**Board Meeting Minutes**

**North Jefferson County Public Library District**

**Montana City Elkhorn Mountain Inn Community Room**

**January 23, 2020**

Chair Jane Hamman called the regular meeting to order at 5:05 p.m. at the Community Room in the Montana City Elkhorn Mountain Inn. In attendance were library board members Scott Erickson, Jane Hamman, James Hammill, Beth McNamara also attending were Chief Librarian Carly Delsigne, Cheryl Vukasin Board Clerk, Gary Carlson CORSH Chair and community member Bob Marks.

Trustee- Lynora Rogstad excused

**Agenda**: Approved by Consent

**Minutes**: Correction to minutes from November 14, 2019 page 4 Bylaws to reflect the date of October 22, 2019, instead of October 24, 2019. Minutes approved as corrected. Minutes from January 7, 2020, approved by consent.

**Correspondence-** Montana City Library Staff thanked the library board trustees for the gift basket full of delicious Christmas goodies.

**District Library-** Carly reported that the county is moving to a digital time card system. Library staff has been trained and they are able to input their time online. The Shared Catalog has moved to the Blue Cloud Mobile application. The cost increase next year will be nothing because the State Library is covering it. The following year it will go up 6% and they will be working on a new cost formula. The Library just paid $526.20 to provide the World Book to the Clancy and Montana City School Libraries; it’s a service we contribute annually to the two school districts.

Dawn Ruf, a Clancy School teacher and active community member, passed away and she made the library one of her memorials. The library has received donations on her behalf; Carly has been sending out thank you cards and donation forms.

The Library is gearing up for its 2020 Census responsibilities; Carly provided a copy of the questions that will be asked. There will one training a week for Carly and she will train the library staff. All librarians are census champions and Boulder has a complete count committee. Staff training especially will address how to field questions regarding privacy issues. Residents will receive post cards that they can fill out online or they can come to the library with their post cards. We will have stations set up and people will have access to computers to enter their code on the postcard and complete their census. If they do not fill out the Census online with their postcards—a paper form will be mailed to them. If they don’t return the paper form, a Census worker will visit their physical address to follow up.

Exploration Works has again agreed to provide TinkerLabs once per month through May. Summer Reading will include the kick off that we will try to coordinate with as many people as possible. The Lego Man will be coming in June. Since the Book Cellar has remained shut down due to the basement water issues, we will need to find ways to fund the summer program and prizes. The Legal Tender dinner money will be a big help, and there will be a full financial report from FOL at the end of February, so we will be able to plan from there. The MyMontanaLibrary2Go was upgraded in December 2019. The money in Kanopy has run out and we are only half way through the fiscal year so Carly will need to re up the contract at a cost of $250.

**County Commission-** Bob Mullen sent an e-mail that he would not be attending and he did not attach any reports**.**

**Friends of the Library-** Cheryl Vukasin reported there will be an annual meeting on February 24, 2019. The first set of shelving will be received the last week of January and the second shipment will be sent out the second week of February. A possible opening of the bookseller will be in the middle of March or the first part of April. Concetta Eckle will be stepping down as FOL President so there will be elections at the annual meeting.

**North Jefferson County Museum**- The community speakers program is scheduled through the spring and posted on both our bulletin boards..

**Schoolhouse Foundation**- Gary Carlson reported the foundation is moving forward with the ADA bathroom renovations. The foundation has been successful in its fundraising and there is $34,956.10 in cash available, thanks to a matching contribution from the Treacy Foundation and other contributions from Ash Grove and Elkhorn Community Foundation. Additional contributions included the library for $1000 dollars plus the baby changing stations. The county contributed $10,000 dollars towards CORSH needs, which now will be held for the basement drainage/leaking in the spring. Bathrooms will cost $25,000 dollars for a design-build project with Montana City Plumbing, plus an addendum to remove the asbestos pipes and old radiators to install new heaters that were not in the earlier proposal. The goal was to start on March 2nd and finish in April but the heating addition might change the date. Building occupants will be notified about the porta potty by the rear ramp and no water during the project. The library board thanked Gary for his leadership and thanked the Foundation members, too.

**Budget Report-** We are within budget and no additions to report.

**Community Meeting Room-** Beth McNamara stated the community room is busy and no additions to report.

**Montana State Library**- Carly Delsigne reported there were two more staff turnovers and they have re hired for those positions. The Broad Valley Federation of libraries will gather in Butte March 2020. This is a valuable training and each trustee is encouraged to attend with expenses covered by the federation..

**Unfinished Business:**

**County-Clancy School Lease and Facility Options-**

* Copies of the article in The Monitor dated January 22, 2020, were distributed.
* Discussed the county attorney apparently waiting to draft a revised lease because he has not determined what parties are to be involved in the lease.
* Discussed the school district reportedly has told the county attorney they do not want to re-negotiate a revision to the lease. Several school trustees have expressed interest in selling the building or tearing it down.
* In the meeting held with commissioners and the foundation, the county stated they were not interested in re-negotiating the lease because the school board wasn’t interested in re negotiating the lease. After the meeting with School Superintendent Dave Selvig, County Attorney Steve Haddon and County Commissioner Bob Mullen, it was reported that Dave Selvig wanted the county attorney to draw up ownership papers so the school could sign it over to the county, but that the county said it was was not interested in that option. Bob Mullen reported this at a subsequent meeting.
* Discussed possible options regarding the building, the need not to get caught on short notice without information and a workable plan, and the importance of continuing with county HR, insurance, financial reporting, and audits, no matter what plan we ultimately have..
* Gary clarified the mission of the CORSH is preservation, maintenance, and operations from a voluntary standpoint. There is no obligation or responsibility other than they raise money dedicated to the above items. He indicated CORSH could own property.
* Discussed the county insisting in the MOA they were not going to pay the utility bills, shovel, mow, collect rents, change light bulbs, clean, or pay for administrative costs and that the library needed to become the responsible party for such items. We signed the MOA in 2011 (June and revised December) and have assumed responsibility for all such items ever since. If we were to take the next step, we would need to have another staff person be the janitor and maintenance supervisor/building manager. Jane is in the process of drafting a possible revised MOA.
* Jim is drafting a possible Buy-Sell Agreement that looks at obtaining a survey, title insurance, water & septic, county and/or school to insure the building, the school to continue with boiler & water inspections reimbursed by the tenants. This would be a rough skeleton of how we the trustees could own the building. We have to obtain information regarding operational costs and do our due diligence before we can move forward.
* We are in the process of doing our due diligence about what our options are, what they might look like, the cost factors and continuation of county services.
* Our approximate $142,000 depreciation fund would be insufficient and we would need major fund raiser(s) to establish an adequate maintenance building fund. The rumor that the fund is to be used to build a new library is incorrect.
* CORSH has requested the operational costs for this building and Bob Mullen has committed to providing this information to the CORSH and the library board, which will be very helpful
* Discussed our library board has obtained other tenant leases by various Montana libraries and looked at those as models. If anything different than a revised status quo were to start moving forward, we would need meetings with the museum and health department to re writing good documents.
* Being a building owner of a very old building is risky. We have posed a lot of what if’s in our contingency plans, the biggest being what if MACo at any point down the road determined we were no longer eligible for their insurance. This would have a huge impact and would crush the library. We need to continue trying to open doors to see if the county and school could just continue on with a respectable mutually-agreeable lease arrangement.

**Power Pole**-Carly reported Northwestern Energy finally sent a contract regarding the cost to add a light. There would be a monthly fee of $12.60 and it would take three to six weeks to complete. Carly and Jim will review and are authorized by the trustees to proceed immediately for the safety of staff and patrons.

**Clancy School District Facilities Committee Meeting**- The school district Facilities Committee will hold a meeting on January 29th at 8:45 am. Jim, Jane and Carly will plan to attend. If another trustee is able to attend, we will notice the meeting.

**MACo Insurance Packet-** Carly is preparing an information packet to send to Jeremy Norby the MACo Insurance Agent regarding library insurance questions. Carly handed the packet to trustees for review and asked the trustees to think of any additional questions we need to ask. It was suggested to have a breakdown of all the categories and what each one would cost us. We need to have all these pieces regardless if we own or don’t own. We need to know the process or determination of not insuring us and how that would go? Would we be given notice, opportunity to negotiate, are we able to dispute and what does the process look like? Essentially, we are asking MACo not to be subsumed under this huge umbrella and to have reasonable notice when we have an item to challenge. Please give any additional thoughts to Carly by next week and Carly will ask Jeremy to be available for our next meeting in February.

**Security Training**- Jane suggested setting training for March 29, 2020, if convenient for trainers and at a time convenient for them. If acceptable, then it will be posted in the library, firehouse and around the community for signup of participants.

**Anniversary Brochure**- Discussion deferred.

**CORSH Building & Grounds Maintenance Manager-** Discussion deferred.

**Montana City Library Hours-** Carly handed out a detailed proposal for the additional 10 hours in Montana City. The hours would include Tuesday 1p-7p Wednesday 1p-7p Thursday 1p-7p Friday 9:00a-2:00p and Saturday 9:00a-2:00p. Both Montana City and Clancy libraries would each be open for 30 hours per week. Motion to approve hours made by Beth second by Jim and motion carried.

**2020 Amended Calendar for North Jefferson County Library District**- The library staff had a long discussion and they thought it would best to be closed New Year’s Day and the day before and day of Christmas instead of the day after. Motion to approve amended calendar by Jim second by Beth and motion carried.

**NJCPLD By Laws Amended-** From October 22, 2019 Notice to Amend BYLAWS:

(1) Add to Article III. Section 2. Term of Office, paragraph 2 INSERT at END following “notice”

INSERT: “and the Clerk shall submit a copy of the resignation notice to the Jefferson County Elections Administrator”.

(2) Add to Article V. Section 7. Board Member Attendance. INSERT at END following “member.”

INSERT: “If the board is unable to secure a response from the absentee and the member does not respond to certified mail, the board may terminate the trustee and fill the vacancy.”

Motion to approve made by Beth second by Jim and motion carried.

**Cleaning Position-** Cheryl is cleaning as a library aide. Looked at alternatives with the county and it was suggested to have this discussion with the county at a later time.

**Legal Tender Lecture Series**-Carly reported a thank you note has been sent to the Legal Tender for hosting the lecture series. We are waiting for a report on the amount of money that was raised. Carly will give us an update at our next meeting.

**Lecture Series-** No need to pursue the lecture series at this time, since the museum will be holding several in 2020.

**Food for Fines-** Typically done in February where patrons bring in a non-perishable item for every dollar in fines. To benefit the Jefferson County High School FoodShare, collecting approximately 100 items last year. Motion to approve Food for Fines in February this year to benefit the Jefferson County Food Bank made by Beth, second by Jim and motion carried.

**Greater Helena Gives-** Last year we participated and raised a total of $3,000 including a $500 bonus prize and offline where people dropped off checks to the library We came in number nine among the nonprofits with the $500 bonus rolled into $1900 online. It was suggested to participate again and write about shutting down the Book Cellar due to leaking in the basement causing an interruption in funding activities by Friends of the Library. It was suggested reporting on the successful summer reading program that helps with continuous growth, not just reading a book. There will be an entrance fee, probably due in April. Carly may not be available to get this done so Jane offered to assist with the writing. This item will be put on the next agenda for further information and discussion.

**Clancy School Board Meetings:** The Clancy School Board meeting is February 11,2020, at 5:30p and we will be meeting on February 10, 2020, at 2:00p.

**CORSH Celebration-** The CORSH is going to have a reception after the bathrooms are finished. It was suggested that we should do the same to acknowledge our donors for the bathroom project. Perhaps we could plan together with CORSH.

**Internet**- The health department switched over to our internet today and it will be fully operational by next week. It was suggested we continue maintaining our own internet and the museum continue maintaining theirs.

Special Meeting will be held at the Community Room in the Clancy Old Red Schoolhouse on February 10, 2020, at 2:00p

The meeting was adjourned by Jane at 7:15p

Respectfully Submitted,

Cheryl Vukasin

NJCPLD Clerk