

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
MINUTES OF MEETING  
LIBBY LIBRARY  
THURSDAY, SEPTEMBER 17, 2020**

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

**Others Present:** Alyssa Ramirez, Director LCL; Susan Horelick (Libby Friends of the Library)

**Call to Order:** President Hvizdak called the meeting to order at 10:06 AM.

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

**Public Comments:** Susan Horelick, President of the Libby Friends of the Library, reported briefly on the 2019-2020 fiscal year donations totaling \$8300 from the Libby Friends for the Library equipment, books and programs.

**Approval of Minutes:** Approval of the minutes for July 16, 2020 meeting was moved by Hvizdak, seconded by Huntsberger, approved.

**Financial Report:** Spending is complete for the **fiscal year 2019-2020**, and the County has agreed to cover the over expenditure of \$21,518.18, as discussed at previous Board meetings. The attached financial report and budget for **fiscal year 2020-2021** have been updated to reflect expected wage increases (and associated benefits). Spending to date is in line with expectations. As displayed, the **2020-2021 budget** includes exceptional categories of \$11,265 for insurance-covered expenditures related to the flooding, and \$2,500 from an oral history grant. The library budget total (appropriately excluding these categories) approved by the County Commissioners is \$4,700 below what was agreed upon by the Library Board at its July 16 meeting. The Board approved revised budget allocations (from the July 16 budget) by line item as follows: a) 225 Recreation Supplies (\$200) for a new budget of \$1300; b) 228 Educational Supplies (\$1000) for a new budget of \$18000; c) 310 Communication and Transportation (\$1000) for a new budget of \$1500; d) 340 Utility Services (\$1000) for a new budget of \$18000; e) 370 Travel (\$1000) for a new budget of \$2000; and f) 380 Training Services (\$500) for a new budget of \$500. It was recognized that this represents a very “lean” budget and will require constant attention, but the Board agreed that when effective training opportunities arise that may exceed this budget the Board wants to consider supplemental funding for them at that time.

**Director’s Report:** Recovery of full capability at Libby has been hampered by very slow delivery of shelving, desks and other needed equipment. County computer service support has been supplemented by a contract company but remains constrained. Date to establish full service in Libby (both levels open and computer usage) is still uncertain. Activities at the Troy and Eureka branches are doing well.

**Policy Review** of the Public Meeting Room Policy started Board assessment of all Policies as required by State Library Standards. Since this policy applied only to Libby, and the meeting

room no longer exists, deletion of this policy was moved by McDougall and seconded by Gerheim, approved.

**Old Business:** Discussion and action on the State Library presentation regarding **Future Library Trends** was tabled in recognition of the highly uncertain state of future impacts on library needs and opportunities. Extensive discussion of **Covid-19 Closure** and reopening timing recognized that establishing full original open hours remains problematic. It was moved by McDougall, seconded by Huntsberger and approved to change hours as soon as operationally practical (changes expected in early October) in all branches to permit library open hours on Saturday and some evening opening, with every effort made to keep open hours as consistent between branches as possible. No sacrifice in current phase of sanitizing and other rules is approved. Approval of the attached new **Emergency Closure Policy** was moved by Gerheim, seconded by Huntsberger, approved. The **Library Director Evaluation** was completed, signed by Board members and the Director, and will remain with the Director.

**New Business: Officer Elections**, postponed from the July meeting, were held with election of President – Hvizdak and Vice-President – Huntsberger. The **2020 Library Standards** were reviewed and signed by President Hvizdak for submittal to the State library. The attached **Hot Spot Lending Program** policy was discussed and there will be no associated financial liability to the Lincoln County Library for the current year. Approval of the program for one year, with review of usage and budget implications at that time, was moved by Hvizdak, seconded by Huntsberger, approved. Notice was given of a **Bequest to the Troy Branch** from the estate of Beverly Faria, with timing and amount yet to be settled.

**Next Meetings** are currently scheduled for October 15 at the Troy library, and November 19 at the Eureka library, both to start at 10 AM.

**Meeting Adjourned:** Gerheim moved to adjourn the meeting at 12:17 PM, seconded by Hvizdak, approved.

## FY2019-2020 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	<b>\$ 228,750.00</b>	\$ 248,925.37	\$ (20,175.37)	109%
140 Employer Contributions	<b>\$ 41,187.00</b>	\$ 42,028.96	\$ (841.96)	102%
148 EBMS Insurance	<b>\$ 30,060.00</b>	\$ 31,252.41	\$ (1,192.41)	104%
210 Office Supplies and Materials	<b>\$ 1,500.00</b>	\$ 778.88	\$ 721.12	52%
215 Technology Supplies and Materials	<b>\$ 6,000.00</b>	\$ 6,877.16	\$ (877.16)	115%
220 Operating Supplies	<b>\$ 2,500.00</b>	\$ 5,970.12	\$ (3,470.12)	239%
225 Recreation Supplies	<b>\$ 1,500.00</b>	\$ 1,398.26	\$ 101.74	93%
228 Educational Supplies	<b>\$ 19,000.00</b>	\$ 13,943.80	\$ 5,056.20	73%
310 Communication and Transportation	<b>\$ 3,000.00</b>	\$ 1,937.61	\$ 1,062.39	65%
330 Publicity, Subscriptions	<b>\$ 16,000.00</b>	\$ 20,540.94	\$ (4,540.94)	128%
340 Utility Services	<b>\$ 19,000.00</b>	\$ 17,586.82	\$ 1,413.18	93%
360 Repairs & Maintenance Services	<b>\$ 14,466.00</b>	\$ 14,506.93	\$ (40.93)	100%
370 Travel	<b>\$ 3,500.00</b>	\$ 2,487.35	\$ 1,012.65	71%
380 Training Services	<b>\$ 1,000.00</b>	\$ 448.00	\$ 552.00	45%
512 Insurance	<b>\$ 7,605.00</b>	\$ 7,605.00	\$ -	100%
940 Machinery & Equipment	<b>\$ -</b>		\$ -	
<b>Totals</b>	<b>\$ 395,068.00</b>	\$ 416,287.61	\$ (21,219.61)	105%
357 Steele-Reese Foundation	<b>\$ 20,000.00</b>	\$ 20,308.57	\$ (308.57)	
<b>Totals</b>	<b>\$ 415,068.00</b>	\$ 436,596.18	\$ (21,528.18)	105%
PILT-215/ State Aid	<b>\$ 11,477.47</b>	\$ 11,477.47	\$ -	
<b>Totals</b>	<b>\$ 426,545.47</b>	\$ 448,073.65	\$ (21,528.18)	105%

\*as of 9/9/2020 FINAL

## FY2020-2021 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	
110 Salaries and Wages	<b>\$ 231,102.00</b>	\$ 27,523.06	\$ 203,578.94	17%
140 Employer Contributions	<b>\$ 44,000.00</b>	\$ 5,926.61	\$ 38,073.39	13%
148 EBMS Insurance	<b>\$ 26,500.00</b>	\$ 3,351.56	\$ 23,148.44	13%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ -	\$ 1,000.00	0%
212 Replacements (Insurance)	<b>\$ 11,265.00</b>	\$ 5,259.95	\$ 6,005.05	47%
215 Technology Supplies and Materials	<b>\$ 7,000.00</b>	\$ 2,027.19	\$ 4,972.81	29%
220 Operating Supplies	<b>\$ 3,500.00</b>	\$ 2,069.39	\$ 1,430.61	59%
225 Recreation Supplies	<b>\$ 1,300.00</b>	\$ 191.98	\$ 1,108.02	15%
228 Educational Supplies	<b>\$ 18,000.00</b>	\$ 2,753.98	\$ 15,246.02	15%
230 Oral History Grant	<b>\$ 2,500.00</b>	\$ -	\$ 2,500.00	0%
310 Communication and Transportation	<b>\$ 1,500.00</b>	\$ 58.83	\$ 1,441.17	4%
330 Publicity, Subscriptions	<b>\$ 16,000.00</b>	\$ 11,693.45	\$ 4,306.55	73%
340 Utility Services	<b>\$ 19,000.00</b>	\$ 1,773.91	\$ 17,226.09	9%
360 Repairs & Maintenance Services	<b>\$ 15,000.00</b>	\$ 5,069.94	\$ 9,930.06	34%
370 Travel	<b>\$ 1,000.00</b>	\$ 208.74	\$ 791.26	21%
380 Training Services	<b>\$ 500.00</b>	\$ -	\$ 500.00	0%
512 Insurance	<b>\$ 5,625.00</b>	\$ 5,625.00	\$ -	100%
940 Machinery & Equipment	<b>\$ -</b>		\$ -	
<b>Totals</b>	<b>\$ 404,792.00</b>	<b>\$ 73,533.59</b>	<b>\$ 331,258.41</b>	<b>18%</b>
State Aid		\$ -	\$ -	
<b>Totals</b>	<b>\$ 404,792.00</b>	<b>\$ 73,533.59</b>	<b>\$ 331,258.41</b>	<b>18%</b>

\*as of 8/7/2020



## **EMERGENCY CLOSURE POLICY**

Lincoln County Library is a public service institution and every effort is made to maintain regular business hours. However, at times, a branch or the entire library system may have to close, shorten hours or cancel programs due to emergency conditions.

### **INCLEMENT WEATHER**

Severe weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation, extreme (subzero) temperatures or blizzard conditions may require closing the library so staff and the public can get home safely. Library closures are at the discretion of the Library Director.

### **BUILDING CONDITIONS/EQUIPMENT FAILURE**

Failure of vital building services, extended power failure, condition of the building or its equipment may require the library to open late, close early or close for the entire day. Reasonable efforts will be made to restore building conditions or equipment and resume library services. If conditions remain unchanged, the decision to close will be made by the Library Director.

### **HEALTH/SAFETY EMERGENCY**

General health and safety emergencies or other circumstances in which other governmental agencies are closing may require the library to close. The decision to close and the length of closure will be made by the Library Board of Trustees. If an immediate emergency arises, the Library Director has discretion to close the library to ensure the safety of staff and public.

### **STAFF COMPENSATION**

If the library opens late or closes early for an emergency, staff will be paid regular hours for the day. In the event of an extended closure, staff compensation in the form of regular pay or paid leave will be determined by the Library Board of Trustees.

Adopted 9/2020



## **HOTSPOT LENDING PROGRAM**

The COVID-19 pandemic has greatly exacerbated the digital divide in Montana, which is why the Montana State Library has invested in a hotspot lending program. In partnership with T-Mobile and Verizon, the Montana State Library has provided hotspots to Lincoln County Library. This is a one-year pilot program. Continuation will be assessed by the Lincoln County Library Board of Trustees at the end of the one-year contract.

### **BORROWING GUIDELINES**

- Checkout period: 14 days
- Adult (18+) cardholders may checkout
- 1 hotspot per cardholder/household at a time
- A cardholder/household must wait 7 days upon returning a hotspot unit before checking one out again
- No renewals
- Borrower Agreement must be signed before hotspot is issued to a patron

### **GENERAL GUIDELINES**

- Coverage depends on the Verizon network so the location of the hotspot and congestion of the network may affect user experience.
- All components of the hotspot units must be returned together at the Circulation Desk. They may not be returned in any outside returns.
- Hotspots are deactivated if overdue or if excessive data is used
- Use of the hotspot is subject to the terms of the Library Internet Use Policy
- Hotspots are not filtered, and it is the user's responsibility to use the device in a responsible manner and not for any unauthorized, unethical, or illegal purposes
- Parents/guardians are responsible for the use of the hotspot by minors
- Any attempt to alter data or the configuration of the hotspot is strictly prohibited, and may be considered an act of vandalism and subject to full replacement cost value
- The library reserves the right to revoke checkout privileges if these guidelines are not met

### **DISCLAIMER**

Lincoln County Library is not responsible for personal information shared over the internet or for information and websites accessed using this device, or any misuse, harm or any other result due to the use of the hotspot

### **FEES**

Hotspots are free to borrow. Replacement charges will be incurred if the hotspot is lost, stolen or damaged: Hotspot \$100, Case \$15, Adapter \$5, USB cord \$5, or Entire kit: \$200 (kit + 1-month service)