

**LINCOLN COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
EUREKA BRANCH
THURSDAY, NOVEMBER 21, 2019**

Members Present: Annie Gassman, Chuck Gerheim, Barb Hvizdak

Others Present: Alyssa Ramirez, Esther Brandt

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

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

Public Comments: None.

Approval of Minutes: Approval of minutes of October 24, 2019 meeting was moved by Annie; seconded by Barb; approved.

Financial Report: Spending for 2019-2020 versus budget is on track, given timing of early year expenditures, with the following exception. Salaries/contribution/insurance are higher than expected due to unbudgeted expense of \$26,444 associated with terminated employee. (New Business item:) Issue was discussed with County Commissioners on 11/20 and they agreed this was an unusual and unplanned expense outside normal operations which they expect to accept and compensate at fiscal year-end. Board committed to keeping total fiscal year spending, outside that unexpected amount, within original budget total of \$395 thousand. Financial report was moved for approval by Chuck; seconded by Annie; approved.

Director's Report: No formal report has been prepared. Troy renovations are nearly complete, with the branch nonetheless open. Brews for Benefits, for the month of November, is proceeding well and will finish tonight (11/21). Both the associated raffle baskets, provided by the Libby FOL, and adopt-a-children books are having a good reception. A \$4,500 grant for a coding club at the Libby library has been received and will be managed by Dusty Deans. The Interbel Board has approved site modifications near the Eureka branch entrance.

Old Business: Strategic goal planning areas updated as follows. Emergency Plans – clearly need to be updated for each branch. Annie will make changes for later review and approval. Facility Master Plan – draft approach presented as attached. Board perceives a need to understand and assess future trends for library usage. Alyssa will discuss with state library personnel to obtain input for the Board. Facility changes will consider the draft categories after assessing future requirements as applicable within our County. **Safety assessment / Libby floor plan** was discussed with the benefit of diagrams of physical layouts. The first phase was approved to include relocation of the working area of book processing (Chelsea's area in the lower level) into the current book sale room, and associated relocation of the book sale area to the current conference room. The lower level will be arranged to include all adult non-fiction. Alyssa will contact Amber about possible cameras from MontanaSky; these are deemed critical to security of lower level. **Memorandum of Understanding** review was tabled from last meeting pending full Board participation in discussion and planning for conference with Commissioners.

New Business: Alyssa led discussion of Partners Sharing update. Board expressed discomfort with lack of statistical facts associated with the issue of book sharing but emphasized that book sharing/holds between LCPL and other partners is essential. The Board agrees that reducing the “grab & go” period to 2 months is acceptable. Potential addition of new supervisory position was tabled, pending full understanding of financial implications, by Chuck; seconded by Annie; approved. From discussion with Commissioners, Barb suggested that New Business at next meeting should address Commissioners’ recommendation for a routine status update meeting with the Board separate from the Director’s report.

Housekeeping: Next meeting scheduled for January 23, 2020 at Libby County Courthouse and Eureka Annex with teleconference.

Meeting Adjourned: Chuck moved to adjourn the meeting at 12:10 PM, seconded by Annie, approved.

FY2019-2020 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 228,750.00	\$ 89,423.98	\$ 139,326.02	33%
140 Employer Contributions	\$ 41,187.00	\$ 16,118.07	\$ 25,068.93	39%
148 EBMS Insurance	\$ 30,060.00	\$ 15,809.09	\$ 14,250.91	53%
210 Office Supplies and Materials	\$ 1,500.00	\$ 298.52	\$ 1,201.48	20%
215 Technology Supplies and Materials	\$ 6,000.00	\$ 2,678.12	\$ 3,321.88	45%
220 Operating Supplies	\$ 2,500.00	\$ 333.02	\$ 2,166.98	13%
225 Recreation Supplies	\$ 1,500.00	\$ 355.24	\$ 1,144.76	24%
228 Educational Supplies	\$ 19,000.00	\$ 5,923.63	\$ 13,076.37	31%
310 Communication and Transportation	\$ 3,000.00	\$ 346.85	\$ 2,653.15	12%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 12,549.73	\$ 3,450.27	78%
340 Utility Services	\$ 19,000.00	\$ 4,847.05	\$ 14,152.95	26%
360 Repairs & Maintenance Services	\$ 14,466.00	\$ 5,467.46	\$ 8,998.54	38%
370 Travel	\$ 3,500.00	\$ 1,315.91	\$ 2,184.09	38%
380 Training Services	\$ 1,000.00	\$ 298.00	\$ 702.00	30%
512 Insurance	\$ 7,605.00	\$ 7,605.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 395,068.00	\$ 163,369.67	\$ 231,698.33	41%
357 Steele-Reese Foundation	\$ 20,000.00	\$ 18,081.95	\$ 1,918.05	
Totals	\$ 415,068.00	\$ 181,451.62	\$ 233,616.38	44%
PILT-215/ State Aid	\$ 11,477.47	\$ 3,998.30	\$ 7,479.17	
Totals	\$ 426,545.47	\$ 185,449.92	\$ 241,095.55	43%

*as of 11/21/2019