

## **Red Lodge Carnegie Library Board**

Minutes of the meeting of Thursday, January 5, 2017

Board Members: Erinn Ackley, Scott Cain, Jack Exley, Kathleen Normile

Others: Library Director Jodie Moore, City Council Liaison Martha Brown

Chair Scott Cain called the regular meeting of the Red Lodge Carnegie Library Board to order at 5:02 PM.

The minutes of the December 2016 meeting were unanimously approved as presented following a motion from Kathleen Normile and a second from Jack Exley.

### **Treasurer's Report:**

Erinn Ackley presented the most recent expenditure report, including the current holdings in the Library Special Fund savings account at Bank of Red Lodge, and the current value of our Edward Jones account.

Invoices were reviewed and unanimously approved following a motion from Jack Exley and a second from Erinn Ackley.

### **Library Director's Report:**

The latest One Book Billings selection, *The Widow Smalls* by Jamie Lisa Forbes, will be discussed at the library on Tuesday, January 10 at 7:00 pm, led by Barb Ostrum.

Jodie informed the board of the Local Government 101 Workshop organized by the City Council and presented by Dan Clark of MSU's Local Government Center. The workshop will be held on Tuesday, January 17 from 4:00 to 7:00 PM. It is free and the public is welcome to attend. City Council members are required to attend and Department Heads are strongly encouraged to be present. Jodie and Martha Brown encouraged the Library Board trustees to attend as able.

Jodie shared the invitation to attend Library Legislative Night in Helena on Wednesday, January 18, 2017.

Montana State Library will be hosting librarian and trustee trainings in Red Lodge at the Pollard Hotel on May 8. More details will be forthcoming.

### **Public Relations:**

The library will be closed on Tuesday, January 17<sup>th</sup> in observance of the Martin Luther King Day holiday. Jodie will post notice of the closure at the library and Kathleen Normile has sent notice of the closure to the Carbon County News.

### **Old Business:**

Jodie presented the second invoice from High Plains Architects and shared the initial drawings and remodeling concepts with the board. The board discussed the plans in depth and gave Jodie a list of questions, concerns, and ideas to share with architects Randy Hafer and Emarie Skelton. Jeff Anderson, the trustee of the Marian Edwards Adams Trust was unable to attend the board meeting but Jodie was able to review the drawings and invoice with him earlier in the week and he had no concerns. Jeff will bring the check for the second invoice when he returns to town next week.

Jodie informed the board that the Spectrum Business upgrade to add phone service took place without major issue on December 13. Jodie called to confirm the closure of the Century Link account the following day, once the phone lines were active for 24 hours and the Kenco system was not impacted.

Policy Review:

Jodie logged on to [www.dplan.org](http://www.dplan.org) and noted admin errors that prevented updated to the plan. Jodie discussed this with Scott Cain and has contacted the dplan helpline. Scott still plans to work on updates to the library's disaster plan this month.

There was no notable progress to the FY17 Operational Goals to report.

Jodie shared the completed updates for the Library Aide position description, but the Assistant Librarian and Library Director position description updates are incomplete. Approval of all three position description updates was postponed until the February 2017 meeting.

New Business:

No new business was discussed.

The meeting was adjourned at 6:42 PM.

The next meeting will be held on Thursday, February 2 at 5:00 PM.

Minutes submitted by Library Director Jodie Moore.