

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
FVCC LIBBY CAMPUS AND ZOOM
THURSDAY, NOVEMBER 19, 2020**

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

Others Present: Alyssa Ramirez, Director LCL

Call to Order: President Hvizdak called the meeting to order at 10:04 AM.

Agenda Approval: Approval of the agenda, amended to include a report on the Johnson Controls proposal, was moved by McDougall, seconded by Hvizdak, approved.

Tour of the FVCC Libby Campus: In the absence of the campus director, LCL Director Ramirez conducted a brief physical familiarization tour of the facilities. Initiation of substantive discussions of any partnering options will await a meeting with the FVCC campus director in 2021.

Public Comments: None.

Approval of Minutes: Approval of the minutes for the October 15, 2020 meeting was moved by Gerheim, seconded by Huntsberger, approved.

Financial Report: Expenditures through October (4 months or 33% of fiscal year) were 37% of budget. No major issues arose, and given the front-end load of several categories, spending appears to be well under control. When budget and spending for lines 212 and 230 are removed, as these items are absent from the annual budget agreement with the County, spending is at 35% of budget.

Director's Report: A comprehensive summary for each Branch showed a high level of activities even during the current pandemic-influenced schedule. For example, in Eureka novel displays were made for Banned Book week, celebrating Bat week in October, Breast Cancer awareness and November stress relief kits for adults. In Libby wiring replacement made progress and now awaits IT support guidance on final requirements; a "zero to five" children's program for all three branches is being developed; further update on complete opening at Libby was discussed later in the meeting. Troy Branch was unfortunately shut down again due to sewer smell and a temporary solution was made which will be tested next Spring; if it does not work the option is to tear into the bathroom to find and correct the source of the gas leak.

Policy Review of the **Collection Management** policy update will be finalized at the January meeting, with comments on the draft from each Board member due to Director Ramirez by December 31, 2020. She will consolidate comments and provide the corrected new policy before the January meeting.

Old Business: Discussion and action on the State Library presentation regarding **Future Library Trends and Mil levy** remained tabled (moved by Gerheim, seconded by Hvizdak, approved) in recognition of the highly uncertain state of future impacts on library needs and opportunities. Discussion of **Covid-19 Closure** centered around recent experiences in Eureka of physical and verbal harassment of staff when trying to enforce library rules. The Board unanimously considers that maintaining a safe and secure environment within the branches is essential, as evidenced by the previously approved policy on library behavior. Consequently, the Board approved (moved by Gerheim, seconded by Huntsberger) a motion that “authorizes the Director to adjust levels of service at any Branch to help assure the safety and security of staff and patrons. Timing of such changes will be at the discretion of the Director.” The sense of the Board during discussion was that changes to start curbside service augmented by entrance appointments should be instituted at the Eureka Branch as soon as reasonably possible. Regarding **Libby Branch opening**, we have received a newly proposed installation date for the new shelving of 1/11-15/2021. IT support for wiring completion and computer installation is key to full opening of the downstairs level by 2/1/2021. Director Ramirez will provide Hvizdak with prior IT work requirements which have gone unsatisfied for extended periods. No new substantive information arose for the potential **Troy or Libby Branch partnerships**. The County has agreed, per the MOU, to undertake the drainage repair required to satisfy part of the **Johnson Controls proposal**. Hvizdak indicated that her discussion of the item with the Commissioners went very smoothly, testimony to the benefit from the effort in developing the MOU.

New Business: Key item of discussion at the **Shared Partners’ meeting** was a decision to test a new process for holds/Grab&Go at partner libraries for 6 months. It was agreed (moved by McDougall, seconded by Gassman, approved) to **close December 25-26 and January 1-2** at all Branches for those upcoming holidays. Proposed **calendar for 2021** was presented and agreed.

Next Meeting is currently scheduled for January 28 at the Lincoln County courthouse and Eureka annex starting at 10 AM. No meeting will be held in December.

Meeting Adjourned: Hvizdak moved to adjourn the meeting at 11:54 AM, seconded by Gerheim, approved.

FY2020-2021 Expenditure Budget Report

	Budgeted	Spent	Remaining	33%
110 Salaries and Wages	\$ 231,102.00	\$ 71,905.37	\$ 159,196.63	31%
140 Employer Contributions	\$ 44,000.00	\$ 13,493.51	\$ 30,506.49	31%
148 EBMS Insurance	\$ 26,500.00	\$ 6,703.12	\$ 19,796.88	25%
210 Office Supplies and Materials	\$ 1,000.00	\$ 597.26	\$ 402.74	60%
212 Replacements (Insurance)	\$ 11,265.00	\$ 11,917.45	\$ (652.45)	106%
215 Technology Supplies and Materials	\$ 7,000.00	\$ 3,561.66	\$ 3,438.34	51%
220 Operating Supplies	\$ 3,500.00	\$ 1,085.32	\$ 2,414.68	31%
225 Recreation Supplies	\$ 1,300.00	\$ 198.97	\$ 1,101.03	15%
228 Educational Supplies	\$ 18,000.00	\$ 9,163.90	\$ 8,836.10	51%
230 Oral History Grant	\$ 2,500.00	\$ -	\$ 2,500.00	0%
310 Communication and Transportation	\$ 1,500.00	\$ 475.38	\$ 1,024.62	32%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 13,823.97	\$ 2,176.03	86%
340 Utility Services	\$ 18,000.00	\$ 3,656.02	\$ 14,343.98	20%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ 7,686.18	\$ 7,313.82	51%
370 Travel	\$ 2,000.00	\$ 495.90	\$ 1,504.10	25%
380 Training Services	\$ 500.00	\$ -	\$ 500.00	0%
512 Insurance	\$ 5,625.00	\$ 5,625.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 404,792.00	\$ 150,389.01	\$ 254,402.99	37%
State Aid	\$ 11,488.74	\$ 1,488.90	\$ 9,999.84	
Totals	\$ 416,280.74	\$ 151,877.91	\$ 264,402.83	36%

*as of 11/12/2020

HOLIDAYS. SPECIAL DATES & CLOSED DATES

- Jan 01—New Year's Day
- Jan 16-18—MLK Holiday
- Jan 28—Board Meeting (Courthouse)
- Feb 13-15—President's Day
- Feb 25—Board Meeting (Courthouse)
- March 19—Staff Meeting
- March 25—Board Meeting (Courthouse)
- April 14-17—MLA Conference (Virtual)
- April 22—Board Meeting (Courthouse)
- May 14-15—Tamarack Federation
- May 20—Board Meeting (Troy)
- May 29-31—Memorial Day
- June 17—Board Meeting (Eureka)
- July 02-03—Fourth of July
- July 15—Board Meeting (Libby)
- Aug 19—Board Meeting (Troy)
- Sept 03—Staff Meeting
- Sept 04-06—Labor Day
- Sept 16—Board Meeting (Eureka)
- Oct 08—In-Service
- Oct 09-11—Columbus Day
- Oct 21—Board Meeting (Libby)
- Nov 11—Veteran's Day
- Nov 18—Board Meeting (Troy)
- Nov 25—Thanksgiving
- Dec 24-25—Christmas

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