



LIBRARIES

Library Board of Trustees Meeting
Wednesday, October 25, 2017 9:30 am
ImagineIF Columbia Falls

MEETING MINUTES

Present: Terry Guidi, Connie Leistiko, Al Logan, Marsha Sultz (Board);
Kim Crowley, Martha Furman, Teri Dugan, Tony Edmundson (Staff).

- I. **Call to Order:** T. Guidi called the meeting to order at 9:34 am.
- II. **Open time for persons to address the Board**
Trisha McCarthy, West Glacier, was in the audience and introduced herself as an interested Library customer.
- III. **Approval of Minutes**
Moved by A. Logan "approve the minutes of the October 4, 2017 Library Board Meeting as presented."
Seconded by M. Sultz **APPROVED**
- IV. **Reports**
September Financial Report
Moved by A. Logan "to accept the September 2017 Financial Report as presented."
Seconded by C. Leistiko **ACCEPTED**

Director and Staff Reports
 - Library Manager, T. Edmundson introduced staff and reported on ImagineIF Columbia Falls current programs.
 - K. Crowley took questions regarding the October written Director's report.
 - T. Guidi thanked Library Staff for their hard work. He especially enjoys reading the Director and Staff report.
 - M. Sultz commented that the Fix-it Café sounded interesting.
 - Staff agreed to change the language of our closure sign from Columbus Day to Indigenous People's Day. This change led to many good conversations and interactions with customers.
Summer Experience Recap
 - M. Furman presented a recap of the 2017 Summer Experience Program. The program consists of 9 weeks of activities for ages birth to 17 and helps to prevent the "summer slide" in learning. Play is emphasized while focusing on Science, Technology, Engineering, Arts, and Math programming as well as building 21st century skills.
 - For the summer, a 16% increase in program attendance occurred for ages birth to 10; and a 13% increase in teen program attendance was recorded.

- Furman gave recognition to staff and expressed her gratitude for their hard work and vision for the Summer Experience Program. She also recognized the Foundation and Friends of the Library for their support of the program. Plans are underway for Summer Experience 2018.

Foundation Report

- Crowley reported the annual appeal letter is complete and will go out soon.
- The Foundation advocacy committee is putting together talking points for Board members to use.
- The donor database is currently being organized.
- Everyone is happy to have Library Foundation Executive Director, C. Housel, back from leave.

Facilities Committee Report

- An appraisal is in the works for a possible Bigfork site in which the Library would share a space with the Senior Center.
- Funding for the Big Sky Trust Fund is delayed until 2018.

Statistics

- Crowley reviewed the Strategic Plan Performance Objectives. Targets are based on year-end numbers for 2017. Overall Program Attendance is up from last year.
- Overall Circulation is up 16.14% at ImagineIF Bigfork.
- Attendance is up at programs and classes offered outside the Library.
- Building Traffic is up overall.
- Crowley reviewed Performance Overview statistics. These reports are used when presenting statistics to the County Commissioners.

V. Old Business

Staffing Update

- Crowley reported E. Bolam has been hired to fill the 30 hour a week Library Advisor Vacancy. E. Freeman will be working regular frequencies at ImagineIF Bigfork.
- A vacant Materials Handler position will be posted next week.
- Scheduling improvements continue to be made to adjust for staff shortages.

VI. New Business

Policy #5000 Collection Management (ACTION)

C. Leistiko reviewed updates, additions and changes made by the Policy Committee to Policy #5000 , Collection Management.

Moved by C. Leistiko "to approve the changes made to Policy #5000 as presented."
APPROVED

Early Closure

Moved by M. Sultz "to close at 5pm at all ImagineIF locations on November 22, 2017, Thanksgiving Eve."

Seconded by A. Logan **APPROVED**

Crowley suggested nominating Jane Lopp for MLA Trustee of the Year Award. The board agreed.

Leistiko let the Board know that she will be out of town for the January and February meetings.

Housekeeping:

Foundation Board Retreat, 1:00-5:00 pm, Wednesday, November 8, 2017, Cedar Creek Lodge, Columbia Falls.

Next regular meeting, Wednesday, December 6, 2017, Imagine!F Bigfork, 9:30 am.

Public Library Association Conference, Philadelphia, March 20-24, 2018.

Montana Library Association Conference, Bozeman, April 11-13, 2018.

Tamarack Federation Meeting, May 11-12, Marina Cay, Bigfork

VII. Adjourn: 11:19 am