

Philipsburg Library Board Meeting

Date: Wednesday, September 15, 2021

Meeting commenced in Closed session at 5:15 p.m. with Barbara Cahill; Charlene Bucha; Billie Kulaski; and Kendra Kanduch (via phone) attending. Board Members came out of closed session at 5:30 with the following action items. 1.) The Board would like the salaries of Library employees to commensurate with position descriptions and to offer competitive wages for similar positions within the field. 2.) The Board would like to re-evaluate the position descriptions, having Gina, Kristen, and Leslie go through position descriptions for similar roles and cross off/ add-on tasks that are relevant and return to the Board by October 5, 2021. 3.) The Board would then like to ensure that all personnel matters are remedied and there are no issues that need addressed. This will enable the Board to create offer packets to provide to each of the Library employees at the next Board Meeting, including new salary expectations.

Meeting Called to order at 5:32 p.m. by Chairperson Barbara Cahill

Members Present: Barbara Cahill; Billie Kulaski; Charlene Bucha; Kendra Kanduch (via phone); Gina Vale; Leslie Casey; and Dorene Pfindler; Keith Baxter was absent.

Approval of Minutes: Charlene moved to approve the minutes from August 18, 2021 meeting and the motion was seconded by Barbara. The motion passed unanimously.

Clerk's Report: Clerk, Dorene went through the report, explaining that taxes come in November and May and until then, total revenue looks somewhat bleak. Dorene also pointed out that under subscriptions and periodicals we have only budgeted \$100 for the year but have already exceeded that expenditure by \$25, this is due to the monthly subscription to the Missoulian, which costs \$25 per month. Barbara is going to check into the online subscription options for the Missoulian to save the Library some money. Dorene also stated that we no longer have a printing charge as a line item, so those charges have moved under "contract services." It was also discussed that Gina will check to see if a check has been received for rent by the tenth of each month, and notify the Board if it has not been received. Barbara motioned to accept the Clerk's Report. Billie seconded the motion. The motion passed unanimously.

Librarian's Report:

Book Drop Contest: Gina has been trying to coordinate with local artist Ruth McDonald, but thinks Ruth may be out of town, however she is still hoping this is something we can get done before the weather turns.

Programs:

Montana Humanities Speaking Event: Scheduled for September 23, 2021 at the Philipsburg City Park has been canceled due to COVID Concerns.

Afterschool Programs: After-school programs is something that the school should be able to facilitate, but Gina has been reaching out to them without success in getting a response. Kendra stated that she had heard from Christa that the school is thinking about potentially doing something on a Wednesday. Gina said she would get with Kristen to see if maybe the Library could facilitate an after-school program for one day.

Story-Time / Afterschool Programs: Storytime will be making a come-back in October. Gina has been trying to do Facebook poll to see what days and times will work best for parents but has been having technical difficulties, hopefully this will be sorted out soon.

Michael Jochum: There will be a reading and book signing on October 27th with Michael Jochum, the drummer from the Ryan Chrys Band. He has written several books, he was also Animal in the Muppets.

Headwaters Funding: There is still funding left over and we are looking to find people to do programs as we go into fall / winter. There are some community members interested in hosting Yoga classes, the Ranch at Rock Creek is interested in potentially hosting cooking classes, and there is another community member interested in doing some herbal immersion programs.

Antique Roadshow: Mike & Diana Young are planning to do an Antique Roadshow program this fall at the Library (TBD for date).

The Art's Council: The Art's Council is contemplating organizing another drink and draw type of program for community adults.

Sip & Sew: Wendy Goeff has expressed interest in setting up a Sip and Sew program for community adults as well.

Summer Reading Program: Total attendance was 18 kids and total hours read were 252. Gina will be placing the order for kiwi crates in the following week. She will use the Library Credit Card then invoice the School.

Surveys: The surveys have come to a close Gina will be meeting with Emily to run an article in the paper to summarize the results. Charlene commented on the importance of growing with the County and meeting the County's needs as the County grows. There was also a discussion over extending the Library Hours, and Gina emphasized not changing the hours until the next fiscal year to be able to budget more appropriately, she also added that we are going into the winter months.

Open Carry Gun Policy: Gina explained that there is a gentleman that is coming into the Library that is very polite and nice, and he just happens to be carrying a gun. She reached out the Granite County Attorney, Blaine Bradshaw to ask what the County policy is and if the Library is included. Blaine Bradshaw explained that resolution 95-5 doesn't allow open carry in County Building's but that the Library is not named as one of the buildings; however he could add the Library if the Board would like. Gina stated she doesn't care, but that if someone was uncomfortable she would like them to be able to ask the person to not have it.. Barbara stated she will ask the County Commission to add the Library to Resolution 95-5 when she provides a Library update in October.

Unruly Patrons: Gina commented that there has been an unruly patron visiting the library, he has been smoking in the bathroom and looking at very inappropriate content on the computers. She has called into the Missoula Library to get some guidance on dealing with unruly adults. She also stated she is going to unplug the computer that faces the wall to give people less privacy on the computers. The Board discussed posting the computer policy on the computer stations as well as no smoking signs on the bathroom door; as well as notifying the Granite County Sheriff's Department whenever there are patrons that make the Library staff uncomfortable.

Stephanie Burd Artwork: A piece of her artwork has sold and she is donating 60% of the money to the Library. There is \$30 in the envelope for her (the Library received \$40).

Wallace Foundation Donation: Of the \$5K donation; \$3K needs to be used on books, programs or technology. Gina is looking into kids tablets. Billie recommended Amazon Kindle for kids, because of the kids programming. She is also looking into movie services and ancestry.com. Gina has had some technical difficulties trying to get through to someone with Ancestry.com. The Drummond Library offers this service and has a shared membership with the school, however the price of this membership still costs the library around \$800 annually. The Board discussed other ideas that aren't a subscription so they don't have to either discontinue service in the future or come up with the funds from another source.

Friend's Report

There has not been a meeting since April 28, 2021; there are still two vacant positions on the Board of Directors.

Rotary Concert: Food booth at the Rotary concert on August 21st, 2021 went well, there was a great volunteer group. Net profits were \$1,039.59 (\$1,932 in sales; \$892.41 in expenses); Rotary is donating \$750 as a match.

Wallace Foundation Donation: \$5K Donation

Friends Financials: Balance in the account: \$41,594.21; Library portion, \$24,603.27 which includes merchandise sales, Blackfoot grant, Headwater grants, and imagination library (14 participants); expansion portion, \$16,990.94.

There is no friends meeting scheduled at this time.

Upcoming Programs / Events:

The Board Discussed the potential of Friends hosting a silent auction, and Barbara said she would discuss with the Friends.

Chamber Report

Chamber doesn't meet until the following Tuesday (September 21, 2021).

Old Business

Expiring Lease Agreements: The lease for the upstairs tenants is coming due in November, and Barbara reached out to see if the tenants planned to renew, but they weren't sure yet because they are waiting to see if their lease will be renewed for "Grassroots." We should know in October. The lease agreement for Philipsburg Brewing Co. is expired, but the Board decided to reoffer a new lease to them, Barbara is going to handle the details of the new lease, and get it to Cathy Smith to sign.

New Business

Winterizing: The Board discussed making sure the outdoor faucet is winterized to make sure it doesn't freeze, as well as Winterizing the Library in general (making sure batteries are replaced, heaters are working appropriately, etc.). The Library is going to reach out to the Toy Store to see if they have someone available that would like to do snow removal for the Library this year again, and set the expectation for days, times, and prices. The Library also needs to set the expectation for snow removal of the stairway with the upstairs tenants before snowfall.

The next meeting will be **October 20th, 2021 at 5:15 p.m.**

The meeting adjourned at 6:30 p.m.