

Stillwater County Library Board of Trustees Meeting
Thursday November 8, 2018 2:00 pm
Stillwater County Library
27 N. 4th St
Columbus, MT 59019

Members Present: Katherine Jess, Chair, Cory Hamilton by phone, Maureen Davey and Patricia Rozema were present. Della Haverland, Secretary, was also present. Lynda Grande was not present and was excused. The meeting was called to order at 2:10p.m.

Public comment: There is no public comment

Maureen moved to approve the September meeting minutes, Patty 2nd the motion. All in Favor motion passes.

Communications: Della explained the email and AG opinion that she received from the state library and that they are good things to look into for our By-Laws. Maureen suggested putting this on the next agenda and getting it handled so we don't forget.

Library Report was read and a copy given to trustees. See attached.

Steering Committee report: The committee is working with MSU students to prepare a report for the commissioners. We are working on another visit and event planned to explain the process and gather more information.

Budget Report: Della handed the trustees a copy of the budget for the month of October ending. Things look good.

Strategic plan: Della emailed copies of the ASPEN institute report and asked the trustees to read it before the next meeting. It is full of very interesting information.

New Employee Update: Raya Logan-Jackson was hired at \$12.50/hr to start. She will begin 11/9/2018.

Holiday Hours: Della requested to close the library at 4:00 on December 24th and to open at 1:30 pm on Wednesday December 26th. Any time not accounted for, will be used as vacation by staff. Maureen moved to approve this request, Patty 2nd the motion. All in favor, motion passed

Open House: Friday December 14th in conjunction with the city wide Parade of Lights. Della is planning activities throughout the day for patrons and non-patrons alike and would like the trustees available to participate. Trustees will plan on being at the library at 5:30 until the parade doing the s'mores.

Unscheduled matters or concerns: Maureen asked about moving bench and plant barrels on the sidewalk for ease of shoveling snow. Della said she will move the barrels, however wanted to leave the bench for people to use when they are using the WiFi or just needing a place to rest. She passed around time sheets and a report of what the salaries cost the county for the employees. She then asked what needed to be done to start up a new Friends group. There was

discussion on this and was mentioned that Della would like to look into a Foundation rather than a FOL (volunteer group)

Next Regular Meeting Date: January 10, 2019 2:00pm.

The meeting adjourned at 3:15 pm
Respectfully submitted
Della Haverland, Secretary

Enclosure: Library Report

November 2018
Stillwater County Library
Director's Report

The library has had an eventful month and a half since we last met. We had our first ever fundraising event with the Beer, brats and Books which brought in (after expenses) \$663.00. The place was buzzing and we had a lot of great conversations with patrons and non-patrons alike. We are very pleased with the turnout. We also received good feedback from our community partners. We look forward to working together on future endeavors. We learned that we should have easier pricing and not quite so many options. We were asked frequently what we were raising the money for and we explained that the library was fundraising for things outside of our countywide budget. With this in mind the staff thought it would be good to put money raised towards purchasing a van for our modified bookmobile. This seemed to resonate with the people that were supporting us. I talked with Joe to see how we could manage these funds to be held until we could either purchase a van or have the money to ask for a match from a potential donor. I was hoping we could put it in the trust account and earmark it for this purpose much like an estate or bequest, however Joe wasn't sure if this would work. I wanted to know your thoughts on this and in the meantime I deposited it into our donation account (which goes back into the library's cash reserve at the end of the year). Next we had our fall book sale which was not as successful as previous book sales, however I feel like having it back to back with the other fundraiser caused it to be less successful. We made \$476 from the book sale. We are looking forward to our spring book sale sometime in April. **Maureen suggested talking to the auditors on how to handle this so that the money does not revert into the 2220 operating account at the end of the fiscal year. Della will write a request and give to Joe for the auditors after the board approves the letter.**

We participated in the business Trick or Treating again this year and we had a record number of visitors! This year we handed out candy to 279 trick or treaters of all ages. This was also the day we had a going away party for Shawna with her Mom's and Tot's group and the preschools. She will truly be missed by all of us. Shawna's replacement is Raya Logan-Jackson and we are thrilled to have her start. Her first day is tomorrow Nov. 9th. She will be starting at \$12.50/hr and will be a tremendous asset for us. She has a background in preschool and has worked in an assisted living center AND also worked as a technical support person. We look forward to working with her.

We are now working on our Holiday programming and getting Pam and Raya trained to handle the day to day business in the library.

Activities will be:

Holiday movie themed activities (movie to be determined) i.e. last year we did Whoville and the year before that we did Polar Express.

12 days of Christmas giveaways

Holiday OPEN HOUSE (December 14th) along with Parade of Lights

Library S'Mores (firepit on the sidewalk during the parade of lights) **Discussion on Maureen asking insurance company if this is ok per our policy and Della will talk to Rich Cowger to see if the Fire Dept. has any recommendations.**

I have tried to find out when the roofing company has scheduled us, however Jerry has not responded to my voicemails, or my email messages. We are also needing to replace the crash bar on the back door as the locking mechanism quit working in it on October 25th after Shawna's evening Mind in the making class. Jerry and Brooke were down here getting it to lock at 9:00 pm. **Jerry is working with the company to find out (per Facility meetings with commissioners) and has mentioned getting the door fixed.**

With the holidays upon us and our schedule of events, I would recommend that we have our next business meeting in January unless any of the trustees have an issue they want to have a meeting on in December. I ask that you all put the open house on your calendar and make it a point to be available at the library that day. Thank you!!