



LEWIS & CLARK LIBRARY

**Lewis & Clark Library
Board of Trustees Meeting
Lewis & Clark Library
February 18, 2020**

MINUTES

BOARD MEMBERS: Niki Whearty, Ron Waterman, Helen Fandrich, Judy Meadows, LeRoy Schramm via telephone.

STAFF MEMBERS: John Finn, Director; Patricia Sternberg, Administrative Manager.

OTHERS PRESENT: None.

Whearty called the meeting to order at 5:04 p.m.

Meadows read the Board Mission Statement.

1) PUBLIC COMMENT None.

2) CONSENT ITEMS

Waterman/Meadows moved that the Lewis & Clark Library Board of Trustees approve the Consent Items as presented.

- A. Minutes** – January 2020. Meadows commented on the request by a patron to go back to having a phone booth in the lobby. It was noted that the phone at the Public Service desk is offered as a convenience not as a primary phone service for patrons.
- B. Service Report** – January 2020. Finn shared that Trustee Meadows and staff met before today's meeting to talk about statistics and to answer questions about the reports. Lincoln Library has been actively recruiting new card holders – it is showing in the statistics. East

Helena Branch is also doing well. Director's Outreach includes the radio programs and the presentations Finn does for area service groups.

- C. Financial Report – January 2020.** There was discussion of adding a column to the report that would reflect the percentage of budget spent as well as percentage remaining. Sternberg will implement that change for the next meeting. Sternberg also explained that the interest income bank statement for the previous month does not arrive at the Library until after the Board packet is mailed. The interest income will show as already rolled into the year to date amount by the time the next month's report is published. Fandrich noted that The Big Read expenditures do not reflect income received. Sternberg will research and report back for the next meeting.
- D. General Ledger – January 2020.** Finn explained that PLA is at the end of this month and ALA midwinter was in January. Whearty asked about the annual subscription to Connections Computer Classes – a set of pre-packaged computer classes for staff to teach to patrons. Katie Rende – Public Services – will be teaching a class on Reddit next week from that subscription. Finn reported that 'Crafty Day' at Touchmark and game night have been well received. Whearty appreciates the outreach. There was discussion of the programmable robot 'Spheros' prizes for the Dear Author contest.
- E. Personnel Report – January 2020.** Finn discussed personnel changes in January.

MOTION passed unanimously.

3) NEW BUSINESS

- A. East Helena Branch Library Lease – Renewal Options** It is time to renew the Library lease in East Helena. The owner has presented the Library with several options for lease times and a menu of improvements to choose from. The building could use some updates and upgrades. Fandrich is opting for a 3-year lease. She also brought information about other real estate in East Helena for the Library to investigate. Finn's recommendation is a 5-year lease with limited improvements including a new roof and recovery air/heat exchanges. He can have those lease rates for the next meeting. The East Helena Branch lease is up on May 15th. Waterman suggested the County

Attorney look at the lease. Schramm understands the cost issues – his interest is also in a 3-year lease and believes the Library should be looking at options as soon as practical. Finn will ask for both a 3-year and a 5-year lease option from the landlord.

- B. FY2020 Budget Amendment** Sternberg explained that now that the loan has been received, it will be clearer to include the loan in the income and expenditures for the FY2020 budget.

Waterman/Fandrigh moved that the Lewis & Clark Library Board of Trustees approve amendments to FY2020 Final Budget to reflect the receipt and expenditure of INTERCAP Loan funding for the 2019-2020 Main Branch Remodel.

MOTION passed unanimously.

- C. Longevity Pay Policy** Finn explained the history of the Longevity Policy. Currently, benefit increases stop after 25 years. The proposed amendment removes the ceiling for incremental longevity increases for staff working over 25 years. Discussion. The policy will be brought back to the next meeting.

- D. FY2021 Preliminary Budget** Finn presented a draft copy of the budget with different options for salary increases – one based on the CPI-U and one with an across the board salary increase. Finn noted that it will be harder to balance this budget if the CPI-U increases are implemented. Schramm made the point that across the board increases lead to salary compression and should not be used as a general rule. Sternberg also recommends a salary survey every 5 years to continue to keep salaries current. The Trustees agreed to move ahead with the across the board raise for FY2021. The preliminary budget will be brought back to the next meeting.

4) UNFINISHED BUSINESS

- A. Branch Highlights** The Branches are amazingly active. The attached highlights are full of fun activities, promotion, outreach and enthusiasm.

- B. Construction Updates** Fandrigh reported a phone complaint from a patron who experienced falling debris in the parking lot. Phase I is moving right along and the construction team is ticking off Phase II projects as they can. The challenge right now is for the book and shelf moving that comes with Phase II. The Library did sign a short term lease for a space that can be used as a temporary annex. One plan

would be to move the children's and teens collections there. There is good lighting and an accessible bathroom. Staff is very interested in keeping the collection available to patrons during all phases. Finn offered trustees a tour of the construction space after this meeting.

5) DIRECTOR'S COMMENTS

March Board Meeting – Trustees agreed to change the date of the March Board meeting from Tuesday March 17th to Wednesday March 18th.

Trustee Training – In order to register for the upcoming Trustee Training, registrants need an Aspen account. John will be in contact with them about the account and the training.

March 13th and 14th Broad Valleys Federation Retreat – at the Butte Copper King Inn.

6) COMMITTEE REPORTS None.

7) COMMENTS FROM TRUSTEES Whearty reported that when she wears her L&C Library logo clothing around town, she gets many positive comments. Fandrich expressed appreciation for the Library television and newspaper ads.

8) WRAP UP

- The March Board meeting will be Wednesday, March 18, 2020 at 5:00 p.m. at the Main Branch of the Lewis & Clark Library.

9) ADJOURN – The meeting adjourned at 6:20 p.m.

Niki Whearty, Chair

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