

**LINCOLN COUNTY LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
LINCOLN COUNTY COURTHOUSE-MEETING ROOM
March 8th, 2018**

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

Others Present: Alyssa Ramirez, Malia Bennett, and Erleta Hall

Call to Order: Meeting called to order at 10:05 a.m.

Corrections/Additions to the Agenda: None

Public comments: None

Approval of Minutes: Marilyn made a motion to accept the January 18th minutes as presented. Chuck seconded; approved.

Stats: Statistics were discussed. It was mentioned that “Crates Processed” should be changed to “Items Processed” as the number reflects items moved between libraries.

Grab-n-Go items have been added and Alyssa hopes they will help improve circulation. Chuck asked about Kalispell’s policy on Grab-n-Go items. Alyssa will look into this.

Finances: Alyssa submitted a Budget Report for expenses up to February 2018. Marilyn made a motion to accept the Budget Report. Chuck seconded; approved.

The library was not able to purchase Commissioner Peck’s vehicle and will have to search for another vehicle.

With the recent changes in staff, Alyssa anticipates being well under budget. As it stands we are 75% of the way through the fiscal year and have spent 62% of our budget. With the library’s savings, Alyssa hopes to update the public and staff computers for the branches, update software, and possibly purchase a microfilm machine for Eureka.

Next year’s budget will be discussed at the May meeting. The board agreed that including Darren Coldwell, County Administrator, would be beneficial, especially with a mill levy as a possibility in the future. Alyssa agreed and will coordinate this with Darren.

Director’s Report: Grab-n-Go sections are in place at all branches. Libby has 4, Troy 2, and Eureka 2. The same number will be added each month and paid for by the Foundation. Like “New” materials they will remain on a 2-week checkout for 3 months before moving into the general collection.

New Business: Chuck brought up a concern about safety at the libraries. The county courthouse has received a security upgrade, including a “panic button” feature. Alyssa will ask about bringing the library into this system.

Chuck also brought up that the Lincoln County Health Department has talked about offering mental health help. Alyssa agreed this would be beneficial training for staff and will look into training.

Tamarack Federation is May 11-12 in Big Fork, MT. Trustees are encouraged to attend. Alyssa will forward information about the meeting as it becomes available, but wanted Trustees to have the date and consider attending.

Chuck brought up the current Interlibrary Loan Policy and the possibility of updating it. Some libraries charge for interlibrary loans while LCPL does not. Alyssa was concerned with how to integrate this under the existing system for interlibrary loans with staff. Alyssa will look into other libraries interlibrary loan policy.

Personnel: none

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