

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
LINCOLN COUNTY COURTHOUSE
THURSDAY, FEBRUARY 25, 2021**

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

Others Present: Alyssa Ramirez, Director LCL

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

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

Public Comments: None.

Approval of Minutes: Approval of the minutes as submitted for the January 28, 2021 meeting was moved by McDougall, seconded by Gassman, approved.

Financial Report: Total expenditures are in line with 67% of the year elapsed, considering salary/wages yet to be booked for February. Operating Supplies (220) will exceed budget by about \$1000 due to unanticipated cost of wrapping supplies for books purchased unwrapped to replace flood-damaged books and audios. Educational Supplies (228) will not exceed budget at year-end, although higher than 67% at this point, due to ability to adjust book purchases as fiscal year closes. Publicity/Subscriptions (330) will exceed budget by year-end by about \$500 due to cost of Beanstack (approved in January by Board) and membership fees for MLA and PLA. Training Services (380) will slightly exceed budget due to MLA registration for all staff for virtual annual meeting in April.

Director's Report: See attached report. Key items of interest/concern: Director Ramirez and County Administrator McFadden have met and developed an informal plan to deal with technology maintenance issues; progress accordingly will be reviewed with Board of Trustees after 3 months. Investigation and adjustments regarding Eureka Branch are ongoing.

Policy Review of the **School** policy was reviewed, and the policy was deleted as being unnecessary. Deletion motion made by Gerheim, seconded by McDougall, approved.

Old Business: Discussion and action on the State Library presentation regarding **Future Library Trends and Mil levy** remained tabled; substantive work is ongoing administratively to improve the internal spaciousness of the interior of the Eureka Branch without expenditures at this time. After substantial discussion of **Covid-19 Policy** it was agreed to continue the existing mask policy, while working on procedures for establishing an "end case" to the library requirement. A meeting with the Lincoln County Commissioners will be held (on March 10) to describe the Board's thoughts regarding the policy.

New Business: Director Ramirez presented an opportunity to partner with the County Health Department in an integrated position of **Family Engagement Assistance Coordinator**, to be officed at the Troy Branch, spending roughly 30% of time in the role of substitute librarian in Troy and the remainder as support to young children and their families (responsible to the County Health Department). The current substitute librarian for Troy has submitted a resignation effective March 1; and the new position costs will be shared between the two entities (via MOU) so no additional costs to the Library are expected. It was moved by McDougall, seconded by Gerheim, and approved to proceed with establishing this new position on a trial basis, with review of functioning to occur 3 months after hire. No new substantive information arose for the potential **Troy or Libby Branch partnerships**.

Next Meeting is currently scheduled for March 25 at the Lincoln County courthouse and with Zoom starting at 10 AM.

Meeting Adjourned: Hvizdak moved to adjourn the meeting at 12:37 PM, seconded by McDougall, approved.

FY2020-2021 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 231,102.00	\$ 124,910.39	\$ 106,191.61	67%
140 Employer Contributions	\$ 44,000.00	\$ 22,787.46	\$ 21,212.54	52%
148 EBMS Insurance	\$ 26,500.00	\$ 11,730.46	\$ 14,769.54	44%
210 Office Supplies and Materials	\$ 1,000.00	\$ 812.78	\$ 187.22	81%
212 Replacements (Insurance)	\$ 11,265.00	\$ 11,917.45	\$ (652.45)	106%
215 Technology Supplies and Materials	\$ 7,000.00	\$ 5,408.89	\$ 1,591.11	77%
220 Operating Supplies	\$ 3,500.00	\$ 3,484.38	\$ 15.62	100%
225 Recreation Supplies	\$ 1,300.00	\$ 259.15	\$ 1,040.85	20%
228 Educational Supplies	\$ 18,000.00	\$ 13,182.68	\$ 4,817.32	73%
230 Oral History Grant	\$ 2,500.00	\$ 2,096.48	\$ 403.52	84%
310 Communication and Transportation	\$ 1,500.00	\$ 770.88	\$ 729.12	51%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 15,434.22	\$ 565.78	96%
340 Utility Services	\$ 18,000.00	\$ 10,233.53	\$ 7,766.47	57%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ 11,143.14	\$ 3,856.86	74%
370 Travel	\$ 2,000.00	\$ 853.44	\$ 1,146.56	43%
380 Training Services	\$ 500.00	\$ 284.93	\$ 215.07	57%
512 Insurance	\$ 5,625.00	\$ 5,625.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 404,792.00	\$ 240,935.26	\$ 163,856.74	60%
State Aid	\$ 11,488.74	\$ 3,029.78	\$ 8,458.96	
Totals	\$ 416,280.74	\$ 243,965.04	\$ 172,315.70	59%

*as of 2/19/2021

Director's Report February 2021

Montana State Library/Partners Sharing Group

Sheltering Pilot is still going. We are making efforts to elicit as much patron feedback about the program as possible.

Alyssa has signed up for an in-depth advocacy training hosted by the Montana State Library- Engaged and Active: Building Support for the Library

Lincoln County Library

While not all technology issues have been resolved, Alyssa sat down with Patrick McFadden, County Administrator, to discuss the current obstacles and how to work through them. An agreement was made that Alyssa will relay all technology needs to Patrick who will coordinate with the appropriate parties to get tasks completed.

Eureka Branch

An incident at the Eureka Branch was reported to Alyssa on February 11, 2021 of a patron forcing her way into the building. Alyssa informed Sue to call the police since physical contact was made with the patron. The investigation is ongoing at this time.

Libby Branch

Downstairs is open to the public. Work still needs to be done, so Alyssa is holding off on making a big announcement for now.

Maintenance was sent a list of tasks to complete, and they are steadily working through them.

Flathead Valley Community College partnership- no update

Troy Branch

The first meeting regarding the proposed Troy Community Resource Center was held. Next steps on this project to be completed in the next 6 months are: obtain community feedback and buy-in on the project with vision boards, outline a tentative operating structure, and secure funds for architectural renderings.

Beverly Faria Estate- no update

SCHOOLS

SERVICE TO ELEMENTARY AND SECONDARY SCHOOLS

Library staff will work with teachers to select their materials. Materials are checked out according to library policy following interlibrary loan procedures. No fines will be charged for overdue materials. School districts will be charged replacement fees for materials lost or damaged, according to library policies.

SCHOOL COOPERATION

Tours are encouraged and provided to students. Library staff will offer services, both in the library and in the classroom, as requested by teachers.

Adopted 10/92, Revised 9/97, Revised 1/05, Revised 8/08, Reviewed 6/12, Reviewed 3/17

FACE COVERINGS IN THE LIBRARY

In order to facilitate a safe environment for staff and the public, the Library Board of Trustees supports precautions intended to prevent the transmission of COVID-19.

Face coverings will be worn by all people over the age of 5 while inside Lincoln County Library facilities. This measure is intended to help protect identified and unidentified vulnerable staff and members of the public.

If members of the public are unable or unwilling to wear a face covering while in the libraries, they are welcome and encouraged to use offsite accommodations made by library staff.

This policy will remain in effect until rescinded or modified by the Library Board of Trustees.

Adopted 02/2021