

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES**  
**MINUTES OF MEETING**  
**LINCOLN COUNTY COURTHOUSE AND EUREKA ANNEX VIA ZOOM**  
**THURSDAY, APRIL 22, 2021**

**Members Present:** Annie Gassmann, Chuck Gerheim, Kate Huntsberger, Marilyn McDougall

**Others Present:** Alyssa Ramirez, Director LCL; Jan Bertlesen-James, Rita Collins, Alecia Davis, Alice Elrod, Jan Jarrell, Dawn Peterson, Yvonne Rado, Cindy Ruth, Jennifer Songer, Vern Songer, Jeff Witbrod – all at Eureka; Darren Short, Patrick McFadden at Courthouse; Sharee Miller at the Troy Branch.

**Call to Order:** Vice-President Huntsberger called the meeting to order at 10:00 AM.

**Agenda Approval:** The proposed agenda, amended with Covid-19 Discussion to be considered before Reports, was moved to be accepted by Gerheim, seconded by Gassmann, approved.

**Public Comments:** Oral comments were made by visitors Bertlesen-James, Collins, Jarrell, Peterson, and Ruth from Eureka, and from Branch Librarian Miller from Troy. The sense of the Eureka visitors' comments was unreserved support for Branch Librarian Mephram at Eureka, appreciation to her and the Board for rules maintaining a safe environment at the Library facilities, and regret for the bullying and lack of respect evidenced at the Eureka Branch.

**Approval of Minutes:** The submitted minutes for the March 25, 2021 meeting were corrected to reflect proposed Covid-19 policy open hours for Troy and Eureka branches as T-F 11AM – 6PM; corrected minutes' approval was moved by McDougall, seconded by Gerheim, approved.

**Covid-19 Discussion** considered the pending agreement from the March 25 meeting; namely, starting May 3, new procedures would strongly recommend masks be worn in the library facilities, social distancing would be practiced, programming would be resumed with outside venues preferred, with new hours of M-F 10AM-6PM at Libby Branch, and T-F 11AM-6PM at Eureka and Troy branches. New policy will remain in effect until modified by this Board. Approval was moved by Gerheim, seconded by McDougall, approved. The effective date for the new policy was selected as it was consistent with full immunization of staff desiring same, and recognition that patron immunization can also be effective by that date if desired.

**Financial Report:** An audit of County financials had previously indicated that the State Aid to the Library should be incorporated into our budget by line-item account; Director Ramirez will continue efforts with County financial staff to allocate that aid, with a target to report results back to this Board in the next Board meeting. A double (over)payment to Amazon of about \$1400 affected several expense lines. Total expenses year-to-date are consistent with accounting for about three-quarters of the year's activities.

**Director's Report:** Poetry contest will be completed at the end of April. Installation of Cybrarian program, for public computer time control and security, has not gone well. Collection is being slowly weeded as needed, particularly at the Libby Branch. Partnering with Zero to Five

Lincoln County for all Branches is moving forward to assist with Kid's Corner at the Market for kid's activities. The Troy Community Center Project has a visioning session on May 3. The Family Engagement Coordinator was hired – her name is Lucy Orr.

**Policy Review** of the **Technology Use** policy raised a number of modest concerns of consistency with a Cybrarian-based control system. The policy was tabled for further review by Director Ramirez, with the expectation of its being revisited at the next Board meeting.

**Old Business:** Discussion and action on the State Library presentation regarding **Future Library Trends and Mil levy** remained tabled; **security systems at all branches** can be installed by DIS and will be included as a priority item in future discussions, with special attention given to camera installations. **Upgrades to the Eureka Branch**, in addition to security, were presented and discussed. Director Ramirez will present the list of Eureka opportunities with associated costs, to permit the Board to prioritize those activities. **FY22 Budget** planning was again discussed, and a preliminary department budget meeting with the County Commissioners is scheduled for April 27; Gerheim will accompany Director Ramirez to this meeting. Employee costs in FY22 will increase, and necessary offsets elsewhere in the budget categories were discussed. A major item of budget discussion was the **vehicle**, with indication from County Administrator McFadden that the Libraries will be required to have their own vehicle. A very preliminary possible non-purchase option was reviewed without decision. The Administrator also encourages every Department to have a **Capital Improvement Plan** funded within its annual budget. These new unforeseen items will require discussion with Commissioners, given the already exceedingly tight budget situation for the Libraries without those additions. A very preliminary list of capital improvement items was presented without discussion. **Director evaluations** were completed by each Board member and collected for transmittal to President Hvizdak. **Open trustee positions** for members Huntsberger and Hvizdak will be advertised the week of May 10, with applications due May 28 and Commissioners appointment June 23. The Board will need to vote on replacements at the June 17 meeting, with recommendations then passed on to the Commissioners.

**New Business: Tamarack Federation Conference** is scheduled May 14-15 in Missoula. Two rooms have been reserved for our attendees.

**Next Meeting** is currently scheduled for May 20 at the Troy Branch starting at 10 AM.

**Meeting Adjourned:** Gerheim moved to adjourn the meeting at 11:50 AM, seconded by Huntsberger, approved.

## FY2020-2021 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	83%
110 Salaries and Wages	<b>\$ 231,102.00</b>	\$ 169,966.53	\$ 61,135.47	74%
140 Employer Contributions	<b>\$ 44,000.00</b>	\$ 30,546.62	\$ 13,453.38	69%
148 EBMS Insurance	<b>\$ 26,500.00</b>	\$ 15,081.99	\$ 11,418.01	57%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ 671.62	\$ 328.38	67%
212 Replacements (Insurance)	<b>\$ 11,265.00</b>	\$ 11,917.45	\$ (652.45)	106%
215 Technology Supplies and Materials	<b>\$ 7,000.00</b>	\$ 7,210.81	\$ (210.81)	103%
220 Operating Supplies	<b>\$ 3,500.00</b>	\$ 3,493.44	\$ 6.56	100%
225 Recreation Supplies	<b>\$ 1,300.00</b>	\$ 633.30	\$ 666.70	49%
228 Educational Supplies	<b>\$ 18,000.00</b>	\$ 14,642.23	\$ 3,357.77	81%
230 Oral History Grant	<b>\$ 2,500.00</b>	\$ 2,096.48	\$ 403.52	84%
310 Communication and Transportation	<b>\$ 1,500.00</b>	\$ 1,022.79	\$ 477.21	68%
330 Publicity, Subscriptions	<b>\$ 16,000.00</b>	\$ 16,577.22	\$ (577.22)	104%
340 Utility Services	<b>\$ 18,000.00</b>	\$ 13,351.50	\$ 4,648.50	74%
360 Repairs & Maintenance Services	<b>\$ 15,000.00</b>	\$ 12,578.57	\$ 2,421.43	84%
370 Travel	<b>\$ 2,000.00</b>	\$ 1,312.01	\$ 687.99	66%
380 Training Services	<b>\$ 500.00</b>	\$ 963.93	\$ (463.93)	193%
512 Insurance	<b>\$ 5,625.00</b>	\$ 5,625.00	\$ -	100%
940 Machinery & Equipment	<b>\$ -</b>		\$ -	
<b>Totals</b>	<b>\$ 404,792.00</b>	\$ 307,691.49	\$ 97,100.51	76%
State Aid	<b>\$ 11,488.74</b>	\$ 3,029.78	\$ 8,458.96	
<b>Totals</b>	<b>\$ 416,280.74</b>	\$ 310,721.27	\$ 105,559.47	75%

\*as of 4/16/2021