



Lewis & Clark Library
Board of Trustees Meeting
Lewis & Clark Library
April 15, 2014

MINUTES

BOARD MEMBERS: Sandra Conrady, Robert Bayuk, Helen McCaffrey, LeRoy Schramm, Jesse Franzen.

STAFF MEMBERS: Judy Hart, Patricia Sternberg.

OTHERS PRESENT: None.

Chair Conrady called the meeting to order at 5:00 p.m.

McCaffrey read the Board Mission Statement.

1) CONSENT ITEMS

Bayuk/Schramm moved that the Lewis & Clark Library Board of Trustees approve the Consent Items as presented.

- A. **Minutes** – March 2014. No discussion. Schramm complimented Sternberg on the quality of the minutes.
- B. **Service Report** – March 2014. Hart noted the Bookmobile was unable to go out on two scheduled route days in March due to bad weather. The annual library card record purge is reflected in this service report. Discussion ensued about E-books and the reason behind long wait times for patrons. Hart explained that MontanaLibrary2Go is a consortium of Montana libraries through the State Library and that the titles are available to the patrons of all the member libraries. She also explained that it isn't necessarily the consortium (MontanaLibrary2Go) but the publishers that limit how many copies of a specific title the consortium can have. She recommended the section on E-books in the Lewis & Clark Library Collection Development Policy and noted that Collection

Management Librarian Karla Ritten is an excellent resource for answers to questions about Montana Library2Go.

Schramm asked what the numbers for Director Outreach and Outreach Activities mean. Hart explained that those statistics are an estimate of how many people or contacts are made during radio spots, presentations to service clubs, the library table at the Fall Fest, etc. She also noted those numbers are not included in the total.

Franzen noted that the year to year registered borrowers has increased by 3.1%.

- C. Financial Report – March 2014.** Bayuk asked whether there was a report that would show trends in the type of books that are continually being checked out and not returned. Hart noted that it would be difficult with the current system. Once the new RFID (Radio Frequency Identification) system is in place, that report would be much more accurate. She also noted that the 'lost book paid for' column represents how much money has been paid by patrons for books that they have lost, not how many books have been checked out and not returned.
- Conrady asked for more detail about Grants and Bequests – Other on page 13. Hart explained that this was the Treacy Grant money for the Early Learning Computers. Conrady noted that the Capital Outlay line item total should be footnoted to explain that the category will be offset at the end of the fiscal year.
- Hart noted that the final payment to Civic Plus for the new website was split between contracted services and software. The new website has been launched. Hart is hoping Network Services Manager Beckstrom can attend the May meeting and review the new website with the Trustees.
- D. General Ledger – March 2014.** Hart noted that the energy bill for the Library for last month showed half the kilowatt usage of last year. She is uncertain that it is correct and will be monitoring the bill closely in case there was an error when the meter was read.
- E. Personnel Report – March 2014.** Hart commended Sternberg, Business and Personnel Manager, noting that personnel work has been extensive this last month. Since the last Board meeting, 7 different positions have come open. Interviews are being conducted and the shelver position, the custodian position, 2 circulation desk

positions and one information desk position has been filled.

Chair Conrady called for public comment.

MOTION passed unanimously.

2) NEW BUSINESS

A. Exhibits Policy – First Review The changes to this policy were brought forth by Adult Services Librarian Schwichtenberg and presented to the Foundation by Director Hart. The changes would allow the Foundation to raise ongoing funds by promoting the art exhibits in the Library lobby and charging artists a 20% commission should they decide to sell their art while on it is on display at the Library. In response to Trustee questions, Hart noted that these changes would not apply to artists who have already signed a contract with the Library and the Foundation has not yet earmarked or put any restrictions on funds coming in from the artists. Artists who are not selling their works would not be subject to the 20% commission. Franzen suggested a clerical correction to the added paragraph 6 on page 31 – following '80%' insert 'will'.

After discussion, Shramm expressed his hope that the Library will not require an artist to submit proof of insurance as a general rule – see the third paragraph of the existing policy – when the Library is not assuming any liability for loss. Hart noted that some expensive traveling exhibits should be insured and will confer with Schwichtenberg on this aspect of the policy.

Bayuk opened discussion about the selection criteria spelled out on page 34 and the restrictions on exhibit content.

McCaffrey noted a need for formatting consistency when capitalizing the word 'library'. She also noted a need for greater clarity on page 35, Exhibit Installation Guidelines. See bullet points 3, 5, 7 and 9. Hart noted that the language dealing with who gets the price list and where it will be kept will be made consistent in the procedural part of the policy.

McCaffrey asked whether the Foundation was included when the artist gives the Library permission to use their images for publicity.

Schramm noted that the contract language about using the images is very broad.

Discussion of liability ensued, including the limited effectiveness of waivers of liability in the case of Library negligence and whether this language absolves the Foundation from any responsibility for liability. Hart will let the Foundation know that the policy has gone through first review with the Board.

B. Appointment of the Nominating Committee for FY 2015 Officers

Conrady reported that Trustees McCaffrey and Schramm have agreed to serve on the nominating committee for electing next year's officers. Conrady requested the committee report back at the May meeting and noted that the election will be in June. The new slate of officer takes effect at the next meeting of the Board following the election– usually in August because historically there is no meeting in July.

3) UNFINISHED BUSINESS

A. Meeting Room Policy Hart noted that the changes discussed at last month's meeting have all been made. She pointed out a clerical error on page 38; the 2nd bullet item striking went too far. The end of the line should read 'the building ~~and~~ or its contents; '.

McCaffrey/Franzen moved that the Lewis & Clark Library Board of Trustees approved the Lewis & Clark Library Meeting Room Policy as presented and/or amended.

Chair Conrady called for public comment.

MOTION passed unanimously.

B. FY 2015 Preliminary Budget Update Hart noted that the budget presentation went very well, with good comments from the commissioners. She thanked Trustees Conrady and Schramm for attending the hearing. The depreciation reserve fund was well received as a way to keep the Library buildings well maintained. Library administration met with the City yesterday regarding upcoming changes to health benefits. The City representatives reviewed their proposed changes and intent to bring insurance costs more in line with average City employee salaries. The changes will have to be approved by the City Commission.

Hart noted that the car may need to be replaced sooner than expected due to heavy usage and that there will be adjustments to the personnel budget due to heavy employee transitions at this time.

4) **DIRECTORS COMMENTS**

The new website was launched with very few glitches. The comments from patrons have generally been positive.

Montana Library Association Conference - The 2014 Trustee of the Year award was presented to Sandra Conrady. Conrady was unable to attend the MLA convention and receive the award herself. Hart accepted for her and was able to highlight Conrady's many and varied accomplishments during her time as Trustee. Hart presented the plaque to Trustee Conrady.

Hart also presented the Legislative Champions Award to Senator Mitch Tropila for all his work and advocacy for libraries over the years.

Lewis & Clark Library also received the Excellent Library Service award from the Montana State Library Commission recognizing excellence in serving the community.

Staff members deMontigny, Dickerson, Beckstrom and Hart were all presenters at the conference.

The preliminary Legislative Agenda was approved by the MLA Board.

National Library Legislative Day Hart will be attending the Conference in Washington, D.C. on May 5th and 6th. She will be extending her time off to visit family. LSTA funding and broadband will be important topics.

National Library Week The Library will offer 'Food for Fines' again this year, collecting food for Helena Food Share in exchange for waiving patron fines if all materials are returned. 'Lives Change at Your Library' is the National Library Week theme and there is a nationwide contest to win a Kindle Fire.

Author Cheryl Strayed will be here April 23rd, 7:00 p.m. at the Methodist Church. Strayed will also spend time with the Access to Success and PAL students while she is here.

Foundation's 6th Annual Community Leader's Poetry Reading will be April 29th in the Ambrose Room of the Library at 7 p.m.

Volunteer Staff Appreciation Luncheon will be Friday April 19th from 11 a.m. to 1 p.m. Lunch will be provided and Trustees are warmly invited to attend and be recognized for their wonderful service to the Library.

The June Library Board Meeting will be in Augusta on June 17th at 1 p.m. Trustees and staff traditionally meet at the Main Branch around 10 a.m. and have lunch at the Augusta Senior Center before the meeting. There will be no Library Board meeting in July.

5) COMMITTEE REPORTS

- 6) COMMENTS FROM TRUSTEES** Schramm passed around copies of the by-laws drawing attention to Article IV, Sections 1 & 2 – Appointment of Library Personnel. Schramm raised the question whether the Board was fulfilling its duties in regard to those sections. His experience on other boards with this duty is that board members would review a list of the employees, their salaries from the year before and their current salaries. He would like the Board to address this at an upcoming meeting. Hart agreed to put together salary information for the Board to review at the next meeting. Discussion ensued regarding adding salaries to the Personnel Report so that new hires can be approved and their salaries fixed by the Board at that time.

The Board congratulated Conrady on receiving the 2014 Trustee of the Year award.

McCaffrey commended Beckstrom and all the staff that worked on the new website.

Franzen raised the issue of net neutrality. He is concerned about internet providers being able to give faster speeds to websites that pay for services. He is hoping this will be addressed by the American Library Association on the national level. Hart noted that this is a big issue and she will put it on her agenda for National Library Legislative Day.

Conrady offered kudos to Sternberg for all the hard work and noted how proud she was of Hart for her budget presentation to the Commissioners.

7) COMMENTS FROM OTHERS

8) WRAP UP

- The May Board meeting will be May 20, 2014 at 5 p.m. in the Mezzanine Meeting Room.
- The June Board meeting will be June 17, 2014 at 1 p.m. at the Augusta Branch Library.

- 9) ADJOURN** – The meeting adjourned at 6:45 p.m.

Sandra Conrady, Chair

Sandra Conrady, Chair April 15, 2014