LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
TROY BRANCH
THURSDAY, MAY 20, 2021

Members Present: Annie Gassmann, 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 10:10 AM.

Agenda Approval: The proposed agenda was moved to be accepted by Hvizdak, seconded by Gerheim, approved.

Public Comments: None.

Approval of Minutes: The submitted minutes for the April 22, 2021, meeting included a minor date error; corrected minutes' approval was moved by McDougall, seconded by Huntsberger, approved.

Financial Report: Year-to-date expenses are still awaiting County assistance with allocating State Aid within the budget lines. Technology Supplies and Materials (215) spending reflects new headphones for Cybrarian usage, and a new projector; Operating Supplies (220) spending reflects new scanner to replace non-functional ones for self-check computers, and Eureka magazine racks; Recreation Supplies (225) spending should not increase with Town Pump grant covering Summer Reading; Educational Supplies (228) spending will stay essentially unchanged with no new book orders from this year's budget. The Board concurred with a few additional new items to be funded before year-end that include matching funds required for the Oral History grant ($3000), window blinds at the Eureka Branch ($1000), desk for the Troy Branch ($2000), and desk for the Eureka Branch ($2000). A new copier for the Eureka Branch will await further clarification of unspent funds in budget. Full expenditure of 2020-21 budgeted funds is expected.

Director's Report: Budget meeting with Commissioners in late April was well-received. Commissioners concurred with the Board that Library purchase of an own-use vehicle was not advisable, and the option of using a county pool vehicle while also exploring partnering with another County department was agreed. The partnering option did not subsequently find receptivity with the suggested department so further dialogue within the County is ongoing. It was also agreed to fully upgrade Library IT infrastructure, including cameras, using DIS. Beanstack usage is steadily increasing with a combined 78,000 minutes logged to date. Eureka Branch incident remains unresolved; various County personnel are involved. Troy Branch consolidation with Opportunity Center will be a discussion item within Troy for the next several months, and a grant-writer has been hired.

Policy Review of the **Technology Use** policy was completed following changes after April's meeting discussion. Approval was moved by Gerheim, seconded by McDougall, accepted.

Old Business: Discussion and action on the State Library presentation regarding **Future Library Trends and Mil levy** remained tabled; **security systems** <u>at all branches</u> continue to be priority items, with special attention given to camera installations within the IT upgrade mentioned earlier. **FY22 Budget** planning will be ongoing after the successful meeting with Commissioners in April referenced earlier. Current directions from the County include a capital improvement category line within the new budget. **Director evaluations** as completed by each Board member were consolidated by President Hvizdak and the summary was given to Director Ramirez for comments and plans. **Open trustee positions** for members Huntsberger and Hvizdak have been advertised 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. **Tamarack Federation Conference** occurred May 14-15 in Missoula and was attended by Trustee Gassmann and Director Ramirez.

New Business: A new meeting, called the Trustee Interest Group, is scheduled in June. Some LCLB Trustees will attend this Zoom conference, which is intended to share issues and solutions among Trustees.

Next Meeting is currently scheduled for June 17 at the Eureka Branch starting at 10 AM.

Meeting Adjourned: Gerheim moved to adjourn the meeting at 12:20 PM, seconded by Gassmann, approved.

FY2020-2021 Expenditure Budget Report

	Budgeted	Spent	Remaining	92%
110 Salaries and Wages	$ 231,102.00	$ 187,209.83	$ 43,892.17	81%
140 Employer Contributions	$ 44,000.00	$ 33,558.94	$ 10,441.06	76%
148 EBMS Insurance	$ 26,500.00	$ 16,757.77	$ 9,742.23	63%
210 Office Supplies and Materials	$ 1,000.00	$ 758.30	$ 241.70	76%
212 Replacements (Insurance)	$ 11,265.00	$ 11,917.45	$ (652.45)	106%
215 Technology Supplies and Materials	$ 7,000.00	$ 8,681.25	$ (1,681.25)	124%
220 Operating Supplies	$ 3,500.00	$ 4,107.77	$ (607.77)	117%
225 Recreation Supplies	$ 1,300.00	$ 1,300.38	$ (0.38)	100%
228 Educational Supplies	$ 18,000.00	$ 18,043.45	$ (43.45)	100%
230 Oral History Grant	$ 2,500.00	$ 2,096.48	$ 403.52	84%
310 Communication and Transportation	$ 1,500.00	$ 1,328.22	$ 171.78	89%
330 Publicity, Subscriptions	$ 16,000.00	$ 16,577.22	$ (577.22)	104%
340 Utility Services	$ 18,000.00	$ 15,586.00	$ 2,414.00	87%
360 Repairs & Maintenance Services	$ 15,000.00	$ 14,051.53	$ 948.47	94%
370 Travel	$ 2,000.00	$ 1,716.84	$ 283.16	86%
380 Training Services	$ 500.00	$ 963.93	$ (463.93)	193%
512 Insurance	$ 5,625.00	$ 5,625.00	$ -	100%
940 Machinery & Equipment	$ -		$ -	
Totals	$ 404,792.00	$ 340,280.36	$ 64,511.64	84%
State Aid	$ 11,488.74	$ 3,029.78	$ 8,458.96	
Totals	$ 416,280.74	$ 343,310.14	$ 72,970.60	82%

*as of 5/17/2021

FY2020-2021 Expenditure Budget Report

	Budgeted	Spent	Remaining	92%
110 Salaries and Wages	$ 231,102.00	$ 229,332.04	$ 1,769.97	99%
140 Employer Contributions	$ 44,000.00	$ 41,109.69	$ 2,890.31	93%
148 EBMS Insurance	$ 26,500.00	$ 20,109.33	$ 6,390.67	76%
210 Office Supplies and Materials	$ 1,000.00	$ 962.91	$ 37.09	96%
212 Replacements (Insurance)	$ 11,265.00	$ 11,917.45	$ (652.45)	106%
215 Technology Supplies and Materials	$ 7,000.00	$ 9,262.09	$ (2,262.09)	132%
220 Operating Supplies	$ 3,500.00	$ 4,127.77	$ (627.77)	118%
225 Recreation Supplies	$ 1,300.00	$ 808.60	$ 491.40	62%
228 Educational Supplies	$ 18,000.00	$ 18,393.45	$ (393.45)	102%
230 Oral History Grant	$ 2,500.00	$ 2,096.48	$ 403.52	84%
310 Communication and Transportation	$ 1,500.00	$ 1,338.22	$ 161.78	89%
330 Publicity, Subscriptions	$ 16,000.00	$ 16,577.22	$ (577.22)	104%
340 Utility Services	$ 18,000.00	$ 17,299.63	$ 700.37	96%
360 Repairs & Maintenance Services	$ 15,000.00	$ 17,727.44	$ (2,727.44)	118%
370 Travel	$ 2,000.00	$ 2,024.44	$ (24.44)	101%
380 Training Services	$ 500.00	$ 963.93	$ (463.93)	193%
512 Insurance	$ 5,625.00	$ 5,625.00	$ -	100%
940 Machinery & Equipment	$ -		$ -	
Totals	$ 404,792.00	$ 399,675.69	$ 5,116.31	99%
State Aid	$ 11,488.74	$ 3,029.78	$ 8,458.96	
Totals	$ 416,280.74	$ 402,705.47	$ 13,575.27	97%

*Anticipated FY21 as of 5/18/2021

Montana State Library/Partners Sharing Group
Montana Shared Catalog annual meeting was May 5. New features in Workflows were reported and relayed to staff. MSC also reported a 2% increase in our invoices. Our invoice will be $5,939.52 in FY22 compared to $5,823.05 in FY21.

Holds Sheltering Pilot is ongoing. Partners have agreed to continue the program until July, when the next meeting is held. There were mixed reviews about the program so far. Libraries in closer proximity have experienced frustration when patrons are unable to place holds on items that are 20 mins away. Other libraries noted that it has created a greater browsing experience at their libraries.

Lincoln County Library
Budget Meeting with the Commissioners on April 27 went well. The budget presented was well-received. There was also discussion about the library's technology issues and vehicle situation. The commissioners agreed that it was not prudent to purchase another vehicle when there are others available in the pool. The library will continue to use the county vehicle and/or partner with another department for vehicle use. Regarding technology, the commissioners agreed that it was time to invest in upgrading the library's IT infrastructure. Patrick will work with Garrett to schedule this project. Alyssa mentioned adding security cameras to the project, which will be paid for out of the library budget.

Cybrarian is currently running at the Libby and Troy locations. The Troy branch is experiencing issues with outdated equipment. A grant is secured to purchase new computers. Alyssa will coordinate with DIS to install new computers when the network is upgraded. The Libby Branch was running until May 12 when a DIS technician attempted to upgrade our system. Unfortunately, our wiring is not up to industry standards, and he had to abort the upgrade. In reverting computers back to the original system, 3 staff computers and all public computers were essentially reverted to factory settings. DIS will return May 26 to hopefully complete the upgrade and get the computers up and running. The Eureka branch is currently incompatible with Cybrarian. The public computers have a group policy on them that prevents the program from working. Alyssa asked Patrick for Ernie's help with this issue, but Patrick's response was to upgrade the whole system. Alyssa recommends purchasing new computers to be installed with the network upgrade. This should allow Cybrarian to function properly.

Beanstack usage is steadily increasing. As of May 17, there are 86 people registered. The most popular challenge is the 2021 Reading Challenge. There are 52 readers registered and have a combined 78,044 minutes logged.

Summer Reading Program is launching June 1 in Beanstack. Through the app, kids can track minutes read, earn digital tickets, and use them for a virtual drawing for real prizes. Dusty won a $1,000 grant through Town Pump to pay for prizes.

Kid's Corner at the Market is a collaboration with Zero to Five Lincoln County and other early childhood orientated organizations in the county. Kid's Corner at the Market will feature fun kid's activities, take-home projects, games, and much more. Events are scheduled at Farmers Markets across the county.

Kid's Corner
AT THE MARKET

Eureka Farmers Market
Veteran's Park
3:30-6:30pm

June 30
August 4

Farmers Market at Libby
Libby Area Chamber of Commerce
3:00-6:30pm

June 17   August 19
July 15   September 16

Troy Farmers Market
Troy Museum
3:30-6:30pm

July 9
September 24

Trego Farmers Market
Trego Pub
4-6pm

August 26

Eureka Branch
The Eureka incident remains unresolved. Barb spoke with Mayor Schermerhorn, Sheriff's Office, and Eureka PD to clear up the status of the investigation. Ultimately, all charges were dropped on the advice of the City Attorney due to lack of witnesses/evidence. It is not clear when that decision was made because Sue had not heard this information until May 11 when Eureka PD arrived in response to a different incident at the Eureka branch. On May 11, Eureka PD left Sue feeling unsupported and unsure about calling them in the future. Alyssa relayed this information to Patrick and Dallas, who will follow up after they have investigated the situation. Alyssa has emailed Darren Short about contact information for Eureka officers, so that Sue can contact the Sheriff's Office directly.

Libby Branch
Nothing branch specific to report.

Troy Branch
The Troy Library and Opportunity Center project has completed Phase One. A general mission and values have been established. Phase Two will take the project to the public. For the next 6 months, partners will reach out to the Troy community with visioning sessions and listening groups to gather ideas for the new space and generate a vested interest in the project. So far, Sharee has secured $6,500 for this project, with grants pending for $75,000.

LINCOLN COUNTY LIBRARY
EUREKA. LIBBY. TROY.

TECHNOLOGY USE POLICY

Lincoln County Library offers Wi-Fi, computers, Internet access, printing and scanning services and other technology resources to the public. All users will accept the "Public Computer Use Agreement" before using any public computer.

The library does not monitor or control the content of material available through the internet but expects appropriate use in a public and open environment. Responsibility for online materials accessed by children and teenagers rests with their parent or legal guardian.

Library computers and personal devices connected to library Wi-Fi may not be used by anyone for illegal activity, to access illegal materials or to access materials determined to be obscene by the Montana Code Annotated, 45-8-201. Lincoln County Library provides free and open access to information and does not practice censorship. However, Lincoln County Library is a public space, and deliberate display of some materials that are not defined as obscene may constitute sexual harassment or violate the Lincoln County Library Customer Conduct Policy. Repeated actions that create a disturbance or that are considered sexual harassment may result in the loss of some or all library privileges.

Library staff will assist customers with basic technology assistance. Staff is unable to provide comprehensive technical support for personal computers and devices. Personal computers and wireless devices may not be connected directly to internal networks or staff computers.

Computer use is limited to one hour per day per person. Additional time may be granted on a case-by-case basis. Food or drink is not allowed near the computers. All computers will be shut down 15 minutes before the library closes to allow for last minute printing.

If hardware or software problems arise, please ask staff for help. Patrons may be held liable for any damage or loss to hardware or software caused by unintentional or deliberate misuse of the equipment and programs.

Failure to comply with this policy will result in permanent loss of computer privileges at Lincoln County Library.

Public Computer Use Agreement

By clicking "Accept", you agree to:

- Adhere to time limits established by Lincoln County Library.
- Promptly pay any printing, scanning or faxing fees.
- End your session and leave the workstation if asked to do so by library staff, even if you have not completed your session. (Library staff reserves the right to interrupt session to perform necessary maintenance.)
- Use this computer only for legal activity, including adherence to copyright or other rights of third parties, and in a manner consistent with Lincoln County Library's Customer Conduct Policy.
- Avoid interfering with or disrupting library staff hardware, software, networks, or services.

Adopted 7/02, Revised 9/08, Revised 6/12, Revised 3/17, Revised 5/21