

Stillwater County Library Board of Trustees Meeting

October 19, 2017 2:00 PM

Stillwater County Library

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

Columbus, MT 59019

**Members Present:** Maureen Davey, Lynda Grande, and Cory Hamilton were present. Della Haverland, Secretary, was also present. Member Pat Ross, Chair and Katherine Jess, were not present (both are excused) The meeting was called to order at 2:07 p.m.

Also in attendance were: Judith Gillette

**Public comment:** None

**Minutes:** Maureen made a motion to approve the September 20, 2017 minutes, Cory 2<sup>nd</sup> the motion. All in favor motion passes

**Communications:**

- Letter from Gov. Steve Bullock regarding completion of our Public Library Standards and to discuss the current state aid situation.
- Letter from the Office of Consumer Protection sent to Barbara Kaiser and emailed to the library regarding the distribution of FOL assets and where they should be sent.

**Report from the Library Director:**

Della handed out and went over the 2017 Library Annual Statistics report that she has just finished working on. Went through it showing the board what all is in it and how the information is gathered from budget reports and the finance department. Also advised that the State Library puts the statistics together in a nice brochure for libraries to use. We will have access to them in early spring. She also talked about going to the Fall MSC meeting in Billings on Oct 6<sup>th</sup>. This was the first online meeting for the shared catalog and we mainly discussed wording changes in the MSC contract. They are looking into who signs the contract and will let me know if I can sign it, or if I will need to put it on the agenda for a Trustee signature. Della and Brooke also attended the annual retreat at Chico on October 15-16. There were not as many sessions as in the past, but they had a great one on Leadership, and also one on the Talking Book Library for the blind and the GIS department gave a class on Montana Cadastral and showed us lots of valuable information that is available for the public.

**Committee Reports**

**Steering Committee Report:** Lynda's report is attached.

- Della mentioned the cost for the ad in the paper would be and that it was thought that a full page ad would be needed due to the amount of information. The prices were \$945 for B&W and \$1035 for color. A half page ad is \$485.10 for B&W and \$575.10 for color. Discussion took place about how high this cost was and Della asked if the other two entities (**MSU Extension, and Economic Development**) would be willing to split the cost of the ad, to which they both said yes they would. Discussion on the content of the article took place and the trustees are not sure about several items within the letter. There were also questions regarding the naming contest as far as rules and such. The board asked Della to write a letter to the steering committee letting them know that we were unable to approve funding this at this time. We have some concerns that we would like to discuss with the committee.

- **Funding the Article/Ad and Gift Card for Naming Contest:** Lynda moved to fund the Article/Ad and gift card, the motion fails due to lack of a 2<sup>nd</sup>.

**Budget/Finances:** Budget is good and Della gave everyone a copy of the Sept. budget report. She advised that the PT position is in the paper and 1<sup>st</sup> review of applications is on Oct 27. The selection committee is Della, Brooke, and Manda Browning. Della asked if a trustee would also like to be on the committee and Cory said she would like to. Della said she would like to schedule interviews for Nov. 1 and 2<sup>nd</sup>. The committee will do the interviews and then Della will let the board know who she has selected and make the recommendation to the Commissioners.

### Ongoing Business

- A. **Strategic plan:** Cory will get with Pat to plan a day to get together and work on this and then let Della know. Della suggested that the trustees each come to the next meeting with what their vision is for the library and how to incorporate the goals they each brought so that we can start forming the plan from there and Della will know what she is working towards to fulfill the wishes of the board.

### New Business

- A. **Halloween Party:** Della wanted to invite the trustees to their Halloween party on Friday Oct. 27<sup>th</sup> from 3:30-5. We are having games and activities for kids to enjoy.
- B. **Book Sale Volunteers:** The book sale will be at the library from November 13-18<sup>th</sup>. Della asked if any trustee would like to help just to let her know and she will schedule them.
- C. **Next Regular Meeting Date:** **November 16, 2017 2:00pm.**

The meeting adjourned at 3:25 pm

Respectfully submitted  
Della Haverland, Secretary