

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
MINUTES OF MEETING  
LIBBY LIBRARY  
THURSDAY, JULY 18, 2019**

**Members Present:** Annie Gassman, Chuck Gerheim, Kate Huntsberger, Barb Hvizdak, Marilyn McDougall

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

**Call to Order:** The meeting was called to order at 9:03 AM. Annie Gassman was welcomed as a new Trustee.

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

**Public Comments:** Susan Horelick, President of the Libby Friends of the Library, invited Trustees to the two remaining “Lemonade on the Lawn” events sponsored by the Friends this Summer – one on July 24<sup>th</sup> for a trivia contest, and one on August 28<sup>th</sup> with the speaker Beth Judy – at noon at the Libby Library.

**Approval of Minutes:** Approval of minutes of June 27, 2019 meeting was moved by Barb; seconded by Marilyn; approved.

**Financial Report:** Final fiscal year 2018-19 expenditures are complete except for the final paychecks of the last week of June and first week of July. Estimated yearly totals continue to indicate that the budget was essentially 100% consumed (at just slightly below budget). No current financials were discussed at this early point in the 2019-2020 budget year.

**Retreat Format:** As this meeting was planned as a retreat, further specific formal agenda items, such as director’s report, old business, and new business were replaced with a working session dealing with a variety of subjects about future direction and strategy. Wide-ranging discussion led to identification of key short-term Board goal areas and expectations for the Director.

**Officer Elections:** Elected for the 2019-2020 year were Barb Hvizdak as President and Marilyn McDougall as Vice-President.

**Trustee Readiness Assessment:** Identified as a generic trustee document and tabled for future discussion.

**Board of Trustees Bylaws:** These were last updated in 2017 and were deemed to become a 2020 (latest) work item for the Board.

**Trustee Job Description:** Approved at June meeting; complete.

**Vision, Mission, Values:** Approved at June meeting; complete.

Strategic Direction – Goal Setting: Short-term action areas for the Trustees and expectations for the Director were developed from each of the three areas of the strategic direction. Trustee action items (goal areas) were 1. develop facility master plan and 2. review open hours at all locations.

It was decided to **eliminate fines** on all regular (non-ILL) checkouts; **revision to policy** was moved by Chuck and seconded by Marilyn, approved. Expectations for the Director were established in three areas: 1. As a basis for the capital improvement plan, conduct an inventory of capital items such as computers, printers, etc.; 2. improve collection management by establishing a system-wide single barcoding process; and 3. implement a new library card and associated campaign.

Public Library Standards: The following Trustee near-term action items were agreed upon: 1. review and update emergency response plans for all three locations; 2. review and update insurance coverage; 3. review and update Library personnel policy, leaning heavily on existing Lincoln County personnel policies; and 4. review and update collection management policy. An update of all Board policies was deemed to be a 2020 (latest) work item as these were last reviewed in 2017.

Memorandum of Understanding: Discussion for clarification occurred; further review is expected.

Safety Assessment/Libby Floor Plan: A detailed familiarization tour of the Libby facility was taken to understand further possible rearrangements. Chuck took the action to prepare an informal drawing to document the currently proposed rearrangement, as a basis for future discussion by the Trustees.

Responsibility for work on Trustee action items (2019-2020 goal areas) will be agreed upon at the next regular meeting in August.

**Meeting Adjourned:** Annie moved to adjourn the meeting at 12:15 PM, seconded by Chuck, approved.

## FY2018-2019 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	\$ 213,001.00	\$ 204,592.38	\$ 8,408.62	96%
140 Employer Contributions	\$ 36,892.00	\$ 35,421.70	\$ 1,470.30	96%
148 EBMS Insurance	\$ 37,975.00	\$ 29,799.34	\$ 8,175.66	78%
210 Office Supplies and Materials	\$ 1,500.00	\$ 2,754.90	\$ (1,254.90)	184%
215 Technology Supplies and Materials	\$ 8,000.00	\$ 9,408.52	\$ (1,408.52)	118%
220 Operating Supplies	\$ 3,500.00	\$ 14,879.03	\$ (11,379.03)	425%
225 Recreation Supplies	\$ 1,500.00	\$ 1,349.22	\$ 150.78	90%
228 Educational Supplies	\$ 19,000.00	\$ 19,011.63	\$ (11.63)	100%
310 Communication and Transportation	\$ 4,000.00	\$ 4,108.77	\$ (108.77)	103%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 15,153.29	\$ 846.71	95%
340 Utility Services	\$ 19,000.00	\$ 17,816.37	\$ 1,183.63	94%
360 Repairs & Maintenance Services	\$ 7,000.00	\$ 7,221.70	\$ (221.70)	103%
370 Travel	\$ 4,000.00	\$ 3,650.92	\$ 349.08	91%
380 Training Services	\$ 500.00	\$ 975.00	\$ (475.00)	195%
512 Insurance	\$ 5,800.00	\$ 5,731.00	\$ 69.00	99%
940 Machinery & Equipment	\$ -	\$ 5,750.00	\$ (5,750.00)	
<b>Totals</b>	<b>\$ 377,668.00</b>	<b>\$ 377,623.77</b>	<b>\$ 44.23</b>	<b>100%</b>

000 Misc (Tam Fed) \$2,555.24

END OF YEAR 2019 \*

\*estimated