

**LINCOLN COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
LIBBY LIBRARY  
THURSDAY, SEPTEMBER 13<sup>th</sup>, 2018**

**Members Present:** Chuck Gerheim, Barb Hvizdak, Kate Huntsberger (via phone)

**Others Present:** Alyssa Ramirez, Cory Cromer, Erleta Hall

**Call to Order:** Meeting called to order at 10:07am

**Approval of the Agenda:** Chuck motioned to approve the agenda as presented. Barb seconded; approved at 10:08am.

**Public comments:** Mrs. Hall voiced satisfaction with the board and leadership of the libraries.

**Approval of Minutes:** Kate motioned to approve the August 16<sup>th</sup> minutes as presented. Chuck seconded; approved at 10:10am.

**Finances:** Kate motioned to accept the August 16<sup>th</sup> finances as presented. Chuck seconded, motion approved at 10:13am.

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

Alyssa discussed her expenses pertaining to the survey inserts, spending \$300 total on publicity to have them attached to two local papers. In addition to the paper surveys, she also created an online version as well as a popup ad on the county website. The feedback has been extremely useful in determining what each community needs the most. The Harvest Festival will also lead to productive feedback.

Alyssa discussed the computer outage that affected the Libby branch during late August/ early September as well as the ongoing issues plaguing the Eureka branch and Microfilm machine especially. She then moved onto discussion of the August 31<sup>st</sup> staff meeting as well as her most recent commissioner meeting. The commissioners were highly supportive of Alyssa's ideas and strategic goals, prompting Chuck to commend her ability to present information in a concise and direct manner.

Moving onto the Library's closure for the Fall Workshop, the Library will pay for gasoline. The board considered the idea to take two vehicles and decided this to be the most efficient way to handle the trip. Branch staff will be touring Bozeman, Missoula, and Billings libraries in addition to taking several classes for ongoing education. The ramp for handicapped people in Eureka is to be replaced and the Libby branch is to be painted during the closure. Kate departs the meeting at 10:36am.

**Old Business:** Strategic goal planning was discussed briefly, segueing into the preliminary results for the surveys. They indicated that patrons across the county are very happy with the libraries, with some specific requests appearing more frequently than others. The surveys also indicated that many people who aren't regular patrons could use some additional information on all of the services provided by the libraries.

“From Awareness to Funding” – While communities are still generally supportive of libraries, they don't skew toward financial support. Alyssa shared a report that outlined solid strategies for community outreach. The more awareness and interest a community has in a library, the better the funding will be. Chuck suggested that we narrow down the list to just three concrete goals, so as not to lose focus of the big picture.

**New Business:** Alyssa presented the library standards sent out by the state, the board requested more time to study the bylaws so as to revisit them in more detail at a later time. Chuck voiced his displeasure in the library still not being a community resource in emergency management. The board recalled that they needed to perform an assessment of Alyssa's performance, but requested more time to evaluate.

**Meeting Adjourned:** Chuck motioned to adjourn the meeting at 11:54am. Barb seconded; motion passed.

**Director's Report  
September 13, 2018**

**Surveys-** Surveys have been distributed to the branches, schools and places around town. Surveys were inserted into The Tobacco Valley News (September 5<sup>th</sup>) and The Western News (September 7<sup>th</sup>). I also posted a link to the online survey on our website and also added a pop-up to invite people to take our survey. The Libby Friends of the Library is also set to distribute surveys at the Harvest Festival (September 15<sup>th</sup>).

**Computer Outage (August 23<sup>rd</sup>- August 30<sup>st</sup>)-** The Libki system that monitors public access went down August 23<sup>rd</sup>, preventing any patrons from accessing the public computers. Ernie Anderson (IT Director) did his best to salvage the current program (and save our patron database) but was unable to. He rebuilt the Libki system from scratch and installed it on all the public computers August 30<sup>th</sup>. We are now in the process of re-entering patrons into the system.

**Microfilm Machine Installation (August 30<sup>th</sup>)-** Derek Carrier from Total Imaging Solutions traveled to Eureka to install the microfilm machine. We ran into a couple complications. For one, Derek arrived at the Libby branch initially but made his way to Eureka. Second, the microcomputer ordered did not come with a keyboard, mouse or monitor. We could use a keyboard and mouse from a public computer, but the microfilm machine required a monitor with an HDMI port. After traveling all across Eureka, we were able to borrow one from the school until Ernie can purchase one. Afterward, the installation went smoothly. Esther and Denise have been trained on how to use the machine, and I believe a photo was taken for the newspaper.

**Staff Meeting (August 31<sup>st</sup>)-** Staff met in Eureka to discuss budget, past and future programming, and the plan for strategic goal planning and "rebranding" the library. All branches received copies of the library survey for distribution.

**Commissioner Meeting (September 5<sup>th</sup>)-** I met with the County Commissioners to update them on what is happening at the library. First, I discussed the Summer Reading Program- statistics, anecdotes, and impact to the communities. Then I discussed the library closure and the maintenance work I hope will get done in that timeframe. They were very supportive of getting this maintenance work done, especially Mike Cole of the cement work that will hopefully be done in Eureka. Finally, I discussed the future plans for the library. I mentioned the findings from the study *From Awareness to Funding* (discussed by Lauren McMullen at our July meeting), and how this is guiding what the library needs to accomplish for a successful mil levy in the future. I presented preliminary results from the survey and a copy of the survey for them to complete.

**Library Closure (September 16<sup>th</sup>-23<sup>rd</sup>)-** The library is set to close for training and maintenance. For the training, the Foundation will pay per diem for food, the Libby Friends of the Library will pay for the hotel rooms, and the library will pay for gas. Tours have been scheduled at the Missoula Public Library and the Bozeman Public Library. While staff is away, maintenance will happen at most branches. Windows will be cleaned in Troy. Eureka's sidewalk will be addressed. Libby will be painted, Large Print section moved to an appropriate area, computer area re-arranged and new computers installed.