



LIBRARIES

**Library Board of Trustees Meeting
Wednesday, April 1st, 2020. 9AM
Online Meeting
MEETING MINUTES**

Online attendance: Marsha Sultz, Doug Adams, Heidi Roedel, Al Logan, Connie Leistiko (Board); Connie Behe, Teri Dugan, Martha Furman, Megan Glidden, Sean Anderson, Ellie Newell, Tony Edmondson, Zacc LePiane (Staff); Charlotte Housel (Foundation).

- A. Call to Order:** M. Sultz called the meeting to order at 9:01 am.
- B. Open time for persons to address the Board on matters within the Board's jurisdiction.**

- C. Approval of Minutes** Wednesday, March 4, 2020. **(ACTION)**
Moved by A. Logan "to approve the March 4, 2020 Board Minutes as presented."
Seconded by D. Adams

APPROVED

Approval of Special Board Meeting Minutes Monday, March 16, 2020.
(ACTION)

Moved by A. Logan "to approve the March 16, 2020 Special Board Meeting Minutes as presented."
Seconded by M. Sultz

APPROVED

D. Reports

- A. Financial Report-** Dugan, Behe **(ACTION)**

Moved by D. Adams "to accept the February Financial Report as presented."
Seconded by A. Logan

ACCEPTED

B. Director and Staff Reports- Behe

- Behe reminded the board that there will be no in person administrative budget meetings this year. The finance department and county administrator will reach out if there are questions regarding the submitted proposed budget.
- The Library Leadership team is considering purchasing additional digital materials. Money will be used from the budgeted library materials line.
- Behe took questions about the submitted written director's report.
- Behe presented the FY21 proposed library budget. Questions and discussion took place.

- Housel asked for ways the Library Foundation can help advocate for library budget funding.
- Adams raised the question about how FY21 budget requests will be affected by the current pandemic situation.
- Behe presented information about the Library's response to the COVID-19 health emergency, library services to the public and remote working protocol along with next steps for the library.
- Roedel inquired about a way to distribute holds to customers. Discussion about circulating materials safely will continue to be discussed by the library leadership team and will be revisited with the board. Safety for staff and customers are the first consideration.
- Behe commented that leadership has risen to the occasion during the crisis and she has seen leadership demonstrated in each staff member.

C. Library Foundation Report-Housel

- Loud at the Library is postponed to May 21st. The revenue loss from the event is being felt by the Foundation. An online fundraising is in the planning phase.
- Housel thanked Behe for keeping the Library Foundation in the loop with knowledge and updates from the Montana State Library during the public health emergency.
- Housel continues to work on a national grant for the Bigfork facility.
- Roedel inquired if ticket holders and sponsors were requesting refunds for purchases due to the postponement of Loud at the Library. Housel answered that most were not.

D. Facilities Committee Report- Logan

- Logan had nothing new to report and is looking forward to meeting with the facilities committee again in the future.

E. Old Business

A. Emergency Medical Response Policy (**ACTION**)

Discussion took place regarding the newly formulated Emergency Medical Response Policy. This policy was created in response to the current COVID-19 public health emergency. It was decided to have further discussion as to the need for this specific policy and to table any action.

Moved by H. Roedel to "table the Emergency Medical Response Policy for further discussion."

Seconded by D. Adams

Discussion took place regarding adding the procedures from this document to the already existing disaster plan.

APPROVED

F. New Business

A. Extend closure of library facilities

Moved by A. Logan "To accept the motion to extend the closure of library facilities in conjunction with COVID related school closures."

Seconded by D. Adams

Discussion took place. Adams suggested clarification that the related school closures are only related to the current public health emergency. Roedel suggested modifying a full closure in relation to the request to supply holds materials to customers. Behe said the delivery of materials to customers and the closures are two separate issues and shared that while it is a difficult decision to not distribute materials, the safety of customers and staff are the key deciding factors.

Adams commented that logistically and practically, it was not efficient to distribute materials to library customers at this time.

APPROVED

G. Housekeeping

Next regular meeting: Wednesday, April 22, 2020, 9:00-12, Online

Library work session: about funding options, reschedule TBD

Tamarack Federation Meeting: reschedule TBD

Roedel inquired about online training credits for the Library Board. Behe shared that a virtual training is in the works from the Montana Library Association. Sultz reminded the board about options for trustees to connect and join groups online.

H. Adjourn: 10:52