

**LINCOLN COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
TROY LIBRARY  
THURSDAY, OCTOBER 18<sup>th</sup>, 2018**

**Members Present:** Chuck Gerheim, Barb Hvizdak, Russ Barnes

**Others Present:** Alyssa Ramirez, Cory Cromer, Susan Horelick

**Call to Order:** Meeting called to order at 10:03am

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

**Public comments:** Susan updated the Library Board about Libby Friends of the Library activities over the summer (see attached).

**Approval of Minutes:** Barb motioned to approve the September 13<sup>th</sup> minutes as presented. Russ seconded; approved.

**Finances:** Alyssa presented the September Financial Report. A couple of the percentages are high such as Technology and Subscriptions, but Alyssa does not expect any major purchases in those areas for the rest of the year. Chuck motioned to accept the September Financial Report as presented. Russ seconded, motion approved.

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

Correction to the Director's Report: Overall 458 surveys were returned. 14 surveys were returned after the end date and were not counted.

**Old Business:** Survey results were presented. Overall, staff is perceived positively, and customer service was rated highly. Resource Sharing is valued the most by respondents. Collections, Facilities and Programs were identified as areas of concern. Better Collections received 46 comments, most for more books in the libraries. Updated Facilities received 44 comments, most about the Eureka Library. More Programs received 30 comments. The amount of "Don't know/Not applicable" responses was concerning. Education about library services may need to be addressed in Strategic Planning. The Library Board will regroup in January to further discuss long term goals for the library.

**New Business:** Chuck and Alyssa recapped what happened at the Tamarack Federation. Chuck was appointed Co-Chair and will Chair the following year. Also, the Montana State Library will distribute a survey, asking Trustees about what training they would like to receive.

**Meeting Adjourned:** Russ motioned to adjourn the meeting at 11:23am. Chuck seconded; motion passed.

**Director's Report  
October 18, 2018**

**Libraries Closed (Sept 17-22)**- Libraries closed while staff went to Billings. Troy had its inside windows washed, but Joe was nervous about going on the roof so the outside of the windows were not cleaned. Libby was painted, rearranged, and Large Print materials were moved closer to the entrance. New computers were not installed, but Ernie and Heather are still working on them and should be installed soon. Cement work did not happen in Eureka. I thought there was someone in the county that could do the work, but Joe had to ask for bids from contractors. No one responded in time. The sidewalk will hopefully be redone in spring. The worry is if new cement is poured now, the salt will ruin it.

**Surveys**- Survey collection ended October 2<sup>nd</sup>. Overall, 444 surveys were returned. The breakdown is as follows:

Libby	Troy	Eureka
Adult- 152	Adult- 44	Adult- 96
Teen- 52	Teen- 1	Teen- 0
Kids- 12	Kids- 7	Kids- 4
Online- 76	Not counted- 14	

**Brews for Benefits (October 4<sup>th</sup>)**- We raised \$156 to purchase new Large Print Materials for Libby. We also signed a couple people up for library cards.

**Upcoming Programs**- Dusty has picked up the Afterschool Program at Libby Elementary. She had around 60 kids at the 1<sup>st</sup> event. Both Libby and Troy branches will be starting "Come in from the Cold" in November. Sharee has a Halloween event planned and will host Homeschool Hour on November 3<sup>rd</sup>. The topic will be Animal Survival Strategies.

**MLA Conference Proposals Submitted**- Dusty and I submitted 2 conference proposals for MLA in April 2019. One focused on transforming your library without remodeling. The other focused on implementing survey for a needs assessment in your communities. We will know by December if the proposals have been chosen.

**Commissioner Meeting**- I plan on scheduling a commissioner meeting on October 24<sup>th</sup> to discuss the survey results with the commissioners. Time isn't set yet, as Darren has been out of the office.

## **Libby Friends of the Library Report for Lincoln County Library Board Meeting**

October 18<sup>th</sup>, 2018

The Libby Friends of the Library have been very active and busy over the summer. The following list highlights some of the key activities that the FOL have been involved with during that time.

- 2 special Summer Reading Programs for Adults, using the theme “Libraries Rock”
  - In June : Father & Daughter Harmony – vocal and guitar
  - In August : Music Trivia
  
- Planted and maintained all the planter boxes outside the library entrance
  
- Assisted with the “Adopt – a –Dog “ event in September by putting up / taking down the weather shelters, tables, chairs, etc.
  
- Had a table at the Harvest Festival in Libby (Sept. 15<sup>th</sup>) to assist in getting the Library survey distributed and to promote the Library in general
  
- Moved the Adult Large Print and Adult Fiction sections in the library on Sept. 18<sup>th</sup>
  
- Had the monthly book sales, which this summer involved processing large amounts of donated books (from both individual donors and from the library’s annual “thinning” of old books) and videotapes.

Some funding for Library programming that was approved by the FOL the last quarter included:

- Staff registration fees to attend the Pacific Northwest Library Association Conference held in Kalispell
  
- Summer Reading Program Prizes
  
- Purchase of Audiobooks (average of 3 audiobooks per month)
  
- Motel costs for staff to attend the Montana State Library Training in Billings

We are looking forward to several activities this Fall, starting with the Nov. 8<sup>th</sup> “Brews for Benefits” night (6 – 8 pm) at Cabinet Mountain Brewing Company, where the FOL will be featured. We will be promoting the activities of the FOL and plan to have an “Adopt a Children’s Book” display, along with some possible auction items. We invite all the Board of Directors to come and join in a fun, worthwhile event!

Report Submitted by Susan Horelick, President – Libby Friends of the Library