

**LINCOLN COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
LIBBY COUNTY COURTHOUSE COMMISSIONERS MEETING ROOM
THURSDAY, MARCH 21, 2019**

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

Others Present: Alyssa Ramirez

Call to Order: Meeting was called to order at 10:10 AM.

Approval of the Agenda: Proposed agenda was moved to be approved by Marilyn, seconded by Chuck; approved.

Public Comments: None

Approval of Minutes: Marilyn moved approval of February 28, 2019 minutes as presented, Chuck seconded; approved.

Financial Report: Financial report through 75% of fiscal year was presented; non-personnel costs are well in hand at 74% of budget. An updated estimate will be provided at the next board meeting for end-of-year total expenditures and estimated year-end shortfall compared to the current estimated \$17 thousand. Report approval was moved by Chuck and seconded by Marilyn; approved.

Director's Report: Official written safety assessment report for Libby has yet to be received from County. Expect no substantive changes to the verbal discussion last month. A draft proposed floor plan layout will be presented for view and discussion next meeting. Alyssa will schedule timely safety assessments of Troy and Eureka Branch facilities.

Old Business: The modification to current **Checkout Policy** approved last meeting will be added to the Policy descriptions online and in the Policy manual. **Short-term strategic goals** that are essential for completion by June 2020 will be identified at the next meeting. These will be a further development of the short-term goal items (2022) established at the February meeting. Director evaluation forms were provided to Kate and evaluation will occur next meeting. **Overarching goals** will be proposed and discussed in the next meeting.

New Business: Draft **branding logos** were presented and strongly supported as shown. Proposed mission/values were briefly discussed and changes and comments are requested for finalization next meeting. A **collection management computerized tool**, "Collection HQ", was discussed. Early approval was needed to obtain favorable costs of \$1000 setup and \$5000 annual charge for initial 3-year period. Opinion among members was mixed, primarily centered around the magnitude of the financial benefit to offset the significant annual cost given a limited budget. Alyssa will endeavor to get more specific benefit information, and Barb moved to table discussion to a later date. Chuck seconded; approved. **Next regular meetings** have been

changed, due to trustee schedule conflicts and potential absences: April and May meetings are combined in Troy on May 2; June meeting will be June 27 in Eureka, both at 10AM.

Meeting Adjourned: Marilyn moved to adjourn the meeting at 11:10, Chuck seconded; approved.

FY2018-2019 Expenditure Budget Report

| | Budgeted | Spent | Remaining | % |
|---------------------------------------|---------------------|---------------------|---------------------|------------|
| 210 Office Supplies and Materials | \$ 1,500.00 | \$ 805.26 | \$ 694.74 | 54% |
| 215 Technology Supplies and Materials | \$ 8,000.00 | \$ 7,432.46 | \$ 567.54 | 93% |
| 220 Operating Supplies | \$ 3,500.00 | \$ 2,519.49 | \$ 980.51 | 72% |
| 225 Recreation Supplies | \$ 1,500.00 | \$ 933.95 | \$ 566.05 | 62% |
| 228 Educational Supplies | \$ 19,000.00 | \$ 13,984.02 | \$ 5,015.98 | 74% |
| 310 Communication and Transportation | \$ 4,000.00 | \$ 1,768.97 | \$ 2,231.03 | 44% |
| 330 Publicity, Subscriptions | \$ 16,000.00 | \$ 14,619.33 | \$ 1,380.67 | 91% |
| 340 Utility Services | \$ 19,000.00 | \$ 11,446.10 | \$ 7,553.90 | 60% |
| 360 Repairs & Maintenance Services | \$ 7,000.00 | \$ 4,350.86 | \$ 2,649.14 | 62% |
| 370 Travel | \$ 4,000.00 | \$ 1,516.65 | \$ 2,483.35 | 38% |
| 380 Training Services | \$ 500.00 | \$ 975.00 | \$ (475.00) | 195% |
| 512 Insurance | \$ 5,800.00 | \$ 5,731.00 | \$ 69.00 | 99% |
| Totals | \$ 89,800.00 | \$ 66,083.09 | \$ 23,716.91 | 74% |

000 Misc (Tam Fed) \$2,555.24

**as of 3/18/2019