



Drummond School & Community Library District Board of Trustees  
Regular Meeting:  
October 25, 2023  
4:30 PM  
Via Zoom and in person

CALL TO ORDER:

Sue Peterson called the meeting to order and lead the pledge of allegiance. Jackie Bolster, Janet Hauptman, Dean Phillips, Dorene Pfendler and Jodi Oberweiser were present in person; Sue Peterson, Teresa Kielley, Bob Rowe, Given Kutz were present via Zoom.

APPROVAL OF MINUTES:

Teresa made a motion to approve the minutes of September 20, 2023; with the two spelling corrections. It was seconded by Sue and seconded by Dean. The motion was approved unanimously.

FINANCIAL REPORT AND APPROVAL OF BILLS:

Bob Rowe and Given Kutz provided updates and recommendations on the Putnam investments. -Sue made a motion to move \$286,576.94 from the Putnam Bond Fund A to the Ultra Short Duration Income Fund. The motion passed unanimously. Bob further recommended that this take place November 1st; after the dividend is captured on the last day of October. Dorene distributed the September financial report with the quarterly report from the Putnam account and reported that the district has received \$621 in November taxes to date. STiP is performing well and \$10,000 was moved from reserves to checking giving a balance of \$17,000. Chamber Dues of \$75 will be paid upon invoice receipt from the Drummond Chamber.

CORRESPONDENCE:

Dorene spoke with Montana State Fund about the correspondence on 9/20/23 stating that following a review in elective coverage, an endorsement has been removed from our policy: "A review of your policy has found an unnecessary elective endorsement: Volunteers Endorsement. Dorene was told that after a statewide audit such updates were made to anyone without full time 40 hour/week employees. It was suggested that we ask volunteers to produce evidence of insurance. Dorene will contact County Attorney Blaine Bradshaw to look into our liability for volunteers and create a binding document waiver for volunteers to sign.

### UNFINISHED BUSINESS:

Personnel Policy was reviewed and will be presented for first reading, discussion and decision and will be adopted in November.

Documents in the book shed were discussed and it was decided that they must first be removed from the shed and be secured in the library behind two secure locks according to state law.

The library director or designated appointee of the board will have access to the files including personnel files and a log will be kept to show a record of access.

A timeline for scanning the documents to PDF format and saving to thumb drives was discussed. It was decided that ideally the board would like the project to be completed by May, but would like to be updated on the project and feasibility in a month. Founding documents, Quarterly Tax statements, State Audit reports, County financials, and Personnel files will be scanned and kept in the file cabinet. Personnel files for employees who no longer work for the library district must be kept for 15 years. Files containing documents 2017 forward will be scanned to the thumb drives, labeled by year, and then shredded.

Salary for the director was discussed. The contract will follow the policy. The board will adjust the policy based on what is offered to the employee next year.

Purchase of at least 10 thumb drives was approved.

County Commissioners are offering Board Training on January 10, 2024 in Philipsburg. Jodi will contact MSL to see if CE credits will be available. Interested members can register with Billie Kulaski.

AR Goggles Training/event: Parent permission will be required before use and it was discussed to put the link to the permission form on the website for parents to print and sign. Jodi will talk to the STEM teachers to collaborate on a program and notices will be placed in the newsletter for people to reserve spots to use the devices.

### NEW BUSINESS:

County Attorney Blaine Bradshaw sent a letter concerning a new law on posting agendas and Billie Kulaski will post the agenda on the County's website.

Offering Online User Registration was approved and Jodi will contact MSC to set up wording for the forms and put a notice in the newsletter.

Furniture: Many of the chairs need to be reupholstered. Sue suggested talking to Friends of the Library about it.

Sue also suggested a nice large rug in front of the circulation desk to extend the life of the carpet.

### LIBRARY REPORT:

Books Are Fun Book Blast was a huge success for Drummond School! While the expectation was that each child would receive at least one book, our students did so well that every child received (5) five books for their home libraries and many of our students earned all 10 books in their class bookshelf. 48 students earned additional prizes and three teachers received \$100/\$200 shopping sprees for their classrooms.

Upcoming Programming: November 2 Montana Library Network Virtual Program Logic and Magic. November 3: Tips for a resilient holiday Lunch n Learn November 7 Night @ the Library: Humanities Montana brings Mary Jane Bradbury as Lucy Meriwether Marks to life in the library. November 17 MSU Extension Agency brings Marcia Goetting to present a program about Estate Planning.

PUBLIC COMMENT:

ADJOURNMENT:

Jackie made a motion to adjourn the meeting. It was seconded by Sue and the meeting ended at 6:20.

NEXT MEETING:

November 29, 2023 at 4:30 via Zoom

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Chairman

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Secretary