

**LINCOLN COUNTY LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
LINCOLN COUNTY COURTHOUSE-MEETING ROOM
Thursday, May 31st, 2018**

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

Others Present: Alyssa Ramirez, Cory Cromer, Darren Coldwell, Wendy Drake and Susan Horelick

Call to Order: Meeting called to order at 10:06 a.m.

Corrections/Additions to the Agenda: None

Public comments: None

Approval of Minutes: Marilyn made a motion to accept the March 8th minutes as presented. Chuck seconded; approved.

Finances: Expenditures for March and April were presented. Marilyn made a move to accept the expenditures. Chuck seconded, approved. Alyssa submitted a Budget Report for expenses through May 2018. Barb made a motion to accept the Budget Report. Marilyn seconded, approved. Alyssa presented a proposed 2018-2019 budget for discussion before submission to the commissioners. Notable changes included doubling the line item reserved for the collection. Also, as the library maintains its own vehicle, line items for repair and maintenance were increased. Expenditures for payroll, employer contributions and insurance were not known at this time.

Expected revenues from the county were then discussed. Darren cautioned overinflating line items too much in case county revenues are not high enough to cover the extra cost of the library budget. Currently the 3.49 mils allotted to the library do not cover the entire library budget, the rest is allocated from county general funds by the commissioners. If the revenues are not there to cover the extra expenses, the library could be asked to cut its budget. The board and Alyssa then considered which line items to cut and how much, in case she is asked by the commissioners before the next board meeting. Alyssa expressed concerns about the condition and possible maintenance of the Libby Branch as a potential blow to the budget. There was a discussion on grants that may be available to help offset the costs. Alyssa also wanted to keep money for training even though the line item has been seldom used in the past as the staff is relatively young and inexperienced. Darren mentioned the Montana Department of Administration as one of several online sources of training that would have little cost to the library.

The library continues to have trouble with the Dodge Journey despite having put in money to fix the vehicle. The most notable issue is with the breaks locking up. Darren mentioned having Bill in the road department look at the vehicle. Cory will contact him.

Alyssa proposed purchasing a new microfilm machine for the Eureka branch. The current microfilm machine runs off an old operating system that is no longer supported and lacks most of its functionality. The microfilm machine with a micro PC totals at \$9585. The Eureka Friends of the Library agreed to pay \$735 and Alyssa found \$3660 in the Foundation to put toward the purchase, leaving \$5190 for the library to pay. With the savings from personnel cuts, Alyssa expects to have the funds to make the purchase. Chuck made a motion to purchase the microfilm machine for the Eureka Branch. Marilyn seconded, approved.

Statistics: Statistics for all three branches were presented. Alyssa noted that with her training in Helena, she was able to get numbers for items moving between branches for the beginning of the fiscal year. As of April 30th, the Libby Branch has moved over 16,000 items; the Eureka branch has moved almost 6,000 items; and the Troy Branch has moved about 6,500. Circulation is still low but Alyssa noted that the Grab-n-Go program seems to be successful as the books are hardly on the new shelves in Libby.

A meeting with the commissioners has been scheduled for June 6th. This will be a chance for Alyssa to update the commissioners on what's happening at the library and the board suggested demonstrating as much value as possible (visual aids, time usage, etcetera).

Director's Report: Alyssa submitted a Director's Report (see attached).

It was requested that at some point the library reach out to *The Montanian* to get an article written about the many services offered by the library, as well as address a misprint regarding the Troy branch BBQ.

There was discussion about the library's current Interlibrary Loan policy and the possibility of updating it. The board wants to encourage use the interlibrary loan service, but also wants to remain fiscally responsible. On average, the library spends a couple thousand dollars mailing interlibrary loan materials. The board decided to table the topic until a later meeting.

New Business: Security concerns on Chuck's part were discussed, particularly of the Libby Branch. Too often the Libby branch is staffed by one person and there are many parts of the library not readily visible by staff. Alyssa also mentioned that there is the possibility the shelves are not anchoring, which is a huge liability. Kate suggested contacting George Girard regarding the shelving as he was present when they were installed.

Alyssa presented the Montana Public Library Standards to the board. Adopting these standards is required to receive state aid. Kate made a motion to adopt the Public Library Standards. Barb seconded; approved. The board was advised to look over all the standards and bring questions to the next board meeting when Library Consultant, Lauren McMullen, will be present.

Alyssa suggested moving to monthly meetings to help progress goal-setting and planning for the library. Board meetings will move to a monthly format at the beginning of the 2018-2019 fiscal year.

Meeting Adjourned: Chuck moved to adjourn the meeting at 12:35pm.

Director's Report
May 31st, 2018

Montana Library Association Conference: April 11-14 in Bozeman and attended by Dusty and Alyssa. Ideas for projects included: DVD update, update floor plan, digitize oral histories, Adopt-a-Kid's-Book Fair, unique collections (seed library, hiking/birding backpacks, WiFi hot spots), team building and training, and building up the Foundation and Board of Trustees.

Mental Health First Aid Training: April 30th- Attended by all of the main staff- Alyssa, Dusty, Chelsea, Cory, Sharee, and Esther. Trustee, Chuck Gerheim, and FOL, Cheryl Stern, also attended. We learned about different mental health issues and ways to diffuse the situation until professional help can arrive.

MSC Spring Meeting: May 2-4- Trained in Blue Cloud Analytics for reports, statistics. At the member meeting, statistics for the cost share formula were released. At March, LCPL had 38,523 titles, 68,217 circulations and 5,182 patrons. LCPL's cost for FY18-19 is \$5,063.53. At the Partner's meeting, a new chair was appointed and Grab-n-Go was discussed. There was some discussion about waiting 2 months for new books to circulate, but the idea had mixed feelings.

Poetry Contest: Ran through the month of April. We had 330 submissions county-wide: 68 adult, 104 youth (teen), and 158 junior (elementary). Poetry Extravaganza was held May 9th at Aunt T's Coffee Corner and 30 people attended.

Tamarack Federation Meeting: May 11-12- Attended by Alyssa, Kate, and Chuck. Chuck was appointed Chair Elect of the Tamarack Federation. We will receive \$2,555.24 which I allocated for Resource Sharing/Courier. The rest of the meeting was training on local government laws, particularly for boards. For example, when to close meetings and what constitutes a meeting.

Summer Reading: Branches are gearing up for Summer Reading beginning the first week of June. For her first year, Sharee has done a fantastic job planning for the Troy Branch. She has a BBQ and book sale planned for June 8th at noon. She has also planned musical bingo, make-and-take instrument, scavenger hunt, painting to music, and picnic field trip.

Grab-n-Go section: We have over 30 items as Grab-n-Go with over 100 checkouts since the end of February. In Libby, they are hardly on the shelf and a Troy Grab-n-Go item holds the record for most checkouts at 12.

ILL Information: Per the last board meeting, I looked into other Interlibrary loan policies.

Missoula Public Library: Each patron is allowed five (5) postage paid interlibrary loan items per year (July 1 through June 30). After five (5) items, a \$3.00 postage fee per item will be assessed. A \$5.00 non-pickup fee will be assessed. Fines on Inter-Library Loan items are \$1.00 per day.

Lewis & Clark: no more than 10 items a month

Billings Public Library: The Library will not process interlibrary loans for patrons with fines on their cards until the fines are paid. Patrons are allowed to request five interlibrary loan items per month. Patrons who do not pick up their interlibrary loans will receive a warning letter the first time and will be assessed a \$9.00 fine each time thereafter.

Bozeman Public Library: Patrons are limited to 5 requests per month, including unfilled and/or cancelled requests. All subsequent requests are subject to a \$3 per item fee. If 2 or more items are not collected, ILL borrowing privileges will be suspended for 1 year.

Technology Issues/Update: We've had numerous technology issues the last few months. For one, the circulation computer in Troy died April 28th and was replaced. Ernie suggested replacing the staff one as well. In Libby, the Libki server that controls the public computers has failed numerous times and for increasing periods of time. Ernie also suggested replacing most of the public computers. The public printer upstairs no longer works and the staff printer is incredibly slow and unreliable. We also have no color printers connected to any computers. In Eureka, public computers were not wiping clean at the end of the night and the staff computer is ready to die.

Ernie has purchased 12 new computers for the branches. Two will replace the staff computers at the branches. The rest will be used to configure Libby with 8 public computers downstairs, 1 card catalog/quick print upstairs, 1 zoom text computer and 2 circulation computers. Deep Freeze subscriptions will need to be updated and new printers installed. Also, the copier auto-feed does not work properly and I predict the machine will need to be replaced in the next year.

Safety/Building Concerns: Numerous concerns about the Libby Branch have been raised.

Shelving: may not be anchored which is a huge liability. Height is also a safety concern as staff cannot see the whole room with current shelving.

Windows: leaking. Dusty asked for the windows to be washed and a lot of water spilled inside. May also be why we spend nearly \$1,000 a month on oil.

Oil tank: no gauge and may not be up to code. When the boiler went out and the pipes froze, I looked for the gauge to see if we simply ran out of oil, but I could not locate one.

Elevator: computer that runs the elevator fries after a power outage and stops working. Oil was very low and we bought more. I've always been very concerned that the door will shut on someone if they are in the doorway. Feels like a liability if an elderly person was caught unaware and hurt themselves.

Maureen's Resignation/ New Personnel: Maureen's last day was May 4th. Cory Cromer, formerly Animal Control, has taken the position.