



Lewis & Clark Library  
Board of Trustees Meeting  
Lewis & Clark Library – Main Branch  
March 19, 2019

### MINUTES

**BOARD MEMBERS:** Ron Waterman, Jesse Franzen, Helen Fandrich, Niki Whearty via telephone.

**STAFF MEMBERS:** John Finn, Patricia Sternberg, Building Maintenance Coordinator Dave Schulte.

**OTHERS PRESENT:** None.

Waterman called the meeting to order at 5:06 p.m.

Trustee Schramm excused.

Waterman read the Board Mission Statement.

- 1) **PUBLIC COMMENT** Chair Waterman called for Public Comment. There was none.
  
- 2) **STAFF REPORT** Finn introduced Dave Schulte, Building Maintenance Coordinator. Schulte is responsible for maintaining all the Library grounds and buildings at their optimal best. He has been a part of the Library team for over 10 years and will be a regular member of the renovation project team. He has a real interest in the new public bathrooms and in the quality and usefulness of the materials and products that will be used in the building design. Waterman shared how critical he believes Dave's perspective is for the project; that Dave can

see what is practical and functional for the building now and going forward. Everyone thanked Dave for his marvelous work and he left the meeting at this time.

### **3) CONSENT ITEMS**

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

- A. Minutes** – February 2019. No discussion.
- B. Service Report** – February 2019. Waterman believes the inclement weather of February is reflected in the less than robust statistics for the month. He asked about access to similar reports from other libraries. Looking at the Montana State Library statistical page was suggested and Finn also offered to compile something brief for the next meeting. Whearty reminded everyone about a discussion at the most recent Board retreat regarding the difference between numbers of attendees vs. the depth and hours spent on a program. Finn reported that Heather is keeping track of her hours per program - as well as numbers - as a pilot program. He will report back. Finn noted that Director Outreach more realistically reflects the number of people that are hearing him on the radio once a month. He shared that there will be one more patron database purge of lapsed users before migrating to the Shared Catalog.
- C. Financial Report** – February 2019. Waterman asked about the disparity between the benefits percentages and the wage & salary percentages. Sternberg explained that several of the smaller funded benefit categories are for people who choose the High Deductible health plan and have the option to have the library purchase supplemental insurance for them with the balance of what the Library provides for insurance and what they spend. Other staff do purchase supplemental insurance, however the Library doesn't pay for it so it does not show in the benefits expenditure columns. Waterman believes it would be beneficial to bring someone in to explain the long-term benefits of getting into these supplemental plans early on. Sternberg explained that Mullen works closely with all new employees during the on-boarding process to detail their insurance options.

- D. General Ledger** – February 2019. Fandrich asked about the energy costs for these last few months of winter. Sternberg noted that next month's bill will show the energy costs during the most recent cold spell.
- E. Personnel Report** – February 2019. Finn reported that the Library has hired a new Children's Librarian. Molly O. Hudson, currently living in Augusta, GA will be joining us on April 1<sup>st</sup>. Finn shared some of Molly's background, education and experience.

**MOTION passed unanimously.**

#### **4) NEW BUSINESS**

**A. Construction Team Discussion** Finn reported that there have been two construction team meetings since last week. There will be weekly meetings going forward. The architect team is interested in having one dedicated Board member on the construction team. Fandrich volunteered to be that representative. Waterman expressed admiration for how Mosaic ran the first meeting and Finn noted how Mosaic is paying close attention to any staff concerns about spaces and processes.

#### **5) UNFINISHED BUSINESS**

**A. FY2020 Preliminary Budget** Finn noted no changes to the budget since the last meeting. Whearty asked about the increases in advertising and publicity and promotional materials from last year. Finn explained the upcoming rebranding process with a new logo and the need for lots of advertising for all the changes the Library will be going through in 2020. Waterman asked about the possibility of finding a sponsor to fund the new Bookmobile wrap. Whearty asked about the consulting fees on page 37. Finn explained that currently the management team is going through leadership training for improved communication and decision making processes as a team. This consulting could extend to the entire staff in 2020. Finn noted that the combined City/County budget hearing for our Preliminary Budget will be Tuesday April 9<sup>th</sup> at 4:35 p.m. Whearty and Schramm may be able to attend.

Fandrich/Franzen moved that the Lewis & Clark Library Board of Trustees approve the Lewis & Clark Library FY2020 Preliminary Budget as presented and/or amended.

**MOTION passed unanimously.**

**B. Fine Free Policy** Finn incorporated the changes suggested at the last meeting; removing the personal pronouns and making clerical changes. Fandrich asked if there is an idea of how much money will be waived in fines when we go fine free. Finn will investigate further. Waterman opined that this will be an attractive piece of publicity. He hopes this new policy gets the fanfare it deserves for removing a barrier to using the Library and for making the Library a more welcoming place.

Franzen/Fandrich moved that the Lewis & Clark Library Board of Trustees approve the Lewis & Clark Library Fine Free Policy as presented and/or amended.

**MOTION passed unanimously.**

**C. Policy Calendar Review** Finn reminded the Trustees that he has a calendar of review for Library policies. He noted that he is working on a major rewrite of the disruptive patron policy and feels he needs time to make it right. Waterman asked whether the National Alliance for Mental Illness should be included in the research for this policy. Fandrich noted that the Board by-laws may be up for review this Spring.

**6) DIRECTOR'S COMMENTS**

Finn directed the Trustees to the Branch Highlight page.

**Broad Valleys Federation Retreat** – The retreat will be this coming Friday and Saturday in Butte.

**FY2020 Preliminary Budget** – The budget presentation to the joint City/County budget committee will be on April 9<sup>th</sup> at 4:35 p.m. in Room 325.

**Trustee Training Opportunity** – State Library has a continuing education opportunity about Library Strategic Planning on April 24<sup>th</sup>, 9 a.m. to 4 p.m. Finn will register interested Trustees. Whearty and Waterman are interested.

**Legislative Session** – Almost halfway through the session, the State Library budget as presented by the Governor’s Office is still looking good. House Bill 2 will go to the floor of the House in the next week. **“Let’s Talk About It”** – Finn will be doing a talk on April 25<sup>th</sup> at the Plymouth Congregational Church. His topic will be ‘Our Country’s Living Room’ on the relevance of libraries today. Fandrich wondered if the talking points of Finn’s presentation could be assembled for public distribution.

**7) COMMITTEE REPORTS**

**8) COMMENTS FROM TRUSTEES**

**9) WRAP UP**

- The April Board meeting will be Tuesday, April 16, 2019 at 5 p.m. at the Main Branch of the Lewis & Clark Library.

**10) ADJOURN** – The meeting adjourned at 6:03 p.m.

*Ron Waterman, Chair*

---

Ron Waterman, Chair *March 19, 2019*