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**WHITEFISH COMMUNITY LIBRARY
BOARD OF TRUSTEES**

**MINUTES OF MEETING ON WEDNESDAY, JULY 8, 2015 7:00 P.M.
WHITEFISH COMMUNITY LIBRARY, 9 SPOKANE AVENUE**

- Members Present: Anne Shaw Moran, Chair; Marge Fisher, Vice Chair; Mary Vail, Treasurer; and Roger Barber, Tamarack Representative
- Members Absent: Alison Pomerantz, Secretary
- Others Present: Joey Kositzky, Director

CALL TO ORDER
The meeting was called to order at 7:06 p.m.

COMMUNICATIONS FROM THE PUBLIC
None

DIRECTOR'S REPORT

- Joey Kositzky said that she called Rick Cunningham, who works with the S.N.O.W. bus, concerning its summer route and the impact that route is having on the Library. The S.N.O.W. bus organization expanded its service into the summer months for the first time to include transportation to Glacier National Park. Its loading zone is in the cul de sac in front of the library, which also serves as a drop off point for library patrons and businesses. That decision was made without consulting Joey or the library trustees, however, and Anne said she would call Mr. Cunningham about the Library's concerns.
- Joey also told the Board that she would be concentrating on the Montana State Statistical Report for the next several months. That important and complicated report is due in November.
- The summer reading program is in full swing, with French and Spanish classes on Mondays, Reading with Kramer on Tuesdays, and the Super Heroes programs every week. The increased programming means that the Library is reaching many more children this year.
- The Library has been especially busy this summer. The gate count on Monday and Tuesday of this week alone surpassed 400 each day, and over 1,000 items were checked out of the Library each day. Joey hasn't even tried to keep track of usage on the public computers.
- John Kramer continues his generous support of the Library. Mr. Kramer will pay for the cleaning, sanding and staining of the three exposed end beams in front of the Library. He will also pay to have copper covers installed on the beams once they are dry in an effort to prevent future erosion.
- To try to control utility costs, and also as a way to increase the experience of patrons inside the Library, the outside electrical outlets will be shut off. Joey consulted with Chuck Stearns, the city manager, about this option, and he supported the decision. Since the outlets are on a separate breaker, it is a fairly easy solution to a problem that can

become troublesome with the increased number of visitors in the summer who use the Library's outside electrical sources.

- In the same vein, Joey said she is looking into the possibility of moving the Library's WiFi "range of connectivity" closer to the Library building. Currently, that WiFi connection extends across the street into Depot Park. While the Library staff tries to discourage streaming of movies or video games inside the building, it has no way to control what happens outside the building, and those activities appear to slow down the service for Library patrons.
- Joey reported that library usage has soared during the summer months, and many of the computers are beginning to show their age. Rocky Graziano and Shannon Hanson have been able to restore usage to two of the four computer banks on the north side of the Library by installing a new video card. Rocky has also prepared a report on the status of the Library's computers, which he entitled "State of the WCLs Computer Nation," which Joey distributed to the Library trustees. She requested that the report, and its contents, be placed on the agenda for the August meeting of the Trustees. In preparation for that discussion, Joey suggested that the Board consider a request to the Whitefish Library Association, asking that group's help in finding funding for ongoing computer maintenance. Joey also suggested that the Library not expand the number of computers it makes available to the public until it can figure out some way to maintain the machines it currently has.
- Joey also told the Board that she signed up for a Webinar entitled "Beyond Book Sales: Practical Ideas for Raising Funds for Your Library." The Webinar included an interesting 12-step method for fund raising, which she will share with the Whitefish Library Association.
- Joey will order signs to be placed outside the Library at each of the emergency exits. The signs will say: "Please do not block this emergency exit at any time." Hopefully that signage will solve a problem that has become more difficult and frequent in recent months.

OLD BUSINESS

Approval of the June 10, 2015 minutes

MOTION:

Marge Fisher moved to approve the June 10, 2015, minutes as submitted. Mary Vail seconded the motion. The motion passed unanimously.

Whitefish Library Association Report

No report.

Public Outreach

The Library trustees spent approximately 15 minutes discussing the core messages that will be part of the public outreach effort, and the methods to use in getting those core messages out to the public. Since the trustees have spent the most time developing the first core message, entitled "Did You Know?", the conversation focused there. In an effort to reach public members who may not use the library and its services, the Board suggested that the following communication methods could be used: a newspaper flyer, the Chamber of Commerce newsletter, an insert in water bills, a bulk mailing and a GIS mailing. Board members suggested that

current Library patrons could be reached through Facebook, the Library website, its extensive email list, postings on the front door, bookmarks in all materials that are checked out from the Library holdings, and receptions held in conjunction with other public events in Whitefish like Gallery Night or the Christmas stroll.

2016 Budget Update

Anne checked with Dana Smith, the chief financial officer for the City of Whitefish, recently concerning the status of the 2016 city budget and the Library's place in that budget. Based on that conversation, Anne reported that the City has had two meetings concerning the city budget since the June meeting of the Library trustees. Nothing was done at those meetings to change the Library's budget. The City Council will meet in late July to start setting priorities for the upcoming fiscal year and to start make some hard decisions, Anne said. It is possible that the Library will be impacted during those discussions, Anne said, but it does have a little cushion because of a larger-than-normal carryover fund.

Library Wish List

Joey said that she hasn't done much to refine the Library Wish List since the last discussion with the Board of Trustees. After additional refinement, Joey said she will post the list on the Library bulletin board and the Library website. While the current wish list includes specific items with both large and small price tags, what the Library really needs is extra money to expand its holdings and services, Joey said.

Other Old Business

Anne asked Joey for an update on the so-called clipboard for Library maintenance. Joey said that she is continuing to work with the Parks and Recreation staff to develop that clipboard, and also to determine where it should be posted in the Library. Anne said she would like to participate in the development of that clipboard, too.

NEW BUSINESS

Election of Officers

Since not all of the Library trustees were present at the July meeting, Anne suggested that the election of officers be tabled until August.

MOTION:

Marge Fisher moved to table the election of officers until the August 2015 meeting. Mary Vail seconded the motion. It passed unanimously.

Policies and Procedures

Joey distributed a new policy for the Library entitled "Library Card Privileges and Responsibilities." The policy combined several current policies previously approved by the Board of Trustees, and also clarified several others. After some discussion, Joey suggested that a couple of phrases be deleted as unnecessary, the Board added additional language to the damaged or lost materials section, and the maximum library fine section was refined.

MOTION:

Marge Fisher moved to accept the new policy, with all of the suggested changes. Mary Vail seconded the motion. The policy was approved, as amended, unanimously.

Financial Report

Anne quickly reviewed the Library's current financial reports. A handful of budget lines, like materials and maintenance, are overdrawn because of the flood and water damage in January. Most of those expenses were covered by insurance, however, and the specific budget lines do not reflect that reimbursement. Many of the Library's other budget lines still have money also, so the overall Library budget for this fiscal year is in good shape, Anne concluded.

Review and Approve Invoices.

None.

Other New Business Items.

Marge Fisher reluctantly informed the Board that she had to resign her position as trustee, effective immediately. The Board and Joey expressed their sadness and gratitude to Marge for her service and devotion to the Whitefish Community Library.

ADJOURNMENT

The meeting adjourned at 8:25 p.m.

Respectfully submitted:

Roger Barber
Roger Barber, Acting Secretary

Approved by the Whitefish Community Library Board of Trustees on: August 12, 2015

Anne Shaw Moran
Anne Shaw Moran, Chair