

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
LINCOLN COUNTY COURTHOUSE CONFERENCE ROOM
THURSDAY, MAY 21, 2020**

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

Others Present: Alyssa Ramirez, Director LCL; Dustina Deans, Keeli Green, Chelsea Drake; Susan Mepham (Eureka Branch Librarian-designate).

Call to Order: President Hvizdak called the meeting to order at 10:03 AM.

Agenda Approval: Approval of the agenda was moved by Huntsberger, seconded by Gerheim, approved.

Public Comments: Mepham (visitor) was introduced as the new Eureka Branch Librarian-designate, and each staff member gave a brief job description.

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

Financial Report: The attached spending report is through May 15. New and unforeseen expenses include \$5000 charge from MACO for legal fees associated with recent personnel issue, and a deductible for insurance claims of \$2000-2500, which might actually occur in the 2020-2021 budget year. Director Ramirez will pursue questions with MACO regarding the basis for the claim, with questions regarding the applicable MACO rules. Further questions regarding costs from the flooding at Libby will be discussed as more information becomes available. Report approval was moved by Gerheim, seconded by McDougall, approved.

Director's Report: Troy and Eureka Branches opened Tuesday, while Libby opening was suspended. Over 15000 gallons of water were pumped out from Libby, following a water leak from a broken fitting in a staff bathroom on the main level, which was discovered on Monday morning, May 18. Discussions with Kevin Peck, Glacier Insurance, have begun and will be ongoing. Two separate policies seem to be applicable: one for the building (e.g., electrical, hvac) and one for contents (e.g., walls, elevator, computer/other equipment, carpet, books). Near-heroic efforts of county maintenance staff, library staff and volunteers from Friends of the Library resulted in clearing out much damaged and undamaged materials from the lower level. Several hundred pictures have been taken. Strong guidance was given by the trustees to obtaining a new contractor who can serve as an effective and efficient general contractor for cleanup and recovery, relieving library staff of much of these obligations. As indicated earlier, Sue Mepham has been hired a new Branch Librarian for Eureka starting June 15.

Old Business: Strategic Goal Planning areas were briefly updated. Facility planning will focus on Eureka Branch upgrades which can be done within budget constraints. Director Ramirez will contact Tracy Cook, MSL, to explore rescheduling a teleconference regarding

future library trends, postponed from April. Priority will also need to be given to planning for a mil levy request in 2022. **Memorandum of Understanding (MOU)** presentation to the Commissioners went well and final approval is anticipated during their May 28 meeting. **Covid-19 Closure** experience to date and plans for future phases were discussed. Summer reading program will encourage home activity, while emphasis was also placed on increased availability of (disinfected) computer facilities. President Hvizdak has consolidated **Director Evaluations** received from each trustee, which will be discussed in the June meeting executive session with Director Ramirez.

New Business: The proposed new **Emergency Closure Policy** was reviewed; application to three library buildings should be recognized in the language, and open questions were raised regarding the staff compensation section. Ramirez, Hvizdak and Gerheim will contact other libraries to learn their rules, particularly as applied during recent Covid-related closures.

Next Meeting will be June 18 in Eureka.

Meeting Adjourned: Gerheim moved to adjourn the meeting at 11:40 AM, seconded by McDougall, approved.

FY2019-2020 Expenditure Budget Report

| | Budgeted | Spent | Remaining | |
|---------------------------------------|----------------------|---------------|---------------|------------|
| 110 Salaries and Wages | \$ 228,750.00 | \$ 203,303.41 | \$ 25,446.59 | 83% 89% |
| 140 Employer Contributions | \$ 41,187.00 | \$ 35,375.24 | \$ 5,811.76 | 86% |
| 148 EBMS Insurance | \$ 30,060.00 | \$ 28,045.07 | \$ 2,014.93 | 93% |
| 210 Office Supplies and Materials | \$ 1,500.00 | \$ 582.14 | \$ 917.86 | 39% |
| 215 Technology Supplies and Materials | \$ 6,000.00 | \$ 6,059.39 | \$ (59.39) | 101% |
| 220 Operating Supplies | \$ 2,500.00 | \$ 5,651.40 | \$ (3,151.40) | 226% |
| 225 Recreation Supplies | \$ 1,500.00 | \$ 674.62 | \$ 825.38 | 45% |
| 228 Educational Supplies | \$ 19,000.00 | \$ 13,552.36 | \$ 5,447.64 | 71% |
| 310 Communication and Transportation | \$ 3,000.00 | \$ 1,817.08 | \$ 1,182.92 | 61% |
| 330 Publicity, Subscriptions | \$ 16,000.00 | \$ 15,211.02 | \$ 788.98 | 95% |
| 340 Utility Services | \$ 19,000.00 | \$ 15,208.85 | \$ 3,791.15 | 80% |
| 360 Repairs & Maintenance Services | \$ 14,466.00 | \$ 12,877.86 | \$ 1,588.14 | 89% |
| 370 Travel | \$ 3,500.00 | \$ 1,959.15 | \$ 1,540.85 | 56% |
| 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 | \$ 348,370.59 | \$ 46,697.41 | 88% |
| 357 Steele-Reese Foundation | \$ 20,000.00 | \$ 20,308.57 | \$ (308.57) | |
| Totals | \$ 415,068.00 | \$ 368,679.16 | \$ 46,388.84 | 89% |
| PILT-215/ State Aid | \$ 11,477.47 | \$ 11,477.47 | \$ - | |
| Totals | \$ 426,545.47 | \$ 380,156.63 | \$ 46,388.84 | 89% |

*as of 5/14/2020