

LINCOLN COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
TROY LIBRARY
July 19th, 2018

Members Present: Chuck Gerheim, Marilyn McDougall, Barb Hvizdak

Others Present: Alyssa Ramirez, Cory Cromer, Lauren McMullen

Call to Order: Meeting called to order at 10:10am

Corrections/Additions to the Agenda: none

Public comments: none

Approval of Minutes: Marilyn accepted May 31st minutes, Chuck seconded, approved.

Finances (10:16am) : A financial report for May was presented. Chuck asked about a larger expense under “CDW Gov’t Inc.” Alyssa explained this was for the new computers that will be installed in the libraries soon. Chuck also asked why May maintenance expenditures were so high. Alyssa and Cory could not recall the exact reason, but guessed it was for elevator maintenance. Chuck requested bringing more detailed information about expenditures to meetings moving forward. Alyssa explained that for the new fiscal year, the library will have a “Budget Tracking Sheet” that will list all expenditures for each line item. Chuck made a motion to accept the May expenditures as presented. Marilyn seconded, approved.

Alyssa submitted a preliminary 2017-2018 Budget Report for expenses through the end of June 2018. She explained that not all expenses were included in the report as the library is still receiving invoices for the 2017-2018 fiscal year. Marilyn made a motion to approve the Budget Report as presented. Chuck seconded, approved.

There was discussion about planning for high expense items through a “Library Depreciation Reserve Fund” or a “Capital Improvement Plan.” Alyssa had heard of a “Capital Improvement Plan” but stated that Lincoln County is not currently set up to accommodate this fund.

Stats (10:48am) : Statistics were discussed. Chuck suggested that we change the way statistics are presented as the excel spreadsheet is not terribly user-friendly. Alyssa asked if there were any specific statistics that the board would prefer to focus on, then decided we could try to prepare an infographic or some other visual aid for future meetings. There was discussion on presenting statistics on a quarterly basis like the ImagineIf Library Board in Kalispell. It was decided that Cory would attend their board meeting the following week to see what could be learned and incorporated in the LCL system.

Director’s Report (11:03am) : Alyssa submitted a Director’s Report (see attached).

Alyssa mentioned that at the commissioner's meeting, Commissioner Bennett suggested offering a pay raise incentive for staff that completed training. Alyssa looked into various trainings and certifications and recommended the Library Staff Certification Program offered through the Montana State Library. Employees would have to complete 60 hours of training to receive the certificate and complete another 60 hours in 4 years to remain certified. The board agreed to move forward with training.

Alyssa mentioned the possibility of closing the libraries for a week. Staff would be able to attend training, a number of maintenance issues could be addressed, and Ernie from IT could install new computers. The library will be closed on August 1st as well, so that the staff can attend the PNLA conference.

The Rural Development Grant is on hold until the architect has given his recommendations for the best options for updating the Libby branch. Chuck expressed concern over the financial implications of the application and Alyssa agreed to ask Darren to email a copy of the application before submission. The board will agree or disagree to submitting the application.

Per the last board meeting, Alyssa presented information on interlibrary loans for the last 2 years including the number of ILLs sent/received, and the postage cost. Alyssa did not recommend limiting the number of ILLs per patron as the overall cost of the ILL program was not significant. Alyssa suggested adding a statement on the back of the ILL request for patrons to initial and changing the policy to include a \$5 charge for ILLs not picked up and to increase the fines for overdue ILLs to \$1. Chuck made a motion to modify the policy as recommended. Marilyn seconded, approved.

Alyssa presented the Library Director Job Description. Chuck requested more time to review so the issue was tabled until the next meeting.

State Library Presentation (11:55am): Lauren McMullen from the Montana State Library began her presentation by discussing the "Role of the Trustee" and the expectations of good board members. Some discussion given on how to attract ideal board members, as well as how to retain them. Various tips on community outreach and how to obtain useful feedback from library patrons were given.

Meeting Adjourned: Chuck moved to adjourn the meeting at 1pm.

Director's Report
July 19, 2018

Commissioner Meeting: I met with Commissioners Mark Peck and Jerry Bennet to discuss what we do at the library and my goals for the future of the library. I discussed the cost of being part of the Montana Shared Catalog, number of checkouts, number of users, and the volume of items transported by being part of the Partners Resource Sharing Group. Overall, the commissioners were surprised by the level of use of the libraries.

Staff Certification/Raise: At the Commissioner Meeting, I expressed my concerns about having such a young and relatively inexperienced staff. Commissioner Jerry Bennet mentioned the idea of offering a raise as an incentive for completing training.

I looked into this idea and the State Library offers a certification program. This is mandatory for Public Library Directors (I recently sent in my paperwork to receive my certificate), but voluntary for staff and trustees. Staff is required to complete 60 hours of community service, with a minimum of 10 in the fields of Library Services to the Public, Collections Management, Library Administration, and Technology. Staff then as another 4 years to complete another 60 hours of training to remain certified. Trustees are required to complete 15 hours of continuing education with a minimum of 10 in Library Administration.

Currently staff costs are \$215,000 in salaries and \$37,000 in employer contributions. If we were to move forward with the raise, staff costs for 2019-2020 would be \$222,000 and \$38,000 in employer contributions.

Security Updates: Brent Teske agreed to do a security/safety assessment of the buildings and I need to set up a date and time.

Ernie will install in new phone system in the libraries the first week of August. He is looking into a security system with cameras and I mentioned possibly including the library, particularly the reference area, in his plan.

Possible Library Shut Down: With the possibility of the grant, new phone system and new computers, I have been considering shutting down the library for a period. This would give Ernie Anderson a chance to update without distractions and I could coordinate with Joe Nagle on correcting some of the minor maintenance issues. Also, I could do some training with the staff and give everyone a chance to catch up on projects. I'm anticipating this will happen late August, early September.

Pacific Northwest Library Association Conference: The Libby Friends of the Library agreed to pay for 5 staff members to attend the PNLA Conference August 1st. The libraries will close that day.