

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
LIBBY BRANCH & ZOOM
THURSDAY, SEPTEMBER 22, 2022**

Trustees Present: Annie Gassmann (Zoom), Kerri Teisberg

Others Present: Alyssa Ramirez (Director LCL), Ray Jacobs, Dawn Peterson, Kerry Finley (Zoom), Chris Wilson (Zoom), Rita Collins (Zoom), Lisa Flynn (Zoom), Siri Larsen (Zoom), Alice Elrod (Zoom), Rita Billow (Zoom), Michelle Bianco (Zoom), Aly George (Zoom), Sharee Miller (Zoom)

Call to Order: The September 22, 2022 meeting started at 10:10am.

Agenda Approval: No quorum for vote.

Public Comment:

Introduction of Library Board Applicants:

1. Jackie Beyer: not present
2. Michelle Bianco: Fortine, resident of 6years, published author, working on doctorate, fundraising and grant writing, passionate about library programs and see the decline in students' ability to read, loves a good book
3. Rita Billow: Eureka, works in Libby, clinical phycologist, has a personal childhood connection to the Eureka library, loves a good book
4. Rita Collins: lives in Eureka, owns traveling bookstore, feels the Library Board is important and would like to participate
5. Mary Jane Cowdrey: not present
6. Alice Elrod: Eureka, interested in what is going on in the Flathead, part of Eureka Friends of the Library
7. Lisa Flynn: Eureka, clerk treasurer for town of Eureka for 20 years (retiring this year), knows how to work with taxpayers, county workers, and public; knows how to fundraise
8. Aly George: Eureka, likes the small library feel, managed a bookstore, event planning, fundraising
9. Ray Jacobs: Eureka, teacher in Eureka back in 70's-91, always using the Library and here to do his part to continue having a great library
10. Dawn Peterson: Eureka, retired nurse, taught health ed classes, learned how to read in a Library in 3rd grade, wants to be active in the community
11. Faith Sieler: not present
12. Christopher Wilson: Eureka, life and sobriety coach, believes in civic duty, reporter for Tobacco Valley News, understands budgets, government agencies, English Degree, libraries are the strength of our country, anti-censorship

Approval of Minutes: No quorum to approve minutes.

Reports:

Financial Report (FY22–Final)

Financial Report (FY23-September)

110, 140, 148 – thru Aug 31st 2022

210 – comment cards, post-it notes,

215 – regular internet and copy machine lease, bought 5 wireless mouses for tech lab, cables for Tech Tub, VR Headset (\$1000)

220 – \$3000 for slat wall end of range, bookcase and room divider for Eureka, room divider for VR (\$1500), new library cards (5000 cards =\$3000)

225 – program supplies for story time, Eureka story walk supplies

228 – no book purchase yet because of short staff (but working on October order)

310 – shipping costs for slat walls and bookcase, purchased stamps, regular shipping costs

330 – MT Shared Catalog invoice, OCLC invoice (\$1500), other memberships and subscriptions (Teams, Chamber, ...), still waiting on EBSCO & Ancestry invoice (~\$1500)

340 – regular expenses

360 – cleaning services in Libby

370 – regular expenses, some personal payout for personal use of vehicle

380 – will have expenses for trip to Missoula (~\$900 for rooms, gas, meals)

512 – paid out

940 –

State Aid – don't know yet, will reach out to Tracy

Director's Report: (see attached report)

Policy Review: None

Old Business

Strategic Goals:

- Security System Update – still need to have cameras wired.
 - Barb spoke to NW Electric, but they don't do wiring for camera systems.
- Troy Branch Exterior – Alyssa spoke to Joe, he said moss looks to be drying out and will wait for spring to see what the roof looks like, but hopeful the roof isn't damaged. Noted that the building needs a coat of paint -not sure if the work will happen in the fall 2022 or spring 2023.
- Mil Levy: Research – Tracy is on board to come November 16th at 10:00 am in Libby. She will meet to talk about all things that concern a Mil Levy.
- Library Depreciation Fund – We can use this type of fund instead of a Capital Improvement Plan. We would need to go before Commissioners to get approval. Director Ramirez will pursue other libraries that use a Library Depreciation Fund and look at their approach and wording.

Director Evaluation:

Director Ramirez has reviewed the evaluation. She would like to attach the Strategic Direction of the Library to document follow through of library functioning. Official signing will happen next meeting.

Board of Trustees By-Laws:
Discussion tabled

Still waiting on new library board member position. Possible vote in October.

New Business:

2023 Calendar (see attached Calendar): Preliminary 2023 Calendar presented.

Library Board Applicant Discussion: The Library Board will write an official letter by October 3rd to submit to Commissioners for their October 5th meeting. Library Trustees will send a list to Director Ramirez of their top three choices of the Library Board applicants.

October In-Service Training Plan:

Director Ramirez will close all three branches at 3pm on Thursday, October 6th, so staff can carpool to Missoula, stay night, then tour and train Missoula Public Library.

Housekeeping:

Next Meetings: October 20, Board Meeting at Eureka Library
 November 16, Meeting with Tracy in Libby
 November 17, Board Meeting at Troy Library

Library Calendar: September 2, In Service
 September 5, Labor Day
 October 6, close early (3pm) for travel
 October 7, Staff Meeting in Missoula
 October 10, Columbus Day

Meeting Adjourned: Meeting adjourned at 12:00pm

FY2022-2023 Expenditure Budget Report

	Budgeted	Spent	Remaining	8%
110 Salaries and Wages	\$ 246,201.00	\$ 39,077.84	\$ 207,123.16	16%
140 Employer Contributions	\$ 41,762.00	\$ 7,801.89	\$ 33,960.11	19%
148 EBMS Insurance	\$ 37,600.00	\$ 5,092.99	\$ 32,507.01	14%
210 Office Supplies and Materials	\$ 1,000.00	\$ 384.67	\$ 615.33	38%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 5,271.00	\$ 3,729.00	59%
220 Operating Supplies	\$ 4,000.00	\$ 4,585.62	\$ (585.62)	115%
225 Recreation Supplies	\$ 2,000.00	\$ 370.87	\$ 1,629.13	19%
228 Educational Supplies	\$ 24,000.00	\$ 49.48	\$ 23,950.52	0%
310 Communication and Transportation	\$ 2,000.00	\$ 1,287.69	\$ 712.31	64%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 9,058.03	\$ 9,941.97	48%
340 Utility Services	\$ 18,000.00	\$ 1,519.52	\$ 16,480.48	8%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 2,880.21	\$ 13,119.79	18%
370 Travel	\$ 5,000.00	\$ 1,473.27	\$ 3,526.73	29%
380 Training Services	\$ 1,500.00	\$ 562.00	\$ 938.00	37%
512 Insurance	\$ 4,719.00	\$ 4,718.77	\$ 0.23	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 431,782.00	\$ 84,133.85	\$ 347,648.15	19%
State Aid		\$ -	\$ -	
Totals	\$ 431,782.00	\$ 84,133.85	\$ 347,648.15	19%
Grants		\$ -	\$ -	
Totals	\$ 431,782.00	\$ 84,133.85	\$ 347,648.15	19%

*as of 9/20/2022

Director's Report September 2022

Meetings with Commissioners and FY23 Budget- Barb and I met with Jerry and Brent to discuss the FY23 Budget. The FY23 Budget numbers that the commissioners had matched with the numbers submitted by the library. The final budget hearing was August 31, and the final budget was voted on September 7.

Staffing- Kathryn and Donna are full-time in Libby, restoring the Libby branch to full staffing levels. Lucy needed to take an extended leave to take care of family. Libby staff have been covering as needed in Troy.

Libby Hours- New hours at the Libby branch began September 6.

Library Journal Design Institute in Missoula- Sharee and I are attending the LJ Design Institute in Missoula on September 29. The Troy Library and Opportunity Center project was selected for a Design Challenge. Sharee and I met with architects from Noll + Tam Architects to talk about our vision for the project, and how we would like to present the design challenge.

Grants- Sharee and I worked on the Final Report for the Montana Healthcare Grant. I submitted an application for the Lincoln County Community Foundation to fund Imagination Library. The Dotted i completed the grant research process. I will review the suggestions and prioritize grants to apply for.

Advancing Access for Library Customers with Sensory Needs- Sharee took a training on providing services to patrons with sensory needs. We are looking at expanding the training to all staff; however, the company that provides the best training is more expensive than we would like.

Step into Computer Class- Job Service held a 3-part computer course at the Troy branch. The same course was offered at the Eureka branch, but unfortunately, no one signed up for this round.

TLOC: Request for Proposals- We completed an RFP cycle and interviewed 4 architectural firms interested in drafting a Preliminary Architectural Report for TLOC. Sharee and I have decided to move forward with Mosaic Architecture. We will make a formal announcement when the contract is signed.

Tech Help- Ethan has been offering Tech Help Tuesdays in Libby and Thursdays alternating Troy and Eureka.



TECHNOLOGY CLASSES

KEEPING YOUR COMPUTER UP TO DATE
Eureka Branch | September 1 | 11am
Libby Branch | August 30 & September 6 | 11am
Troy Branch | September 8 | 11am

SAFE BROWSING & PRIVACY
Eureka Branch | September 15 | 11am
Libby Branch | September 13 & 20 | 11am
Troy Branch | September 22 | 11am



LINCOLN COUNTY LIBRARY
MEET. EXPLORE. DISCOVER.



TECHNOLOGY ASSISTANCE

ASK A TECH | NOON - 2PM
Eureka Branch | September 1 & 15
Libby Branch | September 6, 13 & 20
Troy Branch | September 8 & 22

CHECK OUT OUR 3D PRINTER!



2023

January						
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31						

HOLIDAYS, SPECIAL DATES & CLOSED DATES

- Jan 02- New Year's Day
- Jan 16- Martin Luther King Day
- Jan 19- Board Meeting (Zoom)
- Feb 16- Board Meeting (Zoom)
- Feb 20- President's Day
- March 16- Board Meeting (Zoom)
- March 17- Staff Meeting
- April 20- Board Meeting (Eureka)
- April 21- In-Service
- May 18- Board Meeting (Troy)
- May 29- Memorial Day
- June 22- Board Meeting (Libby)

- July 04- Independence Day
- July 27- Board Meeting (Eureka)
- Aug 24- Board Meeting (Troy)
- Sept 01- Staff Meeting
- Sept 04- Labor Day
- Sept 21- Board Meeting (Libby)
- Oct 09- Columbus Day
- Oct 19- Board Meeting (Eureka)
- Nov 10- Veterans Day
- Nov 16- Board Meeting (Troy)
- Nov 23- Thanksgiving
- Dec 25- Christmas Day