

**LINCOLN COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
EUREKA COUNTY ANNEX
THURSDAY, JUNE 27, 2019**

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

Others Present: Alyssa Ramirez

Call to Order: The meeting was called to order at 10:20 AM.

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

Public Comments: None.

Approval of Minutes: Approval of minutes of April 26, 2019 meeting was moved by Chuck; seconded by Marilyn; approved.

Financial Report: Fiscal year 2018-19 expenditures, with a few charges estimated prior to year-end, are expected to total effectively 100% of annual budget. The Director was commended for the way the spending was administered, particularly near year-end as expenditures were well-managed in line with Trustee direction (see April minutes). Late purchases included items that patrons at all branches will find beneficial as well as a few items of benefit for staff. New book drops, chairs, bike rack, copier and a laptop computer are among the late-purchased items which contributed to the line item overages for Office Supplies and Operating Materials.

Director's Report: Attached.

Old Business: Safety Assessments for Troy and Eureka branches have not been scheduled by County personnel, apparently due to priority issues. Even without a written report on Libby, consideration of rearrangement of Libby branch (particularly the lower level) is underway. A variety of options, all of which envision relocating the new book processing area, moving the Friends of the Library book sale area completely into the current conference/public room, and added surveillance equipment in the lower level, will continue to be discussed. Depending on how extensive the desired changes will be, funding may become an issue/opportunity. The draft **Strategic Goal Document**, discussed in prior meetings, was finalized with minimal additional changes. The final Summary, Vision, Mission, Values and Strategic Direction documents were approved: moved by Marilyn, seconded by Barb and approved. The approved document is attached. **Rules of Behavior** document was further discussed and approved with modifications: moved by Chuck, seconded by Marilyn, approved for effective implementation in September. The approved document is attached.

New Business: It was agreed that **Officer Elections**, mandated by our bylaws to occur mid-year, would be delayed until our next regular meeting to be able to include the new Trustee. The **Library Trustee Job Description** was reviewed and approved: moved by Chuck, seconded by

Barb. That document is attached. A **Conflict of Interest Policy** (attached) for Trustees, based on input from the American Library Association, was agreed to and signed by all Trustees present.

Next Meeting: After discussion, it was decided to hold the July meeting as a “retreat” and no approvals will be obtained at this meeting. It is intended to be a “working session” dealing with next steps particularly around the future strategic direction activities. Discussion without approval of “interlocal agreement” and Libby branch (downstairs arrangements) may also occur. The meeting will be held at the Libby branch and start at 9 AM. The Director was requested to bring personal development options to the next regular meeting for Trustee review.

Meeting Adjourned: Chuck moved to adjourn the meeting at 12:15 AM, seconded by Marilyn, approved.

FY2018-2019 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	\$ 213,001.00	\$ 204,924.73	\$ 8,076.27	96%
140 Employer Contributions	\$ 36,892.00	\$ 35,545.54	\$ 1,346.46	96%
148 EBMS Insurance	\$ 37,975.00	\$ 29,533.91	\$ 8,441.09	78%
210 Office Supplies and Materials	\$ 1,500.00	\$ 2,789.70	\$ (1,289.70)	186%
215 Technology Supplies and Materials	\$ 8,000.00	\$ 9,700.92	\$ (1,700.92)	121%
220 Operating Supplies	\$ 3,500.00	\$ 15,069.72	\$ (11,569.72)	431%
225 Recreation Supplies	\$ 1,500.00	\$ 1,502.91	\$ (2.91)	100%
228 Educational Supplies	\$ 19,000.00	\$ 19,011.63	\$ (11.63)	100%
310 Communication and Transportation	\$ 4,000.00	\$ 3,877.60	\$ 122.40	97%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 15,153.29	\$ 846.71	95%
340 Utility Services	\$ 19,000.00	\$ 17,235.00	\$ 1,765.00	91%
360 Repairs & Maintenance Services	\$ 7,000.00	\$ 7,221.70	\$ (221.70)	103%
370 Travel	\$ 4,000.00	\$ 3,641.12	\$ 358.88	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)	
Totals	\$ 377,668.00	\$ 377,663.77	\$ 4.23	100%

000 Misc (Tam Fed) \$2,555.24

END OF YEAR 2019 *

*estimated

Director's Report May/June 2019

Poetry Contest- There were 137 entries for the Poetry Contest. This is lower than previous years, so we will need to rethink our marketing, but we received a lot of positive feedback from the community for hosting the contest. The Poetry Extravaganza was a success with nearly 40 attendees.

MSC Spring Meeting/ Partners Meeting- Lewis and Clark have joined MSC and plan on joining Partners. One big point of discussion was Grab-n-Go and doing away with them altogether. The solution would be to allow libraries to keep their new materials for at least 3 months before they become holdable to the sharing group. A bonus is that this might open the Bridger Net (Bozeman, Belgrade) Sharing Group to merge with Partners.

Tamarack Federation- Kate, Chuck and Alyssa attended the Tamarack Federation meeting in Big Fork. Discussion about Montana Code Annotated for libraries and best practices of open meetings.

Steele-Reese Foundation Visit- The Steele-Reese Foundation visited the Eureka and Troy branches May 23. The visit seemed well received by the board members.

Libby Farmer's Market- The Libby branch has agreed to partner with the Heritage Museum to provide kids activities every Thursday at the Farmer's Market for 2 years. So far, we have received positive response from the kids that come to the booth.

Rotary Lunch- Alyssa gave a small presentation about the proposed strategic vision of the library at the Rotary Lunch on May 29.

Summer Reading Program- So far Libby has over 150 people signed up for summer reading. Libby kicked off summer reading with an ice cream social (79 attendees) and Troy kicked off summer reading with a bbq (raised \$300). Programs are offered at each branch every week, including a Read Up program offered by the Health Department.

Lemonade on the Lawn- Schedule is set for the summer. First program was June 5th and nearly 50 people attended.

Reports Submitted- FY2020 Budget was submitted to the county and 2019 Library Standards were submitted to the Montana State Library.

New Hires- We have 2 new employees at the library. Keeli Green has joined as a temporary employee to help with the circulation desk and summer reading. Roger Diller has joined as a temporary employee to drive crates to Kalispell once a week.

End of the Year Purchases- Libby and Eureka have new dual book drops and Troy has a new copier.



CONFLICT OF INTEREST POLICY

Officers, Board Members and Employees

No Board member or committee member of the Lincoln County Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Lincoln County Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of Lincoln County Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Lincoln County Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Lincoln County Library.

Signature: _____ Date: _____

Printed name: _____

Position: _____