

Stillwater County Library Board of Trustees Meeting

August 16, 2017 2:00 PM

Stillwater County Library

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

Columbus, MT 59019

**Members Present:** Pat Ross, Chair, Lynda Grande, Katherine Jess, Maureen Davey and Cory Hamilton (by phone) were present. Della Haverland, Secretary, was also present. The meeting was called to order at 2:01 p.m.

Also in attendance were: Lenny Kaiser, Judith Gillette, Gayle and Perry Helt, and Linda Halsted-Acharya.

**Public comment:** None

**Minutes:** Maureen made a motion to approve the amended July 27<sup>th</sup> minutes and the Special August 9<sup>th</sup> meeting minutes. Lynda 2<sup>nd</sup> the motion. All in favor motion passes

**Communications:** None

**Report from the Library Director:** Budget Hearing was held and the preliminary budget was accepted. Joe needs a letter from the Trustees stating that we would like to keep the maintenance line at \$3400. Same as last year, but inadvertently got left out of the request. Also he made an adjustment to the part time salary line to show 19 hrs./wk. at \$10.00/hr.

- Carpet was cleaned over the weekend. Alpine cleaning did the work and said the carpets were terribly dirty and should probably be done annually. The bill is \$480.00
- We are not renewing our Bookflix and Trueflix subscriptions this year, due to low usage and statewide budget cuts.
- We will be starting back up with Story time and Mom and Tot time next Wednesday starting at 10:00. Shawna will be working with the area preschools to set up a monthly visit with each of them. We will be incorporating more hands on crafts during our story times.
- We will also be resuming with our adult tech classes: Internet, email, word, Facebook, Pinterest etc. We will have genealogy classes to showcase the free resources people have access to.
- Brooke will be starting a Lego club as well as a coding club.

Due to the zeroing out of our capital outlay budget for our roof repair, I have talked to Joe about how to rebuild that account and from our discussion I am recommending that we use the proceeds from our book sales for the next two years go into this account to start to building it back up. The money from the sales would need to be deposited into the library account and then at the end of the year, the trustees would write a letter stating that those funds as well as the percent of our cash balance will be transferred into the specific fund. This would be a good way to put back into it without putting our beginning cash balance in a deficit.

We may need to look into having the library checked to see if we have bats roosting somewhere. I came in and had a little bat stuck under the door jamb yesterday. Jerry advised me to call dispatch and therefore the police came and disposed of the bat.

Brooke had an incident with a person in the library asking people for money. She advised him of our no solicitation policy and he grabbed her hand and wouldn't let it go. Once he did she called dispatch and the person left the library.

### **Committee Reports**

**A. Steering Committee Report:** The steering committee met at 6:30 on Wednesday the 9<sup>th</sup>. Marissa submitted a proposed timeline for working with Kevin on gaining donor support and community support going forward for the new library. It was discussed that the timeline extends into February and that the length of the terms of the steering committee might end in December if another extension is not granted. Marissa will check on this to see where we stand. The timing for a newspaper article to describe and encourage support for the proposed project was discussed and we will ask for Kevin's input on that as well.

Potential donor lists were reviewed, prioritized and updated. A draft conversation guide was handed out that needs to be reviewed and finalized before his arrival on September 18. All committee members will need to be present for the 90-minute training on September 18. A better name for the

project needs to be developed before his arrival as well and several options were discussed. We will continue working on this.

Concern had been expressed about long term availability of space in the new building for use for county offices without an MOU of some type. It was agreed that this was something that we strongly encourage. Since the steering committee is strictly advisory we cannot enter into such an agreement so a letter will be sent to both the commissioners and the Library trustees recommending that they create such an agreement to ensure a positive long term working relationship between them.

Della advised that Marissa Hauge has volunteered to help draft an MOU since she has done them before. With concern about drafting an MOU while the project is still in conceptual design Lynda moved to table further discussion until we are closer and know exactly who will be in the building.

Maureen 2<sup>nd</sup>. All in favor, motion passes

**B. FOL Report:** Maureen felt that the FOL should be given an opportunity to give a report. Confusion between the liaison and the secretary regarding the agenda caused it to be taken off for this meeting, so when asked if they had something they said that they had nothing new to report.

**C. 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 budget will be set on September 12, 2017 by resolution. With the roof repair project approved we will have a negative balance in our capital outlay fund, so we will write a letter to finance asking to transfer funds from our cash balance to cover the difference. Kathy moved to have Della write the letter asking to transfer funds to cover our roof repair, Maureen 2<sup>nd</sup>. All in favor motion passes.

**D. Claims** The county doesn't send out July budget reports, so Della will give the trustees a report at the next meeting.

### Ongoing Business

- A. **Strategic plan:** Pat appointed Cory, herself and Della to come up with additional information to add to the strategic plan.
- B. **Library Credit Card:** Della spoke with Joe and was advised that the auditors are concerned with control, therefore Della does not violate any policy when using the credit card for purchases other than hotels. The cards are to be used for legitimate library business, but will remain the way they are now.
- C. **Angie Osborne:** Pat mentioned that she would contact her to set up a Book signing program at the library. All agreed this would be a great evening.

### New Business

- A. **Goals for upcoming year:** Trustees will each bring a goal to the next meeting
- B. **Changing the meeting date/time:** Discussion on a different day for the regular meetings. We will put this on the September agenda to be voted on. Trustees would like to change the meeting day to the third Thursday of the month at the same time of 2:00pm.
- C. **Executive Session:** Kathy moved to not go into executive session today until a decision could be made on whether an executive session is appropriate or not.
- D. **Next Regular Meeting Date:** **September 20, 2017 2:00pm.**

The meeting adjourned at 3:36 pm

Respectfully submitted  
Della Haverland, Secretary