



Lewis & Clark Library
Board of Trustees Meeting
Lewis & Clark Library – Main Branch
January 15, 2019

MINUTES

BOARD MEMBERS: Ron Waterman, Niki Whearty, Jesse Franzen, LeRoy Schramm, Helen Fandrich.

STAFF MEMBERS: John Finn, Patricia Sternberg.

OTHERS PRESENT: None.

Waterman called the meeting to order at 5:03 p.m.

Trustees welcomed new Board Trustee Helen Fandrich and introduced themselves. Fandrich was appointed by the County Commission. She shared a bit about herself with the Board.

Waterman read the Board Mission Statement.

1) PUBLIC COMMENT Chair Waterman called for Public Comment. There was none.

2) CONSENT ITEMS

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

A. Minutes – December 2018. No discussion.

- B. Service Report** – December 2018. Finn noted that checking out of physical items was up this year for the first time in 10 years. Collection Librarian Parrott believes that the circulation of Blu Ray discs and video games has contributed to this change. Blu Ray discs checked out 8000 times this year. Use of the mobile app and whether it would work with the Shared Catalog was discussed. Schramm asked about the ILL statistics – the statistics cover ILL’s coming in to the Library as well as going out.
- C. Financial Report** – December 2018. Sternberg noted an error in the footnote numbering. There was discussion of utilities and snow plowing fees.
- D. General Ledger** – December 2018. Schramm noted that author David Quammen is scheduled to speak here. There was discussion of the author’s latest book.
- E. Personnel Report** – December 2018. Finn reviewed the Personnel report. He also announced that Marissa Bazan, our Children’s Librarian, will be leaving us on January 25th, 2019. We are in the process of hiring a new person for the position. Finn noted how staff has worked to get community celebrities to do regular story times until the position is filled.

MOTION passed unanimously.

3) NEW BUSINESS

- A. FY2019 Budget Line Item Transfer** Finn explained the current difficulty in hiring a part-time custodian. We would like to explore the possibility of entering a contract with Express Employment to fill the position. It will require moving some money from Personnel Services – where the position was budgeted – to Contracted Services. Discussion.

Schramm/Fandrich moved that the Lewis & Clark Library Board of Trustees approve the line item transfer of \$10,000 from Personnel Services/Anticipated Retirements to Contracted Services Other - FY2019 Budget as presented.

MOTION passed unanimously.

- B. Internet Acceptable Use Policy (previously known as the Electronic Access Policy)** The Systems Manager has renamed and

rewritten this policy, separating the procedures from policy itself. It has the same spirit as the previous policy. There are about 30 computers available for public use at the Main Branch, 6 in East Helena, 4 in Lincoln and 2 in Augusta, one or two on the Bookmobile. Laptops and hot spots are also available to check out. This policy covers them all. The Board found the policy well written and effective.

C. Collection Development Policy Rewritten in 2015, the policy stands as is with some changes to dates and pronouns. Waterman referred to the bottom of page 30 about future acquisition levels and asked whether or not 'all' collections are weeded on a regular basis. Also on page 31, Waterman asked whether there should be a footnote pointing out that genealogical materials are housed on site. Waterman noted an grammar glitch in the new paragraph on the Shared Catalog – should read 'Library joined'. Finn will have the changes made and the policy will be back at the next meeting for a vote.

D. Material Selection Policy This policy goes hand in hand with the Collection Policy. Again the Collection Management librarian has made editorial changes. Whearty asked about language regarding self-published books. There was discussion about the language regarding patron request for review of 2nd editions of books that have been through the review process once. Franzen wondered whether other subscription databases (Axis 360, Hoopla, RBDigital) should be included. Whearty wondered if patrons can request materials for the subscription databases. Print requests are almost always fulfilled. Finn explained why it can be harder to get patron requests for other services filled.

4) UNFINISHED BUSINESS

A. Board Retreat – Agenda The retreat is scheduled for January 26, 2019 from 10 a.m. to 2:30 p.m., coffee and lunch will be provided. It will be in Room 002 and 003 at the Helena College. Staff will report and there will be an update on progress on the Strategic Plan as well. Trustees approved the agenda.

B. Fine Free Library Discussion Discussion continues, giving Trustee Fandrich time to get up to speed on this important change. This will be an action item on next month's agenda as a new or amended Library policy. Trustees are curious about the dollar amount of fines that

would be waived under the new policy. This change would go into effect at the same time as the change to the Montana Shared Catalog.

5) DIRECTOR'S COMMENTS

Children's Librarian - It is very sad to be losing Marissa Bazan as our Children's Librarian. She did much to advance children's literacy in our Library and the community.

2019 Legislative Session – Session has started and there is nothing currently on the Library radar at this time. The State Library's budget hearing will be on February 5th, the same day as Library Legislative Day. Library Legislative Day – February 5th, 5:30 to 8:00 p.m. is the reception to meet and greet legislators at the Montana State Library. There is a training session earlier in the day on talking to your legislative representatives.

Library Remodel – Finn noted that the architect will be hired by February 15th. The first round of RFQ's have been sorted and there are two candidates who will be coming in for interviews. A key focal point of the interviews will be how these changes can be made in two phases while the Library stays open to the public.

6) COMMITTEE REPORTS

7) COMMENTS FROM TRUSTEES Franzen welcomed Helen Fandrich and assured her she would feel at home at the Board in no time.

8) WRAP UP

- The February Board meeting will be Tuesday, February 19, 2018 at 5 p.m. at the Main Branch of the Lewis & Clark Library.

9) ADJOURN – The meeting adjourned at 6:18 p.m.

Ron Waterman, Chair

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