

Drummond School & Community Library Board of Trustees
Regular Meeting
June 20, 2014

CALL TO ORDER

ATTENDANCE:

Shelley Johnson, Donn Livoni, Sue Peterson and Jodi Oberweiser were present. Roxie Inman was unable to attend via Skype. Luckie Bryant was absent.

APPROVAL OF MINUTES:

Donn made a motion seconded by Sue Peterson to accept the minutes of May 16, 2013 and April 18, 2013.

FINANCIAL REPORT AND APPROVAL OF BILLS:

Financial Report from the County was distributed to the group.

Sue made a motion seconded by Donn to pay the following bills:

Demco Labels: \$123.30; OCLC Enrollment (split) \$225; DCW-G (Federation Grant) \$205; Correctional Enterprises Industries (Friends) Table \$325, Book Case \$201; Montana Shared Catalog: \$1159.34 (split - \$386.46) Heritage Quest \$534, Missoulian \$74, Diane Andrews Story Hour supplies: \$72.92.

In order to make a budget proposal, the Board will need to look at totals. Shelley will visit with Teri and request a Profit/Loss Statement and a Budget to Actuals Report. Shelley will also visit with Teri to see if she is interested in continuing as the clerk. The group discussed hiring a clerk. This person would manage payroll, accounts payable, reconcile with County for approximately 10 hours per month.

CORRESPONDENCE:

Jodi has posted a certificate from the Chamber of Commerce. Sue Peterson shared results of the Community Auction. Correspondence from the Montana State Library regarding State Aid was shared.

UNFINISHED BUSINESS:

Krissi has completed the inventory of the archive cabinet. She will move forward with the application for the program. She will be asked to present inventory of the archives before the next meeting. Jodi will also ask about material by/about Ellen Scones. Jean Wallace has a copy if there is not one in the archives. Friends will follow up on the bids to brace the storage shed. Shelley will follow up on contacting Lillian to teach Adult Ed Computer Classes in the fall. Sue suggested also contacting Tommy Fisher.

Computers: Wade has suggested purchasing new computers for the N-Computing system because it is no longer robust enough to maintain 4 computers from one tower. The 4 monitors and keyboards are still sufficient. Donn made a motion to spend \$900 of the Federation Grant for the purchase of computers with the School District contribution of \$300.00. Sue seconded the motion and it was approved.

The table and bookcase ordered by the Friends for displaying items from the Historical Society has arrived and Becky Kolbeck will be bringing items for display.

NEW BUSINESS:

Newsletter: Roxie is compiling articles. Librarian Evaluation was discussed based on the goals set by the librarian. Shelley will type a summary for the file that will be approved at the next meeting. Jodi will create a rubric and present the librarian assistant with an evaluation for the year.

Night @ the Library will begin on September 3 with Kim Briggiman's presentation on the history of the Mullan Trail. The committee is continuing to contact presenters and fill in the schedule.

Shelley will write a letter to the Town Council notifying them of the request to appoint a replacement for the position vacated by Mr. Livoni.

It is time to schedule the Interlocal Meeting and Shelley will contact the new School Superintendent to invite them to the library for our meeting in August.

LIBRARY REPORT:

Teachers received a request from Miss Teen Montana, Abbi Helland for discarded textbooks. As part of her goal to send 1,000 books to Africa, the school is donating all of the textbooks that were recently replaced. Janet Hauptman took a carload to a person in Terry, MT who will deliver them to Glasgow. Dan Bolster delivered a truckload of boxes to Sidney and a person there will deliver them to Glasgow. A thank you letter will be sent to each of these volunteers.

Transit To: May: 216, June: 331

Transit From: May 180, June: 195

Discards 3

ProQuest April Report

Librarian Report: under separate cover

PUBLIC COMMENT:

Michael Nelson spoke briefly about his interest and availability to submit a bid to fix the shed.

ADJOURNMENT:Donn made a motion at 2:36 to adjourn. It was seconded by Sue.

NEXT MEETING:

Special Budget Meeting to review and set the budget for FY14: Monday, July 15 at 2pm

Next Meeting: July 25th 1pm.

Special meeting for Interlocal Meeting will be set.

Library Board Chairman

Library Board Secretary