

**MINUTES**  
**STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES**  
**Monday, June 12, 2023, 4:00 p.m.**  
27 N 4<sup>th</sup> St  
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 4:05.

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

1. Approval of Minutes – May 8, 2023 – Linda moved to approve the minutes as written. Joan seconded. Motion passed.
2. Communications
  - a. Trustee Training Sharing – none
  - b. Linda shared that the staff at Valley told her that the library staff is so friendly and helpful.
  - c. Jennifer shared that Commission Tyrel Hamilton stated any library property under \$5,000 can be disposed of as we see fit.
3. Financial reports – Jennifer provided an update regarding the status of the budget.
4. Library Director’s Report – Please see attached.
5. Committee Updates
  - a. Budget – Second meeting to be held sometime after 6/12. The Commission will notify us of that date.
    - i. Hiring – Camilla Nusbaum hired as intern
  - b. Policy – No policy work at this time.
6. Unfinished Business:
  - a. Foundation Update – Please see the Director’s Report
  - b. Strategic Plan
    - i. Action Item: Final Approval of the Strategic Plan – Linda moved that the Strategic Planning Committee recommends to approve the strategic plan as amended. Joan moved to approve the strategic plan as amended. Robyn seconded. Motion passed.
7. New and Miscellaneous business:
  - a. Action Item: Approve Trustee’s Calendar Joan moved to approve the Trustee’s Calendar as amended. Linda seconded. Motion passed.
  - b. Action Item: Approve Depreciation funds transfer letter – Linda moved to approved the depreciation fund transfer letter with the updated amount. Robyn seconded. Motion passed.

- c. Action Item: Set and approve short-term goals for 2023-2024 – Linda moved to approve as amended. Joan seconded. Motion passed.
  - d. Action Item: Approve an additional 1 FTE – Joan moved to approve an additional 1 FTE. Robyn seconded. Motion passed.
  - e. Employee job duties and titles discussion
  - f. Action Item: Approve job description for Adult Outreach Coordinator – Joan moved to approve the job description as written. Linda seconded. Motion passed.
  - g. Action Item: Approve amended job descriptions – Joan moved to approve the Marketing and Program Coordinator and Circulation and Organizational Support job descriptions. Linda seconded. Motion passed.
  - h. Action Item: Approve amended employee raises – Linda moved to approve recommended wage increases. Joan seconded. Motion passed.
  - i. Action Item: Vote on moving forward with website – Joan moved to continue moving forward with the website not to exceed \$10,000 in this fiscal cycle. Linda seconded. Motion passed.
8. Announcements
- Fall Workshop: Monday, September 18: 8:30 - 5:00, Tuesday, September 19: 8:30 - 1:00 in Great Falls

Next Meeting: July 10, 2023, 4:00 p.m.

9. Adjournment – The meeting was adjourned at 5:30.

To-Dos

- Jennifer to remind Lynda on June 29<sup>th</sup> to sign the depreciation fund transfer letter.