

Stillwater County Library Board of Trustees Meeting
Special Meeting July 27, 2017 2:00 PM
Stillwater County Library
27 N. 4th St
Columbus, MT 59019

Members Present: Lynda Grande, Katherine Jess, Maureen Davey and Cory Hamilton were present. Della Haverland, Secretary, was also present. Pat Ross, Chair was not present. The meeting was called to order at 2:00 p.m.

Also in attendance were: Lenny Kaiser, Barb Kaiser, Judith Gillette, and Brooke Weiss

Public comment: Lenny spoke of the FOL's concern for the complaint letter written by the Director. He felt that the agenda was incomplete and Secretive. Point of clarification was made that the letter was not a complaint, but actually a letter written to start a discussion that was prompted by Sally Reed's expert advice. Lynda moved to change the order of the agenda and continue discussion at the end of ongoing business, Maureen 2nd the motion. All in favor motion passed.

Minutes: Lynda made a motion to approve the June meeting minutes. Maureen 2nd the motion. All in favor motion passes

Communications: Letter from the Director to the Trustees regarding strained relationship with the FOL. Discussion was tabled to a later date.

Report from the Library Director: Della gave library report. She indicated that the Summer Reading Program was finished and the numbers are up from last year. We had successful programs in all of our outlying areas. This year's theme was Build a Better World and we provided hands on activities that promoted that theme for the kids, and as always the goal is for kids to continue reading throughout the summer. If they read 60 minutes a week they are entered into the drawing for the grand prize. The library is working on some new programs for the year starting with a video lead travel and adventure program, some more tech classes including genealogy classes. Della explained that the financial triggers were met that means we will lose our state aid funding for the next two fiscal years. The State Library has been working to help minimize the effect these cuts will have on public libraries, so we will receive a one-time payment increase to our Federation grant money. We will have to absorb the cost of our courier for partners' materials in our county budget as we used our state aid money for this, however if our budget is approved this will be covered. The coal severance tax money will be reinstated to public libraries in FY 2020.

Committee Reports

A. Steering Committee Report: The committee is working on getting the funding for the 2nd phase of the capital campaign consultant's services. The FOL is giving \$11,000 for the contract and the remaining \$4,200 will have to be paid some other way. The consultant stated that we can start with the \$11,000 and try and fundraise for the remainder, however after researching options within the library Della learned that we can use money in our Trust account (2710) if it fits the requirements of the gift. The money in the account is to be used for a long term project and the balance in that account is \$43,097.22. The state library has advised that donors can donate to this account at any time and they can also remain anonymous if they wish. The library is a 501 (c) 3 so the tax deduction is available for the donor as well. Joe stated that he would work with Della to set up a spread sheet so that the money can be tracked and if specific requests are made with the donation, that can be included as well. Lynda moved that the library pay the remainder of the Retriever contract which is \$4200.00 out of the trust account to move forward with the project, Cory 2nd the motion. All in favor, motion passes. Maureen asked to have Della draft a letter advising the commission of this decision.

B. Budget/Finances: Maureen advised that the Preliminary Budget is available for public inspection at the Clerk and Records office and anyone can go and look at it. The public

hearing will be on August 8th at 10:00am. Della will be in attendance and any available trustees would be welcomed to answer any questions that may be asked.

C. Claims Della will be sending the trustees the budget reports from the finance office from now on. If any trustee would like a paper copy, Della will print one for them.

Ongoing Business

- A. **Roof Repair:** The trustees received two bids for the roof repair. Jerry Bokma sent out for three, but only got the two back. The bid from Empire Roofing (they did the work before) was \$32,392 and the bid from Bradford Roof Management was for \$34,615. Empire will be in the county working on the courthouse and could get to the library at that time. The library has \$32,912 in its capital outlay account. Lynda moved to go with the Empire bid and use our capital outlay funds to pay for it, Maureen 2nd. All in favor, motion passed. We will work with Joe to rebuild that account.
- B. **Evaluations:** Lynda brought up the idea that we should table our evaluation of the director and ourselves to a later date, due to the 3 new trustees wanting to get more familiar with the responsibilities. Della suggested that we could do a first evaluation in December, and then start the annual process by doing again in June and then continuing with June yearly. Kathy moved to do evaluations in Dec/June, Maureen 2nd. All in favor, motion passed.
- C. **FOL Report:** Lynda was concerned about the request for a Cease and Desist letter being written. She felt that the board should step in and have a liaison at the FOL meetings to try and bridge the communication gap and rebuild a working relationship. They discussed having the liaison be a one-year term and each trustee take a turn. Maureen moved to have Lynda be the liaison this year, Cory 2nd. All in favor, motion passed.

New Business

- A. **New Trustee:** Cory Hamilton was introduced at the beginning of the meeting and had met with Della prior to the meeting to get all of her materials. WELCOME Cory!!
- B. **Goals for upcoming year:** Della suggested that we start work on a new strategic plan. We had done one within the last few years, however it was not completed. Della will email the trustees the document that we have been working on.
- C. **Meeting Room Access:** Della mentioned that several patrons were wanting to use the meeting room for meetings for their home based businesses. Our current policy only allows for Non-Profit groups and the trustees agreed that this policy should remain our policy.
- D. **Library Credit Card:** Della suggested that the library obtain its own credit/debit card for purchases. The county policy wants to limit credit card usage to hotel costs. Della advised that for things like prizes for our programs, or books from individual vendors that do not allow invoicing this would make things a lot easier for her. She would then submit the receipts along with the credit card bill monthly for tracking purposes. Della and Maureen will talk to Joe to see what he thinks about this idea and will report back to the trustees.
- E. **Changing the meeting date/time:** With a new trustee appointed we want to make sure the meeting date and time works for everyone. With 2:00 on the third Wednesday working for all of the trustees it was agreed to just leave it as is for now. We will look into language in the by-laws for cancelling meetings if we feel there is no business to discuss. Della also advised that the Federation meeting is on September 23rd in Hardin at 10:00 am. A trustee's presence is required at this meeting to ensure that we get our Federation funding.
- F. **Angie Osborne author program:** Della advised that Pat Ross thought it would be good to see if she could do a library visit. Angie's mother is a Holocaust survivor and she wrote a book about it. Will table until our next meeting.
- G. **Next Regular Meeting Date:** August 16, 2017 2:00pm.

The meeting adjourned at 3:36 pm

Respectfully submitted
Della Haverland, Secretary