

Stillwater County Library Board of Trustees Meeting

April 19, 2017 2:00 PM

Stillwater County Library

27 N. 4<sup>th</sup> St

Columbus, MT 59019

**Members Present:** Pat Ross, Maureen Davey, Lynda Grande, and Della Haverland Secretary present

Members Not present: Anita Green Chair Excused

Public in attendance: Lenny Kaiser

Meeting called to order at 2:03 pm.

**Public comment:** No public comment at this time.

**Minutes:** Maureen made a motion to approve the minutes, Lynda 2<sup>nd</sup>, all in favor motion passed.

**Communications:**

Della read resignation letters from Barb Kaiser and Patricia Heard. Discussion on the vacancy. Maureen had mentioned that we needed a new applicant pool and to advertise for the position. It was questioned why several applicants continue to be overlooked when vacancies arise and Commissioner Davey stated that Della should call the applicants and ask them to reapply, that the county can't do this as there are so many board positions. Pat Ross stated that she has worked with one of the applicants and she would be a real asset to the board. Della said she would call them and have them reapply.

Workshop flyer was passed around for a Trustee workshop in Red Lodge and Joliet on May 8<sup>th</sup>. Della will make copies and give to trustees.

Maureen brought up the letter from Alex Rate in regard to snow removal wondering if the trustees had gotten the letter. Della advised that the Board hired Alex to do the work and the letter was submitted to the Commissioners on our behalf. There was discussion on whether any action needed to be taken in regard to the letter and it was determined that since the County is taking care of the snow removal and has contracts in place there is no further need. Maureen moved to have Della contact Alex and ask him to submit a letter stating that the issue is resolved therefore the Commissioners can file it away. Lynda 2<sup>nd</sup> the motion. All in favor motion passed.

The job descriptions that the consultant prepared were handed out to Trustees and Della explained that the process is ongoing and the Commissioners and County Attorney are looking at them, but she wanted the Board of Trustees to approve them as well as it is in statute that they are responsible for the duties prescribed to library staff and the director. The Trustees will look them over and we will vote to approve them at the May meeting.

**Report from the Library Director:** Della gave library report. (See Attached)

Della brought up the incident where the gentleman was arrested after a search warrant showed that he had downloaded illegal child pornography from our wifi. The State library is aware of such situations where patrons conduct illegal searches on public computers or wifi provided by libraries and are working on getting things in place to protect libraries. Lynda had mentioned that maybe we should change our wifi password daily or weekly to help prohibit this type of action. At this time Della stated that she felt that would be more of an inconvenience to our patrons as this doesn't happen very often. We are also working with our internet provider to make sure that we are covered. Our internet use policy has been looked over by the state library and they said it was a good policy. There is a file full of information at the library if anyone has any questions or concerns. Brooke has also been working with other librarians to help safeguard our library.

## Committee Reports

**A. Steering Committee Update:** Lynda Grande has been appointed to the committee!! We have a working session with the Commission on April 26<sup>th</sup>.

**B. FOL report:** Lenny Kaiser spoke about the FOL's book sale and read a letter they received from an out of state family who supports the work the FOL does for our library. He also read a poem.

## Ongoing Business

**Budget/Finances:** Budget is on track.

**Committee presentation of FY18 budget:** Della advised that the committee never got the opportunity to meet due to illness and resignation, however she and Brooke worked out what we foresee needing for the next year. Della also met with Jerry Bokma to make sure that the maintenance line is adequately covered. Since that meeting we have gotten our toilets replaced in both restrooms as well as some updated light switches. The Trustees will take the proposal and we will vote on it at our May meeting.

**Claims Review:** The list of claims was handed out and no trustee had any questions.

**Status on Policy addendum:** There has been no contact regarding this at this time. Della asked how the board would be notified when a decision is made or more information is sought and Maureen said that she would let us know. Della will also email the Flathead County(Imagineif)Library example with our information in it to Maureen.

**Evaluation Form discussion:** The committee for this also never met due to resignations. Discussion took place and it was determined that Della would seek out evaluation forms that are being used at other libraries and the trustees would look into them as well. We will compile the information and move this discussion to the May meeting.

**Library Policy Revisions:** With Lynda being new and Pat and Maureen not having the policies we will move this item to the May meeting as well. One concern Lynda had was with our family cards and not offering cards to children. She asked that I look into the legality of not allowing children to have a card of their own.

**Goal Setting:** This was included as part of the evaluation process and Pat Ross stated she would like to see this be done in January like it has been done in the past.

## New Business

**Federation Meeting:** The spring federation meeting was held on March 18<sup>th</sup> in Harlowtown and we did not have any representation at this meeting. The next one is in the fall and we will have our Federation representative appointed by then. Della advised that in order to receive federation funds we do need to have trustee attendance at 50% of the meetings.

**Background Checks:** Maureen would like Della to see if other libraries do background checks on employees since we work with children and put it on the next agenda.

**Next Regular Meeting Date:** **May 17, 2017 at 2:00pm.**

Pat Ross moved to Adjourn, Maureen 2<sup>nd</sup>

The meeting adjourned at 3:30

Meeting adjourned.

Respectfully submitted

Della Haverland, Secretary