

Drummond School & Community Library Board of Trustees
Regular Meeting
June 18, 2015
2:00pm

CALL TO ORDER:

Shelley called the meeting to order at 2:15pm

ATTENDANCE:

Shelley Johnson, Sue Peterson, Bryan Kott and Jodi Oberweiser were present. Luckie Bryant and Nikki Graybeal came later.

APPROVAL OF MINUTES:

Sue made a motion seconded by Bryan to approve the minutes of May 21, 2015.

FINANCIAL REPORT AND APPROVAL OF BILLS:

County Treasurer's Report was shared. Sue made a motion seconded by Bryan to approve the bills.

The library director was given permission to spend the remaining monies in Federation Grant for partial payment for MT Library2Go or for a Wireless speaker for the laptop. Funds may also be used toward annual subscription to MTLibrary2Go.

CORRESPONDENCE:

UNFINISHED BUSINESS:

Summer maintenance was discussed. Shelley pointed out lights that were out and Sue mentioned the vents needed cleaning. The bathrooms need a thorough cleaning – including the walls and floors. Bryan said that the custodians had the summer maintenance list and that they were finishing up the high school and elementary buildings and would begin on the library next. He also mentioned that the custodial staff has one less person after a staff person resigned in May.

NEW BUSINESS:

Shelley talked to Teri who will finish FY15, help write a job description and also help train a new hire. Notice of part time employment will be posted. Posters will be distributed and an ad will be placed in the PBurg Mail. Starting wages will be \$15.00. Clerk will be responsible for payroll, quarterly and year-end tax reports. Applicant must be familiar with Quick Books. Bryan will share a copy of the school's contract for certified staff. Sue made a motion seconded by Bryan to advertise in the PBurg Mail.

Friends of the Library will get a gift certificate for Teri for her service.

Part Time Library Assistant will also be advertised for another week: Part time – up to 10 hours per week.

Shelley distributed Montana Library Association membership forms. The Library District will pay for each member to join MLA.

Jodi was asked to call the people who took applications and let them know about the revisions in the new application. (Flexible hours Thursday through Saturday)

Trustees discussed insurance for the library. Luckie will contact Payne West Insurance Company. Jodi will bring documentation of the value of the collection to the July meeting and present a copy of inventory of the collection once it is completed. [Inventory of the items other than collection (furniture and electronics, etc.) was turned in to the school clerk with classroom inventory at the end of the school year.]

Interlocal Meeting: Monday, July 13th at 5pm in the library. To discuss: Year in Review, talking points that are brief and positive, include long range planning, survey results, programming, usage and hours.

LIBRARY REPORT:

Jodi distributed copies of her narrative evaluation for FY2015.

The board would like the director to schedule regular updates to FaceBook, Post monthly minutes to the website, and present a value of the collection with the inventory. Trustees suggested using Facebook and other social networking to notify patrons of scheduled events, updates to the newsletter, and “selling” library programs. Nikki made a motion seconded by Luckie to rehire Jodi. All were in favor. There were no objections or abstentions.

PUBLIC COMMENT:

ADJOURNMENT:

Sue made a motion to adjourn; seconded by Bryan.

NEXT MEETING:

Interlocal Meeting: Monday, July 13th at 5pm

Regular Meeting: Wednesday, July 15th at 2pm.

Library Board Chairman

Library Board Secretary