

LINCOLN COUNTY LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
TROY LIBRARY
January 18, 2018

Members Present: Kate Huntsberger, Marilyn McDougall, Chuck Gerheim and Barb Hvizdak via telephone.

Others Present: Alyssa Ramirez, JoAnn Gerheim, and Susan Horelick

Call to Order: Meeting called to order at 10:00 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: Alyssa introduced new board member Chuck Gerheim and provided an updated list of contact information for board members.

Conflicts with the March and May meetings were discussed. Meeting were moved to March 8th and May 31st.

Approval of Minutes: Marilyn made a motion to accept the November 17th, 2017 minutes as presented. Chuck seconded; approved.

Stats: Library statistics were discussed. Alyssa noted the changes to the statistics sheets, such as "Library Online Sessions" and "Crates Processed." Alyssa also noted the decline in circulation statistics for all branches, except in juvenile circulation. She affirmed her desire to create Grab-n-Go sections of adult fiction for each branch to see if keeping current bestsellers in each branch will increase circulation. Alyssa also mentioned that despite the decline in circulation, the number of reference questions at each branch has increased significantly since last year.

Finances: Alyssa submitted a Budget Report for expenses up to November 2017. Marilyn made a motion to accept the Budget Report. Chuck seconded; approved.

Alyssa proposed a preliminary 2018-2019 budget plan as budgets are typically due to the county in early spring. This plan does not include expenses related to owning a vehicle for library use or if courier service becomes available. The proposed budget does allow an increase in the materials budget and subscription budget, which was greatly needed.

Alyssa has been searching for a vehicle for the library with little success. The best option at the time would be to purchase Commissioner Peck's vehicle (that we are currently using) as it has not given the library any trouble. Marilyn made a motion to spend \$6000 to purchase Commissioner Peck's vehicle. Barb seconded; approved.

Director's Report: Adopt-a-Magazine month in December was a success. Alyssa reported the Libby branch collected over \$1700 alone.

Alyssa has cataloged the backlog of books for the branches. In November, she cataloged 544 items and 390 items in December.

There has been a very positive reception to the new hours at the Libby branch. Also, the Come in from the Cold program has been a success with 20 people on average participating each week.

The Eureka branch was weeded and 879 items were discarded.

Maintenance issues with the Troy branch were brought to Alyssa's attention. She has communicated those to county maintenance and are being taken care of.

Marilyn made a motion to accept the Director's Report. Chuck seconded; approved.

Personnel: Dusty's six-month probation ends in March and Sharee's ends in May.

The Montana Library Association's annual conference is April 11-14, 2018 in Bozeman and Alyssa mentioned taking a staff member with her this year. The conference provides invaluable training and inspiration which staff would benefit from. The board agreed with this idea.

Meeting Adjourned: Chuck moved to adjourn the meeting at 10:58 a.m.

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

January 18, 2018

This report from the Libby Friends of the Library will be a general summary of the volunteer hours and the financial support given by the group in the past year.

Volunteer Hours : As recorded in the Sign-In Binder, volunteer hours in 2017 totaled 860 hours. This translates to about a 0.4 FTE . Volunteer hours encompass many different activities, from direct services for the library (book wrapping, re-labeling, shelving, etc.) to those things that help promote the library in the community (making ornaments for the Capitol Christmas Tree, family/kids activities, monthly book sales, planter boxes & Memorial Garden).

Financial Support : A total of \$2641.63 was contributed from Libby FOL in support of library expenditures. Of that amount, \$376.27 was spent completing the Mary Hebenstreit Memorial Garden and for the flowers in all the other planter boxes. Another \$370 was used to purchase a speaker system (microphone/speakers) to be used for library events. The remaining amount, \$1905.36, went directly to support library programs and needs:

- Purchasing magazines and audiobooks
- Providing prizes for the Poetry contest and Summer Reading
- Funding a Book Kit (for book clubs)
- Supplies for the Summer Reading program
- Providing money to obtain a storage container unit in the Children's Room
- Purchasing Nature Bright Lights (SADD lights) for the adult reading areas

The Libby FOL looks forward to this new year of 2018 and working in partnership with the library staff to support and promote the library as a vital link within our community.

Submitted by:

Susan Horelick - President, Libby Friends of the Library