

**LINCOLN COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
EUREKA LIBRARY
AUGUST 16th, 2018**

Members Present: Chuck Gerheim, Kate Huntsberger, Barb Hvizdak, Russ Barnes

Others Present: Alyssa Ramirez, Cory Cromer

Call to Order: Meeting called to order at 10:00am

Approval of the Agenda: Chuck motioned to approve the agenda as presented. Russ seconded; approved.

Public comments: none

Approval of Minutes: Barb motioned to approve the July 19 minutes as presented. Chuck seconded; approved.

Finances: Final discussion of FY17-18 finances. The library spent \$390k, with \$9,800 remaining overall, coming in almost \$10k under budget for the year. Alyssa presented the new budget tracking sheet for expenses to date, which will be useful in keeping a more current idea of expenditures, rather than waiting on reports from the county finance dept. The other format of presenting finances will no longer be used. Chuck requested that the library add a percentage metric, making the expenditures and totals available a bit more palatable. Russ made a motion to approve the July Financial Report as presented. Chuck seconded; approved at 10:05am

Statistics (10:11am): Statistics were discussed. Alyssa presented the circulation statistics for the past five years. Discussion of changes reference questions, people counts, and new materials. Due to the slight budget increase, we will be able to purchase new books in higher numbers.

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

After the July 20th incident in Libby, Alyssa recommended creating a standard operating procedure for any kind of emergency situation, eliminating scenarios in which an employee is unsure of what to do. She proposes switching from kiosk-style computer stations to flat, open tables.

Discussion of the September 16th-23rd closure so the staff can attend Fall Workshops Training in Billings, as well the remodeling and installation of the new computers. More discussion of the repairs needed to fix the sidewalk at the Eureka branch as well as the wood rot issue in Troy.

Alyssa met with the Director of ImagineIf Libraries to schedule a tour/ lunch meeting with the Kalispell board members so that our board members can gain some valuable insight into their methods and practices.

Beginning in October and running through March, the book club will be meeting at the brewery the second Saturday of each month for Books and Brews. *"I'll be Gone in the Dark"* will be the first title covered.

Old Business: Alyssa presented the Library Director Job Description to the Board. Chuck moved to accept the Library Director Job Description as presented. Russ seconded; approved at 10:49am.

Darren and Alyssa received the architect's recommendations for increasing energy efficiency for the Libby branch. His top recommendation was to replace the membrane on the roof. Due to time constraints, Darren and Alyssa agreed to wait until the next round of applications are accepted to have more time to properly apply for the grant.

Discussion on the visit from Lauren McMullen with the State Library.

New Business: Alyssa presented a timeline for strategic goal planning for the library. First, community feedback is needed, and Alyssa presented the 3 surveys she has prepared for distribution. Kate suggested combining the Teen and Kids survey, which was agreed upon. We will disperse them through the branches, local papers, and through the school libraries. The surveys will run through the month of September and Alyssa will present the results at the October board meeting.

After reviewing the results, the plan is for the board to work on setting strategic goals beginning in January 2019 through June 2019. Ideally, final strategic goals will be presented to County Commissioners, City Councils, and other local organizations like Rotary.

We then discussed upcoming rebranding efforts, discussing various strategies to maximize community impact. Alyssa attended a session at the PNLA Conference about launching a library card campaign. Alyssa would like to run a similar campaign September 2019 as part of the library's centennial celebration, presenting a fresh look for the library to the community.

Meeting Adjourned: Russ moved to adjourn at 11:15am, seconded by Chuck.

Director's Report
August 16, 2018

Summer Reading Program ended- Final numbers and report for summer reading will be presented at the next meeting.

Libby Incident (July 20)- Cory caught a young man masturbating downstairs while watching pornography on a public computer. The incident was notified to Human Resources who called the sheriff's office. The man was eventually arrested and permanently banned from the library.

Community Development Meeting (July 25th)- Kate and Alyssa attended the Community Development Meeting in Kalispell. The meeting was more about emergency services and planning. While not directly related to the library, I thought the meeting was worthwhile as emergency planning has not been done for the library. And with the previously mentioned incident in mind, I have contacted Brent Teske to collaborate on emergency management training for the staff and updating emergency procedures.

PNLA Conference (August 1-3)- The entire staff attended the PNLA pre-conference on August 1st. We toured the Imaginelf Libraries and learned some of the philosophies and theories behind what they do. We walked away with a lot of ideas for updating our own libraries.

I attended the rest of the conference and walked away with a couple new ideas to implement in the upcoming year, including distributing a community survey and promoting a library card campaign.

Eureka phone number change- Beginning August 22nd, the Eureka Branch phone number will change to 297-2613. After some investigation, I realized we were paying for 2 phone bills in Eureka: one for Frontier (the current number) and one for Interbell (required for internet service). I decided to drop the Frontier line and switch to Interbell. As the last 4 digits will remain the same, I hope the switch will be fairly seamless. Esther will publicize this change in the local papers.

Library Only Emails- I've created library emails for all board members to keep official emails separate from your personal emails.

Fall Workshops Training (September 16-19)- The libraries will close the week of September 17th-22nd so staff can attend Fall Workshops in Billings. MSC has been notified so items are not due that week. I will send out a press release soon with the close dates.

Special Board Meeting (November 15)- I have arranged for the board to meet the Imaginelf Library Board in Kalispell on November 15th at 11am, rather than have a normal meeting. We will take a tour of the library and have lunch. We should be done around 1pm. If you would like a ride to Kalispell, please be at the Libby library by 9am.