

## BOARD MINUTES

AUGUST 19, 2020

PRESENT: SUE DAVIS, MARSHA NEILL, DARLENE HENKE, VICKY McCRAY, JEANNE LILLEGARD ABSENT: LIESL HOLTZ, MIKE METCALFE, CODY McDONALD

Vice-chair Marsha Neill called the meeting together at 1:20 PM. Welcomes were extended to new member Darlene Henke. She will be replacing Liesl Holtz as the Hobson representative. Minutes from the June 2 meeting were approved and the financial status was reviewed and explained to Darlene.

The \$15,000 grant check from 3 Rivers Communications has been received and distributed as the Stanford Library Guild outlined in the application letter. The auditor for the county requested the building loan from the county be cleared up before the end of the 2019-2020 fiscal year. Thanks to \$5,000 from the grant, the Guild was able to come up with the entire balance of \$9683.17.

Using the \$5000 requested for the digitization project, an order has been submitted for the digitization of the Judith Basin Star up to 1938. Patrons are extremely excited this project is underway. Jeanne shared a letter of appreciation written by local historian Debbie Jacobi. The letter appeared in the July 23 edition of the Press. Jeanne hopes to raise \$10,000 to digitize the Press and the Star up to 1956 when they become one newspaper. Another \$15,000 would bring us to the present.

Jeanne has submitted the public library standards form for 2020. A document will be coming that will need the signature of our new chair. The task force will be meeting online September 2.

Final reading of the operational policy will be at the next meeting.

Officers were elected for the 2020-2021 year. Marsha Neill will serve as chair, Sue Davis will act as vice-chair and Vicky McCray will continue as secretary.

The circulation statistics for 2019-2020 are almost complete and a spreadsheet was presented. Jeanne will have the final statistics at the next meeting, but she believes the circulation is down around 1,000 volumes from last year. She is pleased the numbers are that high considering Covid-19 has affected programming and computer use for kids since March. Sixty-seven children did sign up for summer reading and seventy movies have been picked up thus far.

Norma has been working on cleaning up our records in the shared catalog. She checks each patron in the system to confirm the individual is still using the library. If not, they

e deleted. She looks for overdues on everyone's account, checking to see if the book was not checked in properly and is on the shelf or if a reminder notice needs to be sent. It is a time to pull lost books out of the system. This record cleansing needs to be done annually as shared catalog fees are determined by patron numbers and collection size.

Norma arranged the installation of a release bar on the old library door. The library has not seen a bill for this—the materials, labor and mileage are a gift from her. We have also been gifted several hundred face masks from an agency in Helena.

Job descriptions will be in the next board packets.

The next meeting was set for October 21. If Covid cases permit, the meeting will be preceded by the annual luncheon.

The meeting was adjourned at 2:30 p.m.