

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
TROY BRANCH
THURSDAY, NOVEMBER 18, 2021**

Trustees Present: Chuck Gerheim, Annie Gassmann, Keri Teisberg, Marilyn McDougall

Others Present: Alyssa Ramirez (Director LCL) and Sharee Miller (Troy Branch Librarian)

Call to Order: President Gerheim called the meeting to order at 10:15am.

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

Public Comment: None

Approval of Minutes: Approval of submitted minutes for the June 17, 2021, meeting was moved by McDougall, seconded by Gassmann, approved.

Reports:

Financial Report: FY22-November: with the current technology situation, Director Ramirez cannot pull all financial reports. Therefore, lines 110, 140, and 148 are 2 months behind. 220/228/310 - books are taking a long time to arrive at the library even with overspending the book order. Publication challenges: some books end up being canceled, publication dates are pushed back, less large prints and audio versions.

330 - EBSCO was just paid and the library should be finished paying for subscriptions. Library spent more in magazines because changed providers. Will need to analyze magazines for usage and checkouts next year.

360 – multi-month invoice for Libby cleaning services, paid \$4000 for Eureka carpet

370 – reimbursement for Dusty to attend YALSA conference

380 – emergency planning training with ARSL (Association of Rural and Small Libraries)

No reimbursements from Foundation for payroll (Montana Healthcare Foundation Grant). Reimbursements will begin in December.

Director's Report: Dusty went to Reno for YALSA (Young Adults Library Services Association) conference, met people and contacts and rejuvenated with ideas!!

The Libby Branch is down one staff person for the next month.

All libraries are getting ready for Adopt-a-Magazine Month.

Library did not receive the Community BLOC Grant for TLOC. There were a lot of applicants in this round and were asked to reapply in the next round.

Eureka – upgrades are coming together: desks have come in; carpet has been ordered. We can use the InterBel building next door to Eureka library for storage while improvements are made.

Site visit from Montana State Library to look at structure and technology and create a network map for the three library branches. Using ARPA monies, the Montana State Library will fund upgrades to the library network. MSL expects to schedule these upgrades in spring or early summer.

Policy Review: Library Service in Lieu of Fines – will be updated in January 2022

Old Business:

Strategic Goals Update:

- Set up Capital Improvement Fund in January...action item!
- Review Strategic Direction on a bimonthly basis.
- Director Ramirez will pursue Disney Training and possibility of sharing cost and services with other Libraries
- More concerns around social media-how to respect personal views and pages but also linked to professional library page?
- Alyssa will set up meeting with Solomon for Chuck Gerheim and Annie Gassmann to meet with Solomon about library security.
- Assess exterior of Troy building- how to get Troy outside building inspected? Alyssa will look into having a building inspector look at the building.

New Business:

Tamarack Federation Recap – Barb attended, but not present to share. There will be a spring meeting May 13-15, 2022, in Missoula. A trustee will need to attend.

Closed Session:

Next Meeting: Currently scheduled for Thursday, January 20, 2022, on Zoom at 10am or attend at Libby Library.

Meeting Adjourned: McDougall moved to adjourn the meeting at 11:42am, seconded by Teisberg, 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	\$ 235.01	\$ 764.99	24%
215 Technology Supplies and Materials	\$ 8,000.00	\$ 2,815.70	\$ 5,184.30	35%
220 Operating Supplies	\$ 3,500.00	\$ 3,676.64	\$ (176.64)	105%
225 Recreation Supplies	\$ 1,500.00	\$ 210.38	\$ 1,289.62	14%
228 Educational Supplies	\$ 18,000.00	\$ 8,243.03	\$ 9,756.97	46%
310 Communication and Transportation	\$ 1,500.00	\$ 584.91	\$ 915.09	39%
330 Publicity, Subscriptions	\$ 16,000.00	\$ 13,674.03	\$ 2,325.97	85%
340 Utility Services	\$ 18,000.00	\$ 3,323.36	\$ 14,676.64	18%
360 Repairs & Maintenance Services	\$ 15,000.00	\$ 11,600.85	\$ 3,399.15	77%
370 Travel	\$ 2,000.00	\$ 1,039.28	\$ 960.72	52%
380 Training Services	\$ 500.00	\$ 432.00	\$ 68.00	86%
512 Insurance	\$ 5,348.00	\$ 5,348.00	\$ -	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 410,648.00	\$ 124,725.51	\$ 285,922.49	30%
State Aid		\$ -	\$ -	
Totals	\$ 410,648.00	\$ 124,725.51	\$ 285,922.49	30%

*as of 11/9/2021