

**LINCOLN COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
LIBBY COUNTY COURTHOUSE, COMMISSIONERS MEETING ROOM  
THURSDAY, FEBRUARY 28, 2019**

**Members Present:** Chuck Gerheim, Kate Huntsberger, Barb Hvizidak, Marilyn McDougall

**Others Present:** Alyssa Ramirez

**Call to Order:** Meeting was called to order at 10:05 AM

**Approval of the Agenda:** Personnel policy item was added to New Business; agenda was moved to be approved as amended by Chuck, seconded by Marilyn; approved.

**Public Comments:** None

**Approval of Minutes:** Marilyn moved approval of January 17, 2019 minutes as presented, Chuck seconded; approved.

**Financial Report:** Alyssa presented the FY 2018-19 expenditure report through 2/15 and a current estimate of full-year expenditures including wages and benefits. At two-thirds through the fiscal year, operating expenditures (ex wages etc.) are leveling out well. The year-end estimate shows a current projected under expenditure of about \$17 thousand. The Director received guidance to attempt to wisely spend most of this by the end of the fiscal year. A Wish List will be actively maintained to include, among others, items particularly associated with near-term goals (see below). The financial reports were moved to be approved by Marilyn, seconded by Barb; approved.

**Director's Report:** Alyssa presented the February 2019 Director's Report (copy attached). Discussion centered around the safety assessment which was completed this month, and a final written report is expected in March. The back door and then downstairs upgrades have priority. Camera usage needs to be decided later. It was also noted that a successful mid-year report was given to the County Commissioners on 2/27, with notice taken of the increased visits to the Libraries.

**Old Business:** The following modification to current **Checkout Policy** was made: Item checkouts are limited to 15, unless prior arrangements have been made at the discretion of the Branch Librarians. This should satisfy library standards while assuring that our small collections avoid patron misuse. The change was moved by Chuck and seconded by Marilyn; approved.

Discussion of **Strategic Goals** started with long-term items defined to be completed with a 2024 target date: 1) mil levy/financial stability; 2) maintaining exemplary library services; and 3) improve physical facilities/establish master plan. While extended discussion of each goal area occurred, they will be "fleshed out" in more detail at future goal discussions to identify associated short-term goals. Short term goals have a 2022 target completion date, with annual action items to be established in their support: goals accepted are 1) cull collections to provide

space and convenience for patrons; 2) adopt single-county barcoding to facilitate new items moving into the collection; 3) make facility upgrades as appropriate and consistent with master plan; 4) adjust open hours to increase availability for patrons; 5) develop a plan to increase and improve all communications about available services to improve effectiveness of patron usage; and 6) consider adopting a fine-free approach where appropriate.

Overarching goals will be proposed and discussed in the next meeting.

**New Business:** Alyssa will obtain more information about the content of the April 24<sup>th</sup> Butte workshop for Library Board trustees created by the MLA.

Director evaluation forms should be completed and returned to Kate prior to next meeting. We expect an associated evaluation session in the April meeting. Note was made of the need for specific future expectations of the Director prior to the subsequent evaluation.

Personnel policy was discussed around consistency among the County, Director and Board.

Trustees were reminded of the Tamarack Meeting for trustees on May 17/18 in Bigfork.

**Meeting Adjourned:** Chuck moved to adjourn the meeting at 12 noon, Marilyn seconded; approved.

## FY2018-2019 Expenditure Budget Report

	Budgeted	Spent	Remaining	%
210 Office Supplies and Materials	\$ 1,500.00	\$ 848.46	\$ 651.54	57%
215 Technology Supplies and Materials	\$ 8,000.00	\$ 7,056.19	\$ 943.81	88%
220 Operating Supplies	\$ 3,500.00	\$ 2,856.87	\$ 643.13	82%
225 Recreation Supplies	\$ 1,500.00	\$ 896.65	\$ 603.35	60%
228 Educational Supplies	\$ 19,000.00	\$ 10,833.59	\$ 8,166.41	57%
310 Communication and Transportation	\$ 4,000.00	\$ 1,482.28	\$ 2,517.72	37%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 14,589.36	\$ 1,410.64	91%
340 Utility Services	\$ 19,000.00	\$ 10,480.34	\$ 8,519.66	55%
360 Repairs & Maintenance Services	\$ 7,000.00	\$ 4,421.21	\$ 2,578.79	63%
370 Travel	\$ 4,000.00	\$ 1,438.04	\$ 2,561.96	36%
380 Training Services	\$ 500.00	\$ 870.00	\$ (370.00)	174%
512 Insurance	\$ 5,800.00	\$ 5,731.00	\$ 69.00	99%
<b>Totals</b>	<b>\$ 89,800.00</b>	<b>\$ 61,503.99</b>	<b>\$ 28,296.01</b>	<b>68%</b>

000 Misc (Tam Fed) \$2,555.24

\* as of 2/15/2019

Other notes:

Mistakes

215	\$ 21.57	should be 330	Email Support
310	\$ 72.00	should be 330	PO Box Renewal
330	\$ 55.13	should be 310	Shipping charges

Double Charges

340	\$ 88.97	Lincoln Electric	September
210/220/225/228/360	\$ 495.15	Amazon	Nov/Dec

**Director's Report  
February 2019**

**Adopt Month Totals**

	Magazine	Kids Books
Libby	\$1424.79	\$1669
Troy	\$399.85	\$535
Eureka	\$687.72	\$190

**Legislative Night-** Road conditions were too bad, and I didn't go.

**Bee Day (February 5<sup>th</sup>)**– Sponsored by Libby FOL, McLaury's Apiaries was a special guest at Preschool Storytime and the guest speaker at an adult "Lunch and Learn" Program at noon. During story time, Angie explained a bee's life cycle and the different jobs bees have. There were 23 children and 15 adults in attendance. At the "Lunch and Learn" program, Angie provided honey samples and gave an in-depth look at how honey is processed and preserved. There were 17 adults in attendance. Free coffee, tea and dessert was provided by the Libby FOL.

**Safety Assessment (February 7<sup>th</sup>)**– Brent Teske and Ernie Andersen performed a safety assessment on the Libby Branch Library. They did express concerns with unauthorized people entering through the rear door as well as the state of the back door, which is practically falling off the hinges. Other concerns were lines of sight, protective railing on the far side of the stairs near the media section, gated off personnel areas and stairways, front door visuals, fire exit signs and fight or flight plans. He expressed interest in doing a safety training for all staff members and doing inspections at both the Eureka and Troy branches.

**Business and Banter (February 21<sup>st</sup>)** – With just 2 weeks' notice, the Libby Branch hosted Business in Banter, in partnership with the Libby Area Chamber of Commerce. There were 42 attendees, including 4 kids. Funding for the event was generously provided by Libby FOL. Activity stations were placed around the library, including popsicle stick catapults, color your own bookmark, lemon volcanoes, and picture book putt-putt. Displays created by Dusty and Libby FOL members were up to provide knowledge and facts about the Library. A "make your own" Popcorn Bar and beverages were available for the public. Popcorn was generously provided by the Dome Theater.

**Flathead Industries Trainee** – From January 31<sup>st</sup> to February 21<sup>st</sup>, Sarah provided extra help to the Libby Branch, performing many tasks of a traditional Library Page or Library Clerk. She was extremely helpful and hard-working, and I would consider hiring her in the future.

**Commissioner Meeting (February 27<sup>th</sup>)**- I presented the Mid-Year Report to the commissioners and introduced myself to our newest commissioner. They were impressed with the work the library has done in the last 6 months. Commissioner Josh Letcher mentioned the state of the Eureka Branch walk-up and offered his help in getting it fixed this spring.