

BOARD MINUTES

May 9, 2018

PRESENT: LENNIS HANSEN, CODY McDONALD, LIESL HOLTZ, VICKY McCRAY, JEANNE LILLEGARD, CAROLYN JETTE (VIA SPEAKER PHONE)
ABSENT: MARSHA NEILL

Chairperson Liesl Holtz called the meeting together at 3:10 p.m. Minutes were approved as written.

Building committee chairperson Carolyn Jette reported that a few things remain before the project can be called completed. The raising of funds continues—Carolyn believes we will fall \$12,000 short after anticipated funds come in from the Strand Foundation, Steele-Reese Grant and Northwestern Energy Rebate. The committee expects there will be more donations as the building becomes fully functional and will tackle fund raising if necessary. For the time being, Judith Basin County is bailing the Guild out. Carolyn expressed the Guild's appreciation to Cody.

Kim Baumann has been hired to replace Jenni Hammontree at the branch library in Hobson. Jeanne said that Kim has done a great job figuring out many things without much guidance from the main library as Kim was hired during the height of the building project. Cody commented how much the Ackley Lake Club appreciates using the Hobson meeting room for regular meetings.

The board next addressed the 2018-19 budget starting with a review of 2017-18 expenditures. Jeanne said she felt she spent more on supplies than she would have if it had not been a building year—fed building workers and moving crews. The Montana Community Foundation took the pressure off the technology line—the Foundation purchased all the technology and furniture for new building. The utilities line did well, but is an “unknown” for next year until a base line established for the larger building.

Cody said that cleaning the library might affect the salary line. The courthouse maintenance man will be retiring in 2019. The new employee's duties will include cleaning the library. Until then, Jeanne and Norma might have extra hours as they attempt to keep the expanded library clean. The commissioners would like them to keep track of these hours.

Jeanne recommended we follow the same budget requests as last year. Lennis moved to accept the recommendations with Vicki seconding the motion. Motion carried.

Moving to salaries, Liesl informed the board that cola has been set at 2.1% this year. Cody said that the county has not yet set a base salary or raises. Carolyn moved to request the following salaries dependent on the county's decisions.

1
Baumann at current courthouse minimum of \$12.63
Norma Zimmer at \$13.50 plus longevity
Jeanne Lillegard at \$17.25 plus longevity

Vicki seconded the motion. Motion carried.

The county human resources department now requires that the occasional substitutes that both libraries have must follow the hiring process of all county employees. They must reply to an advertisement, submit an application, be interviewed and meet with the HR department to go over the employee handbook. Jeanne stated her concern is that applicants will think the sub position is more of a job than it is. Jeanne and Norma manage their schedules to cover each other. The position in Stanford is usually for 0 hours annually, but has been up to as 16 hours annually. Because there is only one employee in Hobson that position could be as high as 10 days annually depending on if the branch librarian accumulates her vacation days for another year, or if she has a major illness. Lennie moved and Vicky seconded that an advertisement be placed in order to formulate a list of approved substitutes. Motion carried. Jeanne will place the advertisement.

Lennis moved and Vicky seconded that an ad be placed for a Benchland board representative. If there is not a response to the ad, suggestions were made of people who might step up and fill the position if approached.

Jeanne reported that Judith Basin Library will be hosting the Fall Federation meeting on September 29. The federation libraries have taken turns hosting the event and we have been dodging that bullet for years. Library directors accompanied by at least one trustee and members of the state library come for the day. Rolls, fruit and coffee are served from 9 a.m. to 10 followed by a business meeting from 10 to 12. Lunch is provided by the hosting library (groceries are reimbursed) and there is a training section for renewal credits from 1 p.m. to 3 p.m.

Jeanne informed the board that she has been working on the renewal of her certificate which is up in September. Sixty credits are required every 4 years. She earns most of these credits by attending workshops at MLA in April every year. She thought the sessions this year were particularly helpful.

The theme for the 2018 summer reading program is "Libraries Rock". Jeanne has been up to the schools promoting the theme although all of the special events are not yet determined due to the preparations for the grand opening.

The next meeting was set for July 11 at 3 p.m. Vicky moved, Carolyn seconded to adjourn the meeting at 4:40 p.m.