



# LEWIS & CLARK LIBRARY

**Lewis & Clark Library  
Board of Trustees Meeting  
Lewis & Clark Library – Main Branch  
May 21, 2019**

## MINUTES

**BOARD MEMBERS:** Ron Waterman via telephone, Niki Whearty, LeRoy Schramm, Helen Fandrich.

**STAFF MEMBERS:** John Finn, Patricia Sternberg.

**OTHERS PRESENT:** None.

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

Trustee Franzen excused.

Waterman read the Board Mission Statement.

### **1) PUBLIC COMMENT**

### **2) CONSENT ITEMS**

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

- A. Minutes** – April 2019. Waterman – Fandrich should be stricken from the excused line as she did join the meeting.
- B. Service Report** – April 2019. Finn pointed out how similar April 2019 statistics are to April 2018. It was a very busy month, culminating in the migration to the Montana Shared Catalog. Next month's statistics will be harder to compile as that stats will straddle the change in Integrated Library Systems. Finn cautioned the

Trustees that next month's report could look different. Waterman raised a concern that there is so much data in the Service Report that it may not be as clear as it could be to the general citizenry. He would like to highlight statistics of significant trends and give the public the message "Here are your tax dollars at work." Finn suggested including updated graphs - similar to the ones he brings to the Board Retreats - as the last page of the service report. The five graphs track attendance transactions, tours, programs and outreach, etc. Waterman also believes that 'Total lines' that include all transactions for the entire County would be helpful; especially for categories like Story time and tours, program & outreach.

- C. Financial Report – April 2019.** In response to Whearty's query, Finn explained why the Reference Materials budget was overspent this year. Waterman expressed concern with the amount of income the Library has yet to receive before the end of the fiscal year. He believes the method of tax income distribution may result in interest income loss. Sternberg will compile a report for the Trustees showing the change in interest income earnings over the past 5 years. She noted that she has never seen interest income earnings like the current ones in her tenure at the Library. Finn will talk to County Finance and report back to the Trustees on how tax monies are received and distributed by the County. There was discussion of how much tax income is discretionary.
- D. General Ledger – April 2019.** Finn explained the consulting charges on page 20. Whearty asked whether the two touch-screen laptops under Systems Repair & Technology were for staff or to be checked out to patrons. Waterman asked whether the Library did any advertising on Montana Public Radio or Yellowstone Public Radio. Finn explained that the Foundation has a contract with MPR where both Library and Foundation events are advertised.
- E. Personnel Report – April 2019.** Both Branch manager positions have been advertised and applications are being accepted. The resignations are effective at the end of June 2019.

**MOTION passed unanimously.**

### **3) NEW BUSINESS**

- A. Board By-Laws** Finn presented the By-Laws with no changes. Discussion about adding language for conducting Board meeting business over conference calls and voting via email ensued. Waterman noted that explanation could be added in Article 3, section 1 or 3. Discussion of voting by email was also discussed. Finn noted the need to abide by the Open Meeting laws in regard to calling for votes via email. Finn will see what other libraries do and bring that language. Waterman suggested adding that meetings are set 'at least' quarterly. Schramm asked for a refined definition of 'electronic' – contemporaneous, oral or live communication via telephone or internet would be more precise than 'electronic'. Finn brought the Trustees attention to page 28, Article V. Any community served by the Library can petition to have a local library advisory board. Waterman wondered if that would promote more involvement or communication from those communities. Schramm believes that 'community' in this instance refers to communities outside of Lewis & Clark County. Finn will make the suggested changes and bring them to the next meeting.
- B. Trustee Training Review** Waterman sent out a report to Trustees with highlights of the training he attended on April 25<sup>th</sup>. One issue he came away with was the use of a committee to seek out new Board members. Finn believes in the need to find and cultivate Library champions and explained how the application process for Library Board Trustees works. He believes the City/County folks would welcome Library input on Trustee appointments. It would be helpful if current Trustees cultivated contacts that have an interest in the Library and could convince those people to apply.
- C. June Board Meeting Location** Finn recommended going to Lincoln for the June meeting. Trustees decided to meet on Thursday June 13<sup>th</sup> at 1 p.m. at the Lincoln Branch Library. The change of date will allow Trustees to join the Lincoln Community in wishing long time Lincoln Branch Manager Sherri Wood a happy retirement. Finn will send out transportation details.
- D. Director Evaluation Committee Appointment** Schramm will send the evaluation materials to Whearty and Waterman who will conduct the Director Evaluation this year.
- E. Officer Nominations Committee Appointment** Finn will ask Franzen to contact Waterman about being a member of the nominations committee.

**F. Board Nomination Search Committee Appointment** Schramm agrees with the idea of outreach to people, however he is not convinced a committee is necessary. Nor does Fandrich. Waterman charged the Trustees with thinking about what gaps there are in the current membership and who would be a good fit for those positions. The first Board vacancy will be in January 2020 and the next will be in January 2021.

#### **4) UNFINISHED BUSINESS**

**A. Renovation Project Update** Finn noted that the construction team trip to Calgary was informational and inspirational. The team brought back many pictures and ideas that will contribute positively to the design concept. Finn also told Trustees that the engineering report on what it will take to do seismic upgrades for this project is ten times the estimate received from the first design team. Finn has asked for a second engineering opinion and is checking to see if there are grants available for seismic reinforcement of older buildings. As part of the construction team, Trustee Fandrich went to Calgary as well. She shared things she found particularly interesting during the trip.

#### **5) DIRECTOR'S COMMENTS**

Finn noted that joining the Montana Shared Catalog is one of the biggest changes for the Library in awhile. He commended the staff and patrons on the learning that has been going on. Staff is figuring things out together and has had a chance to talk about frustrations and excitements with the new system. On the patron side, there are new ways of searching and many new features to discover. Finn believes that there will be more ease with the system in a short amount of time.

The Library website is in the middle of a redesign with the reveal planned by the end of July. There will be a change in color schemes and ease of use.

Finn shared a glowing Buffalogram addressed to the Board about a specific staff member.

#### **6) COMMITTEE REPORTS** None.

**7) COMMENTS FROM TRUSTEES** Whearty asked whether the construction project would move forward with the news about the cost of seismic upgrades. Finn noted that a budget has been set and the process to select a general contractor is underway. That selection will be made in

mid-June. Whearty asked whether the Library would be closed during any part of the remodel. Finn noted the Library's desire to provide services throughout the process. Whearty also asked whether any thought has been given to asking the public for money. Once a contractor is hired, more information will be available. It may be possible to approach the Foundation for additional funds, if necessary.

**8) WRAP UP**

- The June Board meeting will be Thursday, June 13, 2019 at 1 p.m. at the Lincoln Branch of the Lewis & Clark Library.

**9) ADJOURN** – The meeting adjourned at 6:52 p.m.

*Ron Waterman, Chair*

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