

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
LIBBY BRANCH & ZOOM
THURSDAY, SEPTEMBER 21, 2023**

Trustees Present: Barb Hvizdak, Annie Gassmann, Kerri Teisberg, Laura Finley

Others Present: Alyssa Ramirez (Director LCL), Siri Larsen (Eureka Branch Librarian/Zoom), Kerry Finley (Zoom)

Call to Order: Hvizdak called today's meeting to order at 10:03am.

Approval of the Agenda: The agenda was accepted by Gassmann, seconded by Hvizdak; approved.

Public Comment: Kerry Finley – “Thanks for sending documents before meeting and have a great meeting.”

Consent Agenda: Approval of minutes for the August 24, 2023 meeting and Financial Report for FY24 September was moved by Hvizdak, seconded by Finley; approved.

Director's Report: see attached report

Teisberg made a motion to accept the September Director's Report, Gassmann seconded; approved.

Policy Review: Cameras

Board members should read, review, and edit camera policy. Alyssa will put into Google Doc. Hvizdak made a motion to table the vote until next meeting, Finley seconded; approved.

Old Business

Committee Updates

- Budget-had meeting with commissioners. They believe that we need a library district. Another option would be a mil levy. Looking into meeting with Tracy Cook to discuss both options. Budget Committee will work on budget proposals for each option.
- Strategic Planning-moving forward with survey and focus groups. Data gathering should be done mid to late October.
- TLOC- October Focus Group meeting will take place of the TLOC meeting. Two large grants coming up this month and next: MLS Leadership Grant Proposal by end of September, and CDBG in October.

Energy Rebates – a few companies were contacted for quotes for Libby.

- Received quote from Formula Fabrication for \$20,000 – will hold off on moving forward with this.

Director's Evaluation – Teisberg will make edits to evaluation:

- Change wording to say, “updates employee job descriptions as needed; completes staff evaluations”
- Change to include library logo, font, and formatting
- After completing, Teisberg will send out evaluation for board members to complete and Zoom to discuss.

Finley made a motion to approve director's evaluation with above edits, seconded by Hvizdak; approved.

New Business: None

Housekeeping

- Board Meetings
 - November 3, 10am: Libby w/Tracy Cook
 - November 16, 10am: Troy
- Library Calendar
 - October 9, Columbus Day – Closed
 - November 10, Veteran's Day – Closed
 - November 23, Thanksgiving – Closed

Meeting Adjourned

Finley made a motion to adjourn the meeting at 11:52am, seconded by Gassmann; approved.

FY2023-2024 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	\$ 270,962.00	\$ 7,051.12	\$ 263,910.88	3%
140 Employer Contributions	\$ 52,133.00	\$ 3,132.69	\$ 49,000.31	6%
148 EBMS Insurance	\$ 63,426.00	\$ 3,905.74	\$ 59,520.26	6%
210 Office Supplies and Materials	\$ 1,000.00	\$ 424.66	\$ 575.34	42%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 3,437.91	\$ 5,562.09	38%
220 Operating Supplies	\$ 3,000.00	\$ 229.64	\$ 2,770.36	8%
225 Recreation Supplies	\$ 1,000.00	\$ 602.02	\$ 397.98	60%
228 Educational Supplies	\$ 15,000.00	\$ 4,315.40	\$ 10,684.60	29%
310 Communication and Transportation	\$ 1,000.00	\$ 222.61	\$ 777.39	22%
330 Publicity, Subscriptions	\$ 15,000.00	\$ 8,831.89	\$ 6,168.11	59%
340 Utility Services	\$ 18,000.00	\$ 1,665.25	\$ 16,334.75	9%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 1,737.64	\$ 14,262.36	11%
370 Travel	\$ 4,000.00	\$ 469.17	\$ 3,530.83	12%
380 Training Services	\$ 1,000.00	\$ -	\$ 1,000.00	0%
512 Insurance	\$ 5,000.00	\$ 4,718.77	\$ 281.23	94%
820 Transfer to Library Depreciation F	\$ 500.00		\$ 500.00	
Totals	\$ 476,021.00	\$ 40,744.51	\$ 435,276.49	9%
State Aid (separate account)	\$ 14,000.00		\$ 14,000.00	0%

*as of 9/8/2023

SEPTEMBER 2023 EXPENSES

Amount Spent	\$ 48,310.94	Vendor	Purpose/Activity	Purchased	Submitted	Processed
110						
8/30/2023	\$ 31,342.49	Lincoln County	August Payroll	X	X	X
140						
8/30/2023	\$ 5,093.86	Lincoln County	August Employer Contributions	X	X	X
148						
8/16/2023	\$ 3,905.74	Lincoln County	August Insurance	X	X	X
210						
9/8/2023	\$ 103.98	Amazon	Copy paper, receipt paper	X	X	
215						
8/25/2023	\$ 32.61	Ionos	Basic Fee, Extended Support, Sca	X	X	X
9/8/2023	\$ 139.95	MontanaSky	L 2023 10/10-11/10	X	X	
9/8/2023	\$ 99.95	MontanaSky	T 2023 09/20-10/20	X	X	
9/8/2023	\$ 260.07	Interbel	2023 09/05-10/04	X	X	
9/8/2023	\$ 146.00	FCM Leasing	2023-09	X	X	
220						
9/8/2023	\$ 192.54	Baker & Taylor	July/ August Wrap	X	X	
228						
9/8/2023	\$ 3,661.90	Baker & Taylor	July/ August Order	X	X	
9/8/2023	\$ 368.91	Amazon	Book Order	X	X	
310						
8/25/2023	\$ 19.99	Endicia	Month 01	X	X	X
8/25/2023	\$ 100.00	Endicia	Postage	X	X	X
9/8/2023	\$ 36.62	Baker & Taylor	July/ August Shipping	X	X	
330						
8/25/2023	\$ 41.00	Canva	FY23 Annual Report	X	X	X
8/25/2023	\$ 480.00	Last Pass	Annual Subscription (Password se	X	X	X
8/25/2023	\$ 76.23	Witvio	Annual Subscription (Teams Cale	X	X	X
8/25/2023	\$ 75.00	Libby Chamber	Membership Dues	X	X	X
340						
8/9/2023	\$ 52.68	Zipty	2023-08	X	X	X
8/25/2023	\$ 164.35	City of Libby	2023 07/05-08/11	X	X	X
8/16/2023	\$ 54.02	Zipty	2023-09	X	X	X
9/8/2023	\$ 163.97	City of Troy	2023 07/20-08/21	X	X	
9/8/2023	\$ 74.97	Town of Eureka	2023 07/17-08/18	X	X	
9/8/2023	\$ 342.27	Flathead Electric	2023 07/20-08/20	X	X	
9/8/2023	\$ 29.05	Evergreen Disposal	2023-08	X	X	
9/8/2023	\$ 32.17	MontanaSky	T 2023 09/20-10/20	X	X	
9/8/2023	\$ 30.54	Interbel	2023 09/05-10/04	X	X	
360						
8/16/2023	\$ 822.00	Annie's Professional	2023-09	X	X	X
8/25/2023	\$ 67.30	Libby Kwik Lube	Oil Change	X	X	X
370						
8/25/2023	\$ 253.62	VISA	Fuel	X	X	X
8/25/2023	\$ 47.16	Alyssa Ramirez	Troy x2	X	X	X

Director's Report September 2023

Public Computers- Regarding the Troy computers, no progress has been made on this issue since last meeting. Siri has also shared that her computers are malfunctioning. Brittany knows someone that is tech savvy and I'm hoping we can temporarily hire him to help fix these issues.

Single Barcode System- With the reduction in our book budget, I'm working with Kathryn to organize some collection maintenance projects (i.e., weeding, inventory, labeling, barcoding). We will work with the Troy collection first (smaller and closest) before moving to the other branches.

Local History Collection- historic newspaper collection has been included in the digitization project. All items have been shipped and are being processed by the vendor.

PLA Digital Literacy Grant- Brittany's first classes are scheduled in the next couple of weeks. She is hosting an Intro to Technology training.

ALA Accessibility Grant- Community conversation was held September 6 and 12 people attended. Attendees agreed with our strategies to better serve neurodivergent patrons and we are working on implementing those strategies/equipment. All staff have completed training on disabilities, creating inclusive environments, and providing customer support to patrons with special needs.

FY24 Budget- The FY24 budget was reduced \$17,000. Cuts were made to line items 220 Operating Supplies; 225 Recreation Supplies; 228 Educational Supplies; 310 Communication and Transportation; 330 Publicity, Subscriptions and Dues; and 370 Travel. At this time, my opinion is that a mil levy is a necessity to maintain current library functions/services, or risk closing a branch.

Consolidation and Relocation Plan- the county is pursuing a feasibility study to consolidate and relocate certain county offices to the old Asa Wood Property. I attended the community meeting and the library does not appear to be included in the study, although I have heard conflicting information.

Strategic Planning- Survey is finalized and circulating through mid-October. All branches have met with their planning sub-committees and have scheduled focus groups for October 16-18. Commissioner and Staff Interviews have been completed.

Medical Emergency- a medical emergency kept me from the office for a week. The staff stepped in and took care of everything while I was away.

Fall Workshops (MSL)- Dusty and Kathryn returned from Fall Workshops in Great Falls this week.

Fall Retreat (MLA)- I submitted a proposal for an in-person EDI workshop and will attend Fall Retreat in October. We will contract with EmpowerMT (co-hosts of the Year of Learning EDI initiative) to lead the session. We have grant funding from the foundation to cover the cost of a trained facilitator.

Commissioner Meeting- Meeting scheduled October 11 to give a detailed report on library projects to commissioners.

Banned Books Week- LCL is planning on commemorating Banned Books Week with some displays.

Training

- ALA Understanding Disability
- Kulture City
- Autism Acceptance and Inclusion Training
- Autism-Inclusive Customer Service Training

Grants

- Glacier Bank (\$1,000- applied)- for shed behind Eureka library to store Family Strong materials.
- Town Pump (\$5,000- applied)- for books and programming.
- Save the Children- Final Report submitted.