

**LINCOLN COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
TROY BRANCH LIBRARY
FRIDAY, APRIL 26, 2019**

Members Present: Chuck Gerheim, Kate Huntsberger, Marilyn McDougall

Others Present: Alyssa Ramirez

Call to Order: The meeting was called to order at 9:15 AM.

Agenda Approval: Approval of the proposed agenda was moved by Chuck; seconded by Marilyn; approved.

Public Comments: None.

Approval of Minutes: Approval of minutes of March 21, 2019 meeting was moved by Marilyn; seconded by Chuck; approved.

Financial Report: Financial report through 83% of fiscal year was given (attached); non-personnel costs are at 80% of budget with no unusual cost items expected before end of fiscal year. Expenditures for full fiscal year are estimated to be at least \$32 thousand below budget, largely due to decreased personnel costs. Given the many needs within the libraries, it was the sense of the Trustees that most of this should be committed prior to the end of the fiscal year (June 30). Chuck proposed and Marilyn seconded a motion (then approved) to authorize efficiently spending at least \$25 thousand effectively on library priority activities/items through the end of the fiscal year, with encouragement to spend up to the remaining funds as can be done effectively and efficiently before year-end. The libraries "wish list" was discussed and various items supported. Priorities will be established by library administration and staff. An intern will be added, and strong consideration will be given to splitting staff work responsibilities between transport and programming/circulation.

Director's Report: Attached.

Old Business: Written **safety assessment** is being finalized; waiting for branch assessments to be scheduled by county personnel. Plan for basement arrangement will be prepared for next meeting. **Strategic goal** planning status presentation will be made May 15 to County Commissioners in Libby. Further planning was deferred to next meeting. Kate consolidated and summarized the **Director evaluation** inputs and provided the packet to the Director. Personal development plans for the next year will be prepared by the Director. **Next trustee meeting** is June 27, 2019 at Eureka Branch.

New Business: Discussions of **brand guide** and **vision/mission/values** were deferred to next meeting. Proposed "**Rules of Behavior**" to be posted at each branch were tabled (moved by Chuck, seconded by Marilyn, approved) pending further discussion, especially with Barb regarding Eureka, regarding rules for pets in the libraries. Policy regarding **threatening**

behavior was updated (moved by Marilyn, seconded by Chuck, approved) to bar involved patrons permanently from the libraries after one offense. This was consistent with recommendation of law enforcement officials for the County. The **expiring trustee terms** for Troy representative and an at-large position occur on June 30. The Director will contact the County to initiate solicitation for applicants.

Meeting Adjourned: Chuck moved to adjourn the meeting at 10:25 AM, seconded by Marilyn, approved.

FY2018-2019 Expenditure Budget Report

	Budgeted	Spent	Remaining	
210 Office Supplies and Materials	\$ 1,500.00	\$ 831.06	\$ 668.94	83% 55%
215 Technology Supplies and Materials	\$ 8,000.00	\$ 7,902.00	\$ 98.00	99%
220 Operating Supplies	\$ 3,500.00	\$ 2,519.49	\$ 980.51	72%
225 Recreation Supplies	\$ 1,500.00	\$ 989.03	\$ 510.97	66%
228 Educational Supplies	\$ 19,000.00	\$ 14,240.34	\$ 4,759.66	75%
310 Communication and Transportation	\$ 4,000.00	\$ 1,984.74	\$ 2,015.26	50%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 14,950.23	\$ 1,049.77	93%
340 Utility Services	\$ 19,000.00	\$ 14,718.01	\$ 4,281.99	77%
360 Repairs & Maintenance Services	\$ 7,000.00	\$ 4,941.12	\$ 2,058.88	71%
370 Travel	\$ 4,000.00	\$ 2,411.73	\$ 1,588.27	60%
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	\$ 72,193.75	\$ 17,606.25	80%

000 Misc (Tam Fed) \$2,555.24

**as of 4/26/2019

Director's Report April 2019

Steele-Reese Application- submitted April 1st. Decision will be made in August if we are granted \$20,000.

Glacier Country Tourism Summit- Sharee, Esther and I attended this training about branding and social media for our business. Out of this training, we've been discussing combining Facebook pages into one for the library system.

MLA Conference- Dusty and I presented "Revive your library!" at the MLA Conference, April 11th. 46 people attended the presentation. Also, we were approached to offer the presentation as a webinar for Florida State University.

Poetry Contest Workshops- Poetry Contest judge, Lowell Jaeger, hosted Poetry Workshops on April 13th at the Troy Branch and Cabinet Mountain Brewing. Three people attended each workshop.

Staff Meeting (April 19th)- Most of the meeting focused on safety and branding. In the morning, Brent Teske and Chief Kessel came to the library to talk to everyone about safety. I began the discussion with a review of library policy and how to handle "anxious" and "defensive" patrons. Teske and Kessel discussed ways to keep the library safe, instances when the police should be called to mediate a situation and answered other staff questions. Preliminary branding information was presented to the staff for feedback.

Upcoming Programs

- Eureka FOL Book Sale at Rendezvous Days (E- April 27)
- Dia de los Ninos (L- April 30): bilingual storytime
- FY19-20 Budget Meeting (L- April 30)
- Libby FOL Meeting (L- May 1)
- Eureka FOL Meeting (E- May 7)
- Poetry Extravaganza (L- May 8)
- Troy FOL Meeting (T- May 14)
- Plant and Seed Exchange (E- May 15)
- Books and Brews (L- May 18): *Undaunted*
- Bowling for Books (T- May 18)
- Blacksmith Demo (T- May 31)
- Lemonade on the Lawn (L- June 5): "Montana Towns: Then, Now, Tomorrow"
- Libby Ice Cream Social (L-June 7)
- BBQ and Book Sale (T- June 7)
- Books and Brews (L- June 9): *Speak No Evil*