**MINUTES OF THE**

**ROOSEVELT COUNTY LIBRARY BOARD**

Held at the James E Shanley Tribal Library

In Poplar MT

February 1, 2020

10:00 a.m.

Meeting Three

**ATTENDING:** Laurie Evans, Roosevelt County Library Trustee

 Beth Hekkel, Roosevelt County Library Chairperson

 Gloria Mason, Roosevelt County Library Vice-Chairperson

 Sue Snitker, Roosevelt County Library Trustee

 Andrea Hayes, Roosevelt County Library Director

**ABSENT:** Pat Henry, Roosevelt County Library Trustee

**GUESTS:** Anita Sheetz, James E. Shanley Tribal Library Director

 Janet Livingston, Roosevelt County Library Employee

**MINUTES:**

The minutes of the October 26, 2019 meeting were reviewed. Laurie made a motion to accept the minutes as written. Sue second. Motion carried.

**STATEMENT OF ACCOUNTS:**

The Statement of Accounts for the month of January were not available at this time. Copies of the December SOA were distributed. Anita had a question concerning the Branch Libraries about who paid the employee salaries, utilities and book allowances. Gloria stated the Froid Senior Citizen Center contributed to the electric bill and there was no building expense. The Culbertson Library is in the Roosevelt County Complex building. The book allowance as well as computers, printers, etc., comes out of the
Roosevelt County Library’s budget.

There were no big purchases last month.

Anita mentioned her library has an Amazon Business Credit Card specifically for purchasing paper supplies such as toilet paper and some books. She will email Andy the information on obtaining one. She also always uses a purchase order when ordering anything.

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**OLD BUSINESS:**

There has been no progress concerning the internet cables since this last fall. Anita offered to talk to her IT person to help Cole Hanks with this project.

 Andrea handed out information on the Macmillan petition from the American Library Association concerning E-books for all. Even though Montana libraries are members of a consortium, Macmillan wants to let the consortium purchase just 1 book for the entire consortium for the first 8 weeks a new book is released. It was thought they were still taking signatures on the petition.

Andrea handed out copies of the revised Memorandum of Understanding with the James E. Shanley Library with signatures. This will need to be renewed/revised every three (3) years. The next renewal should be in 2022.

**NEW BUSINESS:**

Leona Colvin, the Culbertson Librarian reports she is thinking about going to the Montana Library Association Annual Conference.

Sheri Harvey, the Froid Librarian reports that Froid is considering having a second book club. They have received $465.00 from the Community Fund Drive.

Anita reports there has been a Census recruiter in the library talking to an average of 7 people per day. An Administrative Team-Monthly Report was shared which reports activities, success stories, monthly challenges, days open, circulation statistics, patron counts, new items and new users. These reports were for November 2019, December 2019 and January 2020.

Andrea shared information about hiring a new Library Director, job description and letters. She has agreed to help create a job description and help to formulate a job opening advertisement.

Copies of phone numbers of the State Librarian and others who may be able to help were distributed.

The Main has received a notice from Nemont stating a copy write infringement of “Playing with Fire” which is a new movie about firefighters. If this happens again we will receive another letter with a possible, fine. The Malta Library had an occurrence of this in the past. Andrea emailed Janeen Brooke, the Phillips County Library Director requesting information on how she dealt with this problem but has not heard from her yet. We may need to talk to Cole Hanks the county IT person about steps to take. Anita mentioned it was probably from a wired computer since it was a movie and these are usually streaming.

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The Main has been hosting an art exhibit from the Bigger Sky Kids Program which is an after school art class. There will be an open house at the Main Thursday February 5, 2020 from at 5:00 p.m.- 6:30 p.m.

Andrea is still weeding the Adult Non-Fiction section. Miracle Spotted Wolf is doing inventory and weeding of the DVD’s.

Andrea mentioned that Trustees can attend the annual Montana Library Association which is the first week of April.

A “power tower” was ordered. It has outlets and USB ports for patrons who bring in their own devices and need an outlet. Currently there is only one outlet. Many times there are more than 2 patrons wanting to use it.

Book club is still active as is Play Time Pals.

The Friends of the Library is planning an Italian Pie Social on Saturday March 14, 2020 with the same idea as past ones. The floor, stairway walls and stairs have been painted in the basement by Mark Eggebrecht and has been paid for by the FOL. Discussion of more electric outlets and putting up drywall is ongoing. They will be getting some estimates for the electric work. Greg Weber, a FOL member has offered to put up the dry wall if the needed materials are supplied. Greg is also going to take care of the library’s “computer graveyard” and research for places who recycle these items. He reported that there is usually a fee for any monitors with mercury in them. Anita suggested we check with the Billings Library about E-waste and Suzanne Reymer with the State Library about recycling places. Beth shared information she found about e-waste in Sidney MT.

Patricia Silva Pronto has been hired as a Circulation Librarian at the Main and will start February 3, 2020. The next goal is to hire a janitor.

Andrea handed out information on hiring a new Library Director. Andrea has been creating a list of things she does daily, weekly monthly and yearly. She has been showing Janet on Fridays some of the things that need to be done. She will ask the State Library when they should start advertising and at the next board meeting we will start working on the wording for the job opening.

The 1920-1932 Wolf Point Herald newspapers have been digitized and are on the Chronicling America website.

The Patron Behavior Policy is being updated on page 4. The Board was asked to consider revising part of the Patron Behavior Policy under “Children in the Library” to include “Groups of children who are attending a Library sponsored program may be in the Library when authorized by the Director and supervised by an adequate number of adults. A typical example would be a group of school children coming for a Library program/tour and children participating in a “Summer Reading Program session”. Laurie also asked for clarification of “children left unattended”. It was explained that it meant anyone under 18 years of age. A motion was made

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by Laurie to add the additional two sentences and change the wording to “if a person under eighteen years old” (is left unattended…).

 Laurie made a motion to accept the amended statement. Sue second. Motion carried

Copies of the Montana Public Library Statistical report for 2018-2019 were handed out. There was some discussion on a few sections.

The next meeting is tentatively set for Saturday March 28, 2020 in Wolf Point.

ADJOURNMENT:

There being no further business, Beth adjourned the meeting.

Respectfully submitted,

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Chairperson Date of Approval

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