

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
LIBBY COUNTY COURTHOUSE MEETING ROOM
THURSDAY, FEBRUARY 27, 2020**

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

Others Present: Alyssa Ramirez

Call to Order: President Hvizdak called the meeting to order at 10 AM.

Agenda Approval: Approval of the amended agenda was moved by Marilyn, seconded by Chuck, approved.

Public Comments: None.

Approval of Minutes: Approval of minutes of January 23, 2020 meeting was moved by Chuck, seconded by Marilyn, approved.

Financial Report: Spending (report attached as of 2/22) remains under control. Expenses for operating supplies exceeds budget as expected to cover new tables and chairs for downstairs at the Libby Branch.

Director's Report: No formal written report was prepared. Primary current efforts are for rearrangement and painting Libby downstairs and upgrading children's room at Libby. Performance evaluations covering the past year have been conducted with full-time staff at all three Branches.

Old Business: Strategic Goal Planning areas updated as follows. Tracy Cook from State Library will attend our March 26 meeting to discuss future trends in library usage for our planning. Improvements at the Eureka Branch were discussed, and it was decided to activate efforts later this year. Expected discussions with insurance agent are still pending but information should be expected at an upcoming Board meeting. **Safety Assessment/Libby Floor Plan** followed a walk-through by the LVFD with estimated repairs needed to cost about \$600. Book Sale room relocation is complete, and rearrangements of the reference room and bindery area in the Libby lower level are ongoing. Carpeting in the lower level at Libby is planned for early April. **Memorandum of Understanding** was discussed, given the comments received from the County Attorney. Each Board member is to provide comments to Alyssa prior to our next meeting (3/26) with the expectation of finalizing a draft then for informal discussion with Commissioner Peck. Any action to officially present the MOU to all the County Commissioners will occur only after that discussion and a subsequent Board review. **MLA Conference/Library closure** was discussed at length and it was decided to approve closure April 1-4 (Wed – Sat) for all three Branches, with minimal overtime as required also approved. Moved by Marilyn, seconded by Annie, approved. **Meeting with Commissioners**, an added agenda item, was overlooked; hence it is considered tabled by omission.

New Business: Preliminary discussion of 2020-2021 financial budget was begun. Suggestions include increasing Operating Supplies budget for expected costs of Eureka Branch upgrades and decreasing Office Supplies budget to reflect recent experience. Otherwise 2019-2020 budget levels appear to be an acceptable template for 2020-2021, subject to unknown projected staff salaries/wages/insurance costs.

Housekeeping issue arose surrounding the In-Service Day closure of all branches on March 20, just prior to the extended 4-day closure in early April for team building at the MLA meeting in Missoula. A motion was made to delay this in-service day closure to May at the earliest, but it died for lack of a second.

Next Meeting will be March 26, mainly with Tracy Cook from the MLA to describe future library trends.

Meeting Adjourned: Marilyn moved to adjourn the meeting at 11:30 AM, seconded by Chuck, approved.

FY2019-2020 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 228,750.00	\$ 142,069.01	\$ 86,680.99	58%
140 Employer Contributions	\$ 41,187.00	\$ 25,009.75	\$ 16,177.25	61%
148 EBMS Insurance	\$ 30,060.00	\$ 21,927.08	\$ 8,132.92	73%
210 Office Supplies and Materials	\$ 1,500.00	\$ 447.31	\$ 1,052.69	30%
215 Technology Supplies and Materials	\$ 6,000.00	\$ 4,592.93	\$ 1,407.07	77%
220 Operating Supplies	\$ 2,500.00	\$ 5,404.28	\$ (2,904.28)	216%
225 Recreation Supplies	\$ 1,500.00	\$ 402.72	\$ 1,097.28	27%
228 Educational Supplies	\$ 19,000.00	\$ 9,458.27	\$ 9,541.73	50%
310 Communication and Transportation	\$ 3,000.00	\$ 1,496.50	\$ 1,503.50	50%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 15,030.10	\$ 969.90	94%
340 Utility Services	\$ 19,000.00	\$ 10,231.30	\$ 8,768.70	54%
360 Repairs & Maintenance Services	\$ 14,466.00	\$ 8,982.86	\$ 5,483.14	62%
370 Travel	\$ 3,500.00	\$ 1,526.16	\$ 1,973.84	44%
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	\$ 254,481.27	\$ 140,586.73	64%
357 Steele-Reese Foundation	\$ 20,000.00	\$ 20,308.57	\$ (308.57)	
Totals	\$ 415,068.00	\$ 274,789.84	\$ 140,278.16	66%
PILT-215/ State Aid	\$ 11,477.47	\$ 3,998.30	\$ 7,479.17	
Totals	\$ 426,545.47	\$ 278,788.14	\$ 147,757.33	65%

*as of 2/22/2020