will also attend. Allocating funds for a cleaning service is something Kathleen would like to bring up to the Commission.
7. Library Director's report: Brooke and Jennifer's combined report and statistics are attached. Discussion ensued regarding:
  - a. Programming:
    - i. Holiday Open House: Lynda suggested that next year the Library should consider partnering with a business or set up a stand.
  - b. Grants for Programming/Outreach: Applying for grants will be put on hold until the Strategic Plan is developed. The Library will investigate other alternatives, such as sharing and partnering options for outreach to all of Stillwater County.
  - c. Hiring new staff:

- i. Temporary Library Clerk: Efforts will be made to immediately hire a temporary, full-time Library Clerk. Kathleen motioned to approve the job description for the temporary library clerk. Linda seconded. All in favor, motion passed. Jennifer has provided Joe with the job description and the Board approved hourly wage (\$15). Job applications will be available online or at the Human Resource Office. A permanent Library Clerk will be hired after an Assistant Director is hired.
  - ii. Hourly Wage: The Library will not join the pay Matrix; however, it will follow the starting wages for each position. \$15 an hour for the Library Clerk (temporary and full-time) and \$17 an hour for the Assistant Director. Maureen motioned to approve the hours. Kathleen seconded. All in favor, motion passed.
  - iii. Assistant Director Job Description: Maureen motioned to approve the job description. Kathleen seconded. All in favor, motion passed.
  - iv. Permanent Library Clerk: Kathleen, April, and Jennifer will develop the permanent Library Clerk description. Kathleen and Jennifer will meet on Friday to develop a draft to be sent to April for comment/revision before sending a final job description to the board for approval.
- d. New Year's Holiday hours: The Library will close at 1:00 PM on December 31<sup>st</sup> and reopen January 2<sup>nd</sup> at 1:00 PM. Staff will use vacation leave. Maureen made a motion to approve the hours. Kathleen seconded. All in favor, motion passed.
  - e. Director's Exempt Status: Because the Director does not currently qualify for exempt status, a motion was made by Maureen to alter the wording of the job description to "Exempt when applicable." Linda seconded. All in favor, motion passed.

## **8. Unfinished Business:**

- a. Investment of Depreciation, Trust and Capital Improvement Funds
  - i. Funds have been pooled. Some funds have been set aside and are easily accessible.
- b. **New Director Orientation**
  - i. Pam Henley from the Montana State Library will be coming on Friday, December 20<sup>th</sup>.
  - ii. Jennifer has made contact with Krystal Zentner from Bridger Library, and Jodie Moore of Red Lodge Carnegie Library. Both libraries utilize the Montana Shared Catalog.
  - iii. Jennifer will also connect with Jacque Scott of Big Timber Library.
  - iv. A reception for the Director will be held after the new Assistant Director is hired to include both new employees.

## **9. New Business:**

- a. **Strategic Planning Committee appointment**

- i. A committee consisting of Kathleen, Linda, April, and Jennifer has been formed to work on the strategic plan. Strategic planning will allow us to further develop programming. Kathleen suggested that website development be included in strategic planning.

**b. Library improvement committee**

- i. The committee members include Lynda, Maureen, and Jennifer. The committee's purpose will be to make recommendations to include physical improvements for function and aesthetic appeal. Suggestions welcome.

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

- a. **2012 Minutes:** Linda wanted to know the status of the 2012 minutes that were not filed with the Clerk and Recorder. She had physical copies, but Brooke had told Linda she'd found them. Linda is going to follow up with Brooke and the Clerk and Recorder to be sure the minutes are filed.
- b. **Magazines:** Lynda questioned what the library policy was regarding check out period for new magazines. Members seemed to feel that it would be better if new magazines were not allowed to be checked out for one-two weeks after they are received. Jennifer will check on current policy and this will be placed on next month's agenda.
- c. **Trustee discussion:** No action taken.
- d. **January absence:** Linda will be absent for the next meeting but will be available by email.

11. **Next Meeting:** January 15, 2020, 1 pm

12. **Adjournment:** Meeting adjourned at 2:50.