

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
ZOOM TELECONFERENCE
THURSDAY, APRIL 23, 2020**

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

Others Present: Alyssa Ramirez, Director LCL; Carol Kleinert, Missoula; Tracy Cook, Montana State Library (MSL); Dustina Deans, Keeli Green, Chelsea Drake.

Call to Order: President Hvizdak called the meeting to order at 10:11 AM. Two trustees joined the session slightly later due to technical issues.

Agenda Approval: Approval of the agenda was moved by McDougall, seconded by Hvizdak, approved.

Public Comments: Kleinert introduced herself as a visitor, stating she was interested in the Eureka library.

Approval of Minutes: Approval of minutes of February 27, 2020 meeting was moved by McDougall, seconded by Hvizdak, approved.

Following login from all trustees at this point, it was agreed to adjust the consideration of agenda items to defer Director's and Financial report items until after discussion of the COVID update. These Minutes are however in original agenda order.

Financial Report: Spending (report attached with salary through mid-March) remains within plans. Year-end projection (2019-2020) was also reviewed; approval was moved by Gerheim, seconded by Gassman, approved.

Director's Report: Staff contributed substantially, during Covid closure, to Libby remodel and to weeding collections in Libby and Eureka. Nearly 3000 items were removed from shelves and given to the respective FOL groups at each location. Rearrangements occurred at each library, with Troy completed earlier. The Libby children's room was upgraded with use of a grant, and the Libby non-fiction/archives/biography/Montana collections are now in the lower level. Ramirez noted two County maintenance employees who were generous with their time and efforts at the Libby library.

Old Business: Strategic Goal Planning areas were not updated, given very limited activity in March/April. Hvizdak moved to table discussion until next meeting, seconded by Gassman, approved. **Safety Assessment/Libby Floor Plan** experienced considerable progress, with the Libby Fire Marshal recommendations completed. Remodeling downstairs is nearly complete due to time available in March/April with new carpeting, painting, and reorganization. Of note was relocation of non-fiction collection to lower level and associated rearrangement of fiction collection to permit improved sight lines in upper level library. Compliments were offered to all

library staff who worked effectively during the past period of crisis and personal tension. Further comments were included in Director's Report. **Memorandum of Understanding** (MOU) had received no comments, apparently due to the COVID crisis. It was agreed that any comments would be provided to Director Ramirez by April 30. Presentation of the draft MOU to the Commissioners, together with an update on phased reopening plans for the libraries, at their May 13 meeting was moved by Gerheim, seconded by Huntsberger and approved. **FY 2020-2021 Budget** was discussed, and approval of the preliminary budget for 2020/2021 was moved by Gerheim, seconded by McDougall, approved.

New Business: Eureka Library Librarian Esther Brandt has given her notice of intent to retire, working through 5/30/2020. She will be entitled to accrued sick & personal leave payout of about \$6300 (which was not included in 2019-2020 budget). Applications will be accepted at Job Services through 4/30/2020 but interest is unclear at this time due to office closing due to virus. Pending information on applicants it may be necessary to request Brandt to defer retirement slightly, or for Ramirez to work in Eureka to cover position. Additional funding may be needed to cover payout. **COVID-19 Closure Discussion** received substantial input from Cook and MSL considerations. These include attentiveness to local health directives, separate hours for at-risk patrons, curbside pick-up, quarantining of returned materials, protection for staff and physical distancing. Cook observed that Libby serves a large at-risk population. Hvizdak requested ensuring procedures (including sufficient PPE) so staff is adequately protected and include the option to permit them to not work if warranted. Cook will share response plans the MSL receives from other library systems. Ramirez emphasized that reopening plans depend in part on school opening plans, stating a concern that libraries could be overcrowded with students if classes do not reopen. It was agreed to target 5/4/2020 for opening via curbside pick-up and appointments; target 5/11/2020 for reopening, with both dates conditional on having adequate PPE and cleaning equipment available. Ramirez will share phased plans with trustees as they are developed. **Director Evaluation** is timely, based on 2019 schedule. Ramirez will share the form used in 2019, and Cook will provide other examples from MSL. This will be an Old Business agenda item in May.

Next Meeting will be May 21, relocated to Libby to provide "social distancing".

Meeting Adjourned: Gerheim moved to adjourn the meeting at 11:20 AM, seconded by Huntsberger, approved.

FY2019-2020 Expenditure Budget Report

	Budgeted	Spent	Remaining	75%
110 Salaries and Wages	\$ 228,750.00	\$ 177,901.59	\$ 50,848.41	78%
140 Employer Contributions	\$ 41,187.00	\$ 31,001.33	\$ 10,185.67	75%
148 EBMS Insurance	\$ 30,060.00	\$ 26,005.74	\$ 4,054.26	87%
210 Office Supplies and Materials	\$ 1,500.00	\$ 573.85	\$ 926.15	38%
215 Technology Supplies and Materials	\$ 6,000.00	\$ 5,548.94	\$ 451.06	92%
220 Operating Supplies	\$ 2,500.00	\$ 5,564.60	\$ (3,064.60)	223%
225 Recreation Supplies	\$ 1,500.00	\$ 668.81	\$ 831.19	45%
228 Educational Supplies	\$ 19,000.00	\$ 12,249.10	\$ 6,750.90	64%
310 Communication and Transportation	\$ 3,000.00	\$ 1,722.73	\$ 1,277.27	57%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 15,211.02	\$ 788.98	95%
340 Utility Services	\$ 19,000.00	\$ 14,298.68	\$ 4,701.32	75%
360 Repairs & Maintenance Services	\$ 14,466.00	\$ 11,436.84	\$ 3,029.16	79%
370 Travel	\$ 3,500.00	\$ 1,925.53	\$ 1,574.47	55%
380 Training Services	\$ 1,000.00	\$ 448.00	\$ 552.00	45%
512 Insurance	\$ 7,605.00	\$ 7,605.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 395,068.00	\$ 312,161.76	\$ 82,906.24	79%
357 Steele-Reese Foundation	\$ 20,000.00	\$ 20,308.57	\$ (308.57)	
Totals	\$ 415,068.00	\$ 332,470.33	\$ 82,597.67	80%
PILT-215/ State Aid	\$ 11,477.47	\$ 3,998.30	\$ 7,479.17	
Totals	\$ 426,545.47	\$ 336,468.63	\$ 90,076.84	79%

*as of 4/15/2020

Director's Report April 2020

Library update since March 17 closure:

Eureka Branch: Libby staff worked in Eureka for a total of 5 days to weed and relabel the Eureka collection. The Large Print, Juvenile Fiction, Young Adult and part of the Fiction sections were relabeled. The Reference and Archive sections were removed from the Eureka branch. The oral histories were relocated to Libby. The Eureka collection is now roughly 9,357 items.



Left: Books removed from the Eureka Library and sent to FOL Book Sale.

Below: Post-collection maintenance to the Eureka Branch.



Libby Branch- Downstairs: Shelves and walls were painted before new carpet was installed. The Montana Collection, Non-Fiction, Oversize and Archives are now located downstairs. Computers and new tables are in their new arrangement, plus Chelsea's desk is now located in the Reference area. We are currently waiting on IT to wire the public computers.



Libby Branch- Children's Room: The Kid's room was painted, new/old shelves were put in. A custom mural was ordered and will be shipped by April 17. New furniture, market stall, rugs, toys have been ordered. Dusty re-organized the closet for all her storytime supplies. The last thing to be ordered will be a new play table for the kids.



Libby Branch- Upstairs: The Libby collection was drastically weeded and now has roughly 18,197 items in the collection. Considering the safety measures recommended by Emergency Management Director, Brent Teske, and the reality of the capabilities of Maintenance Director, Joe Nagle, the collections upstairs were arranged. The fiction shelves in the middle of the floor are moved to the Young Adult area. DVDs were moved to shelves on the wall with audio book.



Above: DVDs and Audios are along the back wall. Young Adult is shifted to the right. The open wall part of the wall will be used for magazines. The center will be a big reading area for patrons.



Above: The shelves on the left will be removed to the back-left corner will be visible. The empty shelves on the right will be removed. The center will have tables and some seating for patrons.

Troy Branch: Sharee has been working on an inventory project. She is also cleaning out her back room and preparing for summer reading. She was awarded a \$1,000 from Town Pump.

FY 2020-2021 Anticipated Budget

	FY20 Budgeted	FY20 Spent	FY21 Anticipated
110 Salaries and Wages	\$ 228,750.00	\$ 250,078.75	\$ 231,101.10
140 Employer Contributions	\$ 41,187.00	\$ 40,013.36	\$ 42,997.75
148 EBMS Insurance	\$ 30,060.00	\$ 32,123.73	\$ 24,832.39
210 Office Supplies and Materials	\$ 1,500.00	\$ 573.85	\$ 1,000.00
215 Technology Supplies and Materials	\$ 6,000.00	\$ 6,701.82	\$ 7,000.00
220 Operating Supplies	\$ 2,500.00	\$ 5,864.60	\$ 3,500.00
225 Recreation Supplies	\$ 1,500.00	\$ 1,438.81	\$ 1,500.00
228 Educational Supplies	\$ 19,000.00	\$ 17,249.10	\$ 19,000.00
310 Communication and Transportation	\$ 3,000.00	\$ 2,302.73	\$ 2,500.00
330 Publicity, Subscriptions	\$ 16,000.00	\$ 15,211.02	\$ 16,000.00
340 Utility Services	\$ 19,000.00	\$ 18,612.00	\$ 19,000.00
360 Repairs & Maintenance Services	\$ 14,466.00	\$ 15,038.17	\$ 15,000.00
370 Travel	\$ 3,500.00	\$ 2,375.53	\$ 3,000.00
380 Training Services	\$ 1,000.00	\$ 448.00	\$ 1,000.00
512 Insurance	\$ 7,605.00	\$ 7,605.00	\$ 7,605.00
940 Machinery & Equipment	\$ -		
Totals	\$ 395,068.00	\$ 415,636.47	\$ 395,036.24
PILT-215/ State Aid	\$ 11,477.47	\$ 3,998.30	\$ 11,000.00
Totals	\$ 406,545.47	\$ 419,634.77	\$ 406,036.24