

**LINCOLN COUNTY LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
EUREKA LIBRARY
NOVEMBER 17, 2017**

Members Present: Kate Huntsberger, Marilyn McDougall, and Barb Hvizdak

Others Present: Alyssa Ramirez, Chuck Gerheim, JoAnn Gerheim, Les Nelson, Margy Nelson, Susan Horelick, and Katie Richmond

Call to Order: Meeting called to order at 10:25 a.m.

Corrections/Additions to the Agenda: None

Public comments: Susan Horelick discussed and submitted the Libby Friends of the Library activities for inclusion into the minutes.

Board: Since the last meeting, Rob Dufficy submitted his resignation from the Board of Trustees. Barb nominated Kate as Chair of the Board of Trustees as she is the most senior member and has the advantage of being from Libby and close to the main branch. Marilyn seconded; approved.

Kate nominated Marilyn as Vice Chair of the Board of Trustees. Marilyn declined the nomination. Marilyn nominated Barb as Vice Chair. Kate seconded; approved.

Chuck Gerheim was the only applicant for the vacant board position. Kate moved to recommend Chuck be appointed to the Board of Trustees by the Commissioners. Barb seconded; approved. Alyssa will draft a letter of recommendation to be signed by Kate.

Approval of Minutes: Barb made a motion to accept the July 20, 2017; September 14, 2017; and October 13, 2017 minutes as presented. Marilyn seconded; approved.

Stats: Alyssa submitted an annual statistical report to the Montana State Library. Notable information included an increase in children's and adult programs. Attendance to adult programs also increased.

Circulation statistics were discussed. Alyssa mentioned that adult circulation, at least in Libby, has decreased by 5,000 when comparing the past two fiscal years. Her best guess for this change is the lack of selection in materials. New books go out for holds before they are seen at the library. Alyssa is looking into creating a Grab-n-Go section for each branch so bestsellers and popular authors stay in the library. Alyssa mentioned children's circulation had increased in Libby and felt that was due to the fact mother has been purchasing 5-10 new children's books each month for the last year. Her mother will also be donating \$100 in children's books to each branch in December.

Alyssa proposed making a few changes to the statistical report kept by the library. She was unsure how website visits were tracked by the previous director and felt dividing visits by Libby, Eureka and Troy was an unfair representation of how many people visit the website, as many people visit the website outside of Lincoln County and would, therefore, not be counted. Barb suggested keeping the total website visits on the Libby page so we continue to keep track of the information. Alyssa also proposed adding a line for crates delivered and sent out by each branch. This would show the flow of materials between the branches and the Partners Resource Sharing Group. The Board of Trustees agreed with adding a line for crates.

Finances: Alyssa spoke with Darrin Coldwell about the state of the library's finances. The last time she spoke with him the library had spent 33% of its budget which put the library on track for the year.

The Board of Trustees discussed the need for an IT Librarian as the county has an IT Department already established. Alyssa reported spending roughly \$10,000 a year on the position. Marilyn made a motion to dissolve the current IT Librarian position and move to using the county's IT Department. Barb seconded; approved.

Alyssa proposed a new Personnel Budget, which moved a number of lower tier employees higher on the county's Grade and Longevity Schedule. Part-time personnel moved to Grade 4; full-time Libby personnel moved to Grade 6; and the branch librarians moved to Grade 8. Marilyn made a motion to accept the updated personnel budget. Barb seconded; approved.

Alyssa mentioned Darrin suggested using the savings from the decrease in personnel to purchase a new vehicle for the library. The library would oversee maintenance, but we would no longer have to rely on a car being available in the county pool. Kate suggested Alyssa keep an eye out for a vehicle that might suit the library's needs.

Director's Report: Alyssa submitted the Montana Shared Catalog contract to Cara Orban.

Alyssa proposed a new library card application. The form now has room for a family to sign up at once, rather than complete two separate applications. Also, not all branches were using the same application. Marilyn made a motion to accept the new library card application. Barb seconded; approved.

Alyssa wanted the Board of Trustees to be aware of a few goals for each library. For one, she added two new sections to the children's books: board book and early readers. Those books will need to be re-cataloged and relabeled. Also, Alyssa wants to make sure books have the proper stickers and are relabeled. Katie mentioned a possible coordinated volunteer effort to relabel books in Eureka. A Eureka volunteer could be sent to Libby to learn how to relabel and train other volunteers in Eureka. Alyssa thought that was a great idea and will look into it more once spring arrives and road conditions improve.

Alyssa proposed new hours for the Libby Branch. Alyssa suggested the library be open Monday through Friday 9am-5pm and Saturday 10-2. This would increase the library's service hours to 44. Marilyn made a motion to adopt the proposed hours for Libby. Barb seconded; approved.

Alyssa mentioned the Eureka branch had three new computers installed. They were donations from Interbell.

Alyssa mentioned a new Troy Branch Librarian was hired. Her name is Sharee Miller.

Meeting Adjourned: Marilyn moved to adjourn the meeting. 11:20 a.m.

Libby Friends of the Library - Report for Lincoln County Library Board Meeting

November 17, 2017

On behalf of those members of the Libby Friends of the Library who are a bit hesitant to trust winter driving conditions, I would like to thank Alyssa for arranging to have the teleconference equipment available and set up so that we could attend this meeting today ! As Library patrons, we find these Board meetings to be one way to facilitate communication and we appreciate this opportunity to do so.

The Libby FOL have been involved in a number of activities over the past few months to help support the mission and activities of the Libby Library, and I would like to just briefly summarize them for you.

- As the Capitol Christmas Tree is making its way across the country, we had a hand in helping to make a variety of ornaments for the project.
- Purchased a sound system that can be used for FOL activities or Library sponsored events. It was used during Lemonade on the Lawn, and worked very well.
- Contributed \$500 for the Audiobook program contract.
- Purchased a storage unit to hold the cardboard books for toddlers in the Children's Room.
- As summer ended, all the planter boxes in front of the entrance and in the Memorial Garden were cleaned out and put to bed for the winter (with leaf mulch over the perennials).
- Purchased 2 Light Therapy Lamps that can be used by those library patrons who may be affected with Seasonal Affective Disorder (SAD). They are in the 2 common reading areas at the library.
- FOL volunteers will be using their baking skills to provide a baked good / snack to go along with coffee on Saturday mornings as part of the new "Come in from the Cold" program that will run throughout the winter.

Volunteers continue to provide other support for staff – book wrapping, shelving, etc., and we look forward to the possible opportunities for expanding services as needs present.

Submitted by : Susan Horelick, Libby FOL President