

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
LIBBY BRANCH
THURSDAY, OCTOBER 21, 2021**

Trustees Present: Chuck Gerheim, Barb Hvizdak, Annie Gassmann, Kerri Teisberg, Marilyn McDougall

Others Present: Alyssa Ramirez (Director LCL)

Call to Order: President Gerheim called the meeting to order at 10:03am.

Agenda Approval: The agenda was accepted by McDougall, seconded by Hvizdak, approved.

Public Comment: None

Approval of Minutes: Approval of amended September 16, 2021, minutes was moved by McDougall, seconded by Teisberg, approved.

Reports:

Financial Report: FY22-October

Current official expenditure report through mid-October 2021 was provided and discussed. Lincoln County Libraries (LCL) are still having problems with Wi-Fi and networking, with no date of expected implementation. Lincoln County IT specialists will be working on updating current technology barriers to move towards dependable Wi-Fi service, library computer networking and security cameras. Current work is focusing on stabilization of current technology infrastructure. Operating Supplies (220) will be over budget for rest of year due to purchase of staff desks. Educational Supplies (228) shows a bit of overspending due to Director Ramirez buying books to fill empty bookshelves. Repairs and Maintenance (360) shows money spent due to carpet purchase for Eureka and paying Libby cleaning service bill.

Director's Report

Lincoln County Libraries are experiencing technology issues. There is no dependable internet in Libby (staff are using Library Hot Spots and personal phone Hot Spots when computers cannot connect). County IT will map out a new networking system, bring the library up to industry standards. Director Ramirez will ask commissioners to invite/ask Solomon Alcain to our next library meeting (November 18, 2021) to present a possible network IT map, cost estimate, and the possibility of hiring an IT temp to set up and address Lincoln County Library needs. Sue Mephram (Eureka Branch Librarian) has not restarted programing in Eureka due to local COVID outbreak.

A second round of grants have been received for TLOC visionary planning.

Policy Review: "Library Service In Lieu of Fine Collection"

This policy was reviewed and discussed. Director Ramirez will work with this policy and combine the idea of utilizing local community service programs with library needs and opportunities and present at the December meeting.

Old Business:

Strategic Goals Update:

The LCL Strategic Goals were discussed and further outlined. Director Ramirez will update the Strategic Direction for the December meeting and have action items outlined for FY22.

Establish Financial Stability

1. Explore Supplemental Funding
 - a. Pursue grants with help of grant writer
2. Develop a Capital Improvement Plan
 - a. Establish a Capital Improvement Fund and allocate money to fund
3. Explore increasing library mils
 - a. Speak to other libraries about success/defeats in elections

Maintain Exemplary Services

1. Enable staff to better meet community needs
 - a. Develop a monthly training schedule and topics
 - b. Connect staff virtually via Teams, Outlook, etc.
 - c. Outline professional development plan for each staff position
2. Implement programs that encourage involvement at all levels
 - a. Continue to build partnerships with local organizations
 - b. Support and involve the library in community programs and events
3. Better promote library services to the community
 - a. Develop a social media policy (how to guide to interacting on social media)
 - b. Develop a Brand Guide and train staff
 - c. Explore alternate forms of communications & promoting core library services (monthly/quarterly newsletter, YouTube channel, blog on website, more paid advertising in newspaper, publicity calendar)
 - d. Explore options to promote core library services
4. Evolve collection management
 - a. Define non-traditional items for checkout (framed pictures)
5. Improve courier service

Develop a Facilities Master Plan

1. Increase safety and security
 - a. Update Emergency Disaster Plan
 - b. Install security system at all branches
2. Investigate emerging technologies
 - a. Update technology infrastructure at all branches
 - b. Assess the use of technology within the library field and identify future application to LCL.
3. Refresh interior and exterior for branch buildings
 - a. Update interior of Eureka building for multifunctional use
 - b. Assess exterior of Troy building for improvements
 - c. Investigate technologies for energy efficiency
4. Investigate effective open hours for all branches

FY22 Calendar

McDougall made motion to approve calendar, seconded by Teisberg, approved

Closed Session:

Next Meeting: Scheduled for November 18, 2021 at 10 am at Troy Branch.

Meeting Adjourned: McDougall moved to adjourn the meeting at 12:14pm, seconded by Gassmann, approved.

FY2021-2022 Expenditure Budget Report

	Budgeted	Spent	Remaining	8%
110 Salaries and Wages	\$ 245,400.00	\$ 57,190.93	\$ 188,209.07	23%
140 Employer Contributions	\$ 46,300.00	\$ 11,286.64	\$ 35,013.36	24%
148 EBMS Insurance	\$ 28,600.00	\$ 5,064.75	\$ 23,535.25	18%
210 Office Supplies and Materials	\$ 1,000.00	\$ 88.63	\$ 911.37	9%
215 Technology Supplies and Materials	\$ 8,000.00	\$ 2,290.60	\$ 5,709.40	29%
220 Operating Supplies	\$ 3,500.00	\$ 3,668.03	\$ (168.03)	105%
225 Recreation Supplies	\$ 1,500.00	\$ 93.06	\$ 1,406.94	6%
228 Educational Supplies	\$ 18,000.00	\$ 7,953.56	\$ 10,046.44	44%
310 Communication and Transportation	\$ 1,500.00	\$ 415.25	\$ 1,084.75	28%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 9,832.96	\$ 6,167.04	61%
340 Utility Services	\$ 18,000.00	\$ 2,582.66	\$ 15,417.34	14%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ 11,067.85	\$ 3,932.15	74%
370 Travel	\$ 2,000.00	\$ 505.32	\$ 1,494.68	25%
380 Training Services	\$ 500.00	\$ 357.00	\$ 143.00	71%
512 Insurance	\$ 5,348.00	\$ 5,348.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 410,648.00	\$ 117,745.24	\$ 292,902.76	29%
State Aid		\$ -	\$ -	
Totals	\$ 410,648.00	\$ 117,745.24	\$ 292,902.76	29%

*as of 10/14/2021

Director's Report October 2021

Lincoln County Library

Technology Update- Solomon Alcain, IT Director, fixed the internet issue at Libby and has connected the Libby Branch back into the county system. It is my understanding that he is working on a networking blueprint for the branches that will include a security system. I have mentioned to Solomon that we may be able to pay for a temporary employee to help execute his plans when the time comes.

Staff Meeting- We has an all staff meeting on October 8. Topics discussed were updates to Workflows, Holds Sheltering Pilot Program results, Adopt-a-Magazine, statistics, and 1,000 Books Before Kindergarten.

Eureka Branch

Personnel- Alyssa is working through 2 personnel incidents at the Eureka Branch this month. More information would need to be given in a closed session.

Eureka upgrades- New blinds are set for installation on October 18. New desk, carpet, and shelving are ordered, but no installation date has been set. Goal is to close the Eureka Branch for a week to get everything installed at one time and to paint the interior as well.

My hope is to have this complete by the end of the calendar year; however, COVID has slowed down manufacturing.

Libby Branch

Crate Build-Up in Kalispell- Imaginelf informed Partners that crates were building up from lack of staffing. I talked to the girls, and we agreed to go over twice a week to help process crates. We went over a total of 5 times and worked through almost 250 crates. Imaginelf is now back to being fully staffed.

Photos/Oral Histories- Chelsea and I have been working on labeling the historic photos and oral histories at the Libby Branch. I have spoken with the Libby Care Center about rotating historic photos for resident to view. My hope is that they may give more information about the people and places in the photos. Ultimately, I would like to have them framed and digitized. The oral histories have returned, and Chelsea has been labeling them. Next, we will work on getting the collection ready to submit into the Montana Memory Project.

Early Literacy Training/Programming- Dusty participated in the Ready 2 Read Rendezvous, a state-wide early literacy training. Dusty has also started doing a Story Time at Head Start once a month.

Teen Services Training- Dusty is leading a Teen Services Training with Amelea Kim, Lifelong Learning Librarian with the Montana State Library. There are 8 other librarians participating in this training.

Second staff bathroom at the Libby Branch is finally fixed.

We sold the library vehicle to Pioneer Auto.

Troy Branch

Weeding- Alyssa is weeding the Troy Branch over the next few Mondays.

Teen Visioning Session- Sharee is planning a Teen Visioning Session for late October, early November.

2022



HOLIDAYS, SPECIAL DATES & CLOSED DATES

January							February							March						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			

- Jan 01— New Year's Day
- Jan 17—MLK Holiday
- Jan 20—Board Meeting (Zoom)
- Feb 17— Board Meeting (Zoom)
- Feb 21— President's Day

April							May							June						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2			1	2	3	4	5			1	2	3	4	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

- March 18— Staff Meeting
- March 24— Board Meeting (Zoom)
- April 21— Board Meeting (Eureka)
- May 13-14—Tamarack Federation
- May 19— Board Meeting (Troy)
- May 30— Memorial Day
- June 20—Juneteenth
- June 23— Board Meeting (Libby)
- July 04— Fourth of July

July							August							September						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2			1	2	3	4	5			4	5	6	7	8
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

- Aug 03-06— MLA Conference
- Aug 18— Board Meeting (Troy)
- Sept 02— Staff Meeting
- Sept 05— Labor Day
- Sept 22— Board Meeting (Libby)
- Oct 07— In-Service
- Oct 10— Columbus Day
- Oct 20— Board Meeting (Eureka)
- Nov 11— Veteran's Day
- Nov 17— Board Meeting (Troy)
- Nov 24— Thanksgiving
- Dec 26— Christmas

October							November							December						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					7	8			1	2	3	4	5			4	5	6	7	8
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			