

## MINUTES

### STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Monday, April 10, 2023, 4:00 p.m.

West Annex Conference Room

431 Quarry Road

Columbus, MT 59019

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time. The meeting was called to order at 4:12 p.m. No public was present.

Members Present: Lynda Grande, Chair; Kathleen Ralph, Vice-Chair; Joan Brownell, Robyn Lamoreaux, and Linda Halstead-Acharya were present from the Board. Jennifer Ball, Secretary was present.

1. Approval of Minutes – March 13, 2023 Linda moved to approve the minutes as written. Kathleen seconded. Motion passed.
2. Communications
  - a. Trustee Training Sharing
  - b. Federation Task Force
    - i. Task Force questions were discussed. Kathleen moved to recommend to the Montana State Library that the ask for additional funding to include the tribal-public libraries in Federation funding.
3. Financial reports – Jennifer just received word that the preliminary budget meeting with the Commission is May 4<sup>th</sup> at 10:00 a.m.
4. Library Director’s Report – Please see attached.
5. Committee Updates
  - a. Budget – Waiting on preliminary budget meeting date with the Commissioners. Please see above. Kathleen and Lynda will attend the meeting with Jennifer.
  - b. Hiring –
    - i. Summer intern position posted – One candidate has applied.
    - ii. Hiring committee – Joan and Kathleen were appointed to the hiring committee.
  - c. Policy – No policy work at this time.
6. Unfinished Business:
  - a. Foundation Update – Jennifer read an update provided by the foundation president, Cheryl Anderson.
  - b. Potential Grants update
    - i. New program space – T-Mobile grant is a good fit. Due in July.
  - c. Strategic Plan
    - i. Revisions –
      1. Kathleen and Linda were appointed to make revisions to the draft strategic plan with Jennifer.

7. New and Miscellaneous business:

a. Action Item: Preliminary Budget Approval

i. Wages:

1. Kathleen moved to approve a wage increase to \$33 for the director and \$20 for the Youth Programs Coordinator, increased to full time. Robyn seconded. Motion passed.
2. Joan moved to approve \$18 for the Marketing and Learning Coordinator, \$17.50 for the Library Clerk increased to full time, and the hiring of another .5 FTE Outreach Coordinator at \$17 for a July 1 start. Linda seconded. Motion passed.

ii. Budget

1. Kathleen moved to approve the budget as amended. Linda seconded. Motion passed.

8. Announcements

- a. Montana Library Association Conference April 12-15
- b. Congratulations to Lynda Grande for completing another Montana State Library Trustee Continuing Education certificate!
- c. Stillwater County Library is, once again, being awarded the Excellent Library Service Award.

Next Meeting: May 8, 2023, 4:00 p.m. at the library.

9. Adjournment: The meeting was adjourned at 5:58 p.m.

To Dos

- Send Tracy's Federation video to Joan and Robyn.
- New signage for the seed library
- Look into other foundation for grants: Absarokee, Nye, Columbus

## **UPCOMING PROGRAMS:**

### **Children's Offsite**

#### **Tuesday:**

- Absarokee Elementary School -3rd Tuesdays: 12:30-1:15 (Grades K-5)
- Kids Club Learning Center: 11:00-11:30 (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays)
- Fishtail School: 10:30-11:30 (2<sup>nd</sup> and 4<sup>th</sup> Tuesdays)
- Nye School: 2:00-3:00 (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays)

#### **Wednesday:**

- ABC 123 Preschool: 9:15-9:45
- Cougar Cubs Preschool: 11:15-11:45

#### **Thursday:**

- Preschool @ Park City School 9:50-10:20
- Little Fishes 10:30-11:00
- Rapleje Elementary School 12:30-1:00 (1<sup>st</sup> Thursday– grades 3-4 and 4<sup>th</sup> Thursday - grades K-2)

#### **Friday:**

- Crossblades Homeschool Co-op: 9:30-10:15
- Park City School – 11:00-12:00 (4<sup>th</sup> Fridays)
- Columbus Elementary 1:30-2:00 (Grade K)
- Columbus Elementary 2:15-2:45 (Grade 1)

### **Children's @ Stillwater County Library**

- Every Wednesday, 10:00-11:00 Storytime and crafts at Stillwater County Library
- Wednesday, April 5, 10:00-11:00 Storytime and art with Beth Korth from Tippet Rise

### **Tweens/Teens @ Stillwater County Library**

- Every Wednesday, 3:45-4:45: Everything You're Into for grades 5-8

### **Adult/Teens @ Stillwater County Library**

- Saturday, April 1: 1:0-3:00: No-sew Bunny Craft
- Saturday, April 8, 1:30-3:00: Wordsongs: Poetry from Dave Caserio with musical accompaniment by Devin Matthews.
- Saturday, April 15: Seed Library Kickoff event!
  - 1:00: "Gardening for Life -Made Easy" with Wayne and Connie Burleson
  - Raffle for garden set
  - Garden resources
- Wednesday, April 26: 5:30-7:00: Know the 10 Warning Signs of Alzheimer's presented by the Alzheimer's Association
- Saturday, April 22, 2:30-6:00: Cowboy Poetry at Palladium Draughthaus: Beverages and cowboy caviar/chips available for purchase. 6 poets currently signed up with 2 more potentials.
- National Library Week
  - Monday, April 24<sup>th</sup>: Learning Libby Classes throughout the day
  - Tuesday, April 25<sup>th</sup>: 3-D Print Demonstrations throughout the day

- Wednesday, April 26<sup>th</sup>: Oh, the places we go! Come see where we take our programs throughout the county.
- Thursday, April 27<sup>th</sup>: Stillwater County Library Foundation – Supporting our library!
- Friday, April 28<sup>th</sup>: Seed Library presentations on “Quick Spring Vegetables.”

**Virtual**

- Thursday, April 20: 6:30-8:30: MLN Virtual Program – Foraging for Mushrooms with Dr. Cathy Cripps. Register at [tinyurl.com/mushroomMT](https://tinyurl.com/mushroomMT)

**DISPLAYS:**

- **Adults/Kids:** Spring Forecast, It’s Raining Books
- **Adults:** Veg Out (gardening books)
- **Adults/Kid:** Borrow it in Libby
- **Art:** Park City School

**Children’s Themes:** Easter eggs, caterpillars, snails, poetry, the Earth

**LIBRARY BUSINESS:**

**BUDGET:**

The preliminary budget meeting with the Commissioners is expected to be in late April or early May, but no dates have been set yet.

**STAFF:**

**Devin** has resigned with her last day being April 18<sup>th</sup>.

**Kayli** will transition from part-time to full-time as library clerk effective April 19<sup>th</sup>.

**Summer Intern:** The position posted as of 4/5/23 with plans for a June 1 start date.

**CE Credit Totals:**

**Melissa:** Melissa currently has 7 CE credits.

**Kayli:** Kayli currently has 0 CE credits.

**Pam:** Pam currently has 4 CE credits.

**Jennifer:** Jennifer currently has 36 credits.

**LIBRARY FOUNDATION:** Vern Ball, Vice-President of the foundation is developing a website with hopes that it’ll launch prior to National Library Week, which begins April 23<sup>rd</sup>. Immediate donations may be made via mail to Stillwater County Library Foundation, PO Box 1187, Columbus, MT 59019. Once the website is active, a donate now button will be available for online donations. The first fundraising event will likely be discussed at the April meeting.

## **BUILDING:**

**Circulation Desk:** We do not have a date of arrival as of yet, but anticipate a May or June delivery.

**Conference Room:** Our conference room equipment was previously attached to the table, we have disconnected it in order to move the table out for the middle school event each week. Maintenance will be moving an Internet plugin so the equipment doesn't need to be moved as often.

**Handicap Access:** Chad Coles (Maintenance) said they will likely begin transitioning the handicap access to the front door once they are able to pour concrete.

## **OUTREACH/SERVICES**

**Seed Library:** The seed donations continue to come in. Currently, there are well over 200 packets of seeds with a potential for more to arrive. With the cancellation of the original launch, we decided to move forth immediately with the houseplant exchange and seed checkouts. Lee Schmelzer is not available for the new launch event on April 15<sup>th</sup> so we will have "Gardening for Life -Made Easy" with Wayne and Connie Burlison. Anyone who comes will be entered into a raffle for a variety of small prizes and also the garden set.

**Dolly Parton's Imagination Library:** Stillwater County Library Foundation (SCLF) has completed the paperwork for the Dolly Parton Imagination Library. Susan Gianforte's foundation, Treasure State Foundation, will be covering costs through 2029, then SCLF will assume the costs. Stillwater County residents will be able to begin registering in May and books will start to be mailed out in June.

**Booksale:** In order to gain a larger following and potentially increase sales, a craft exchange has been added to the book sale. If they are available, Hangry Hero will also be offering food for sale. Stillwater County Library Foundation has expressed interest in assisting with the running of the book sale. Details are still to be determined.

**Absarokee Lending Library:** Jennifer will be attending their board meeting on April 17<sup>th</sup> to share resources and discuss partnerships.

**National Library Week:** April 23-29: As noted above, each day will feature a service of the library. Each day patrons will be able to interact via an activity to learn more of what we offer. There will also be daily giveaways.

**GRANTS/DONATIONS:** Jennifer has begun identifying grants to purchase the bookmobile, one book locker to start (the others eventually), and the program space out back. The T-Mobile grant for \$50,000 with a June deadline best fits the program space building, so it'll likely be the first grant written. Maintenance will help Jennifer determine the maximum size allowance for the building and to identify any potential issues.