

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
TROY BRANCH & ZOOM
TUESDAY, NOVEMBER 14, 2023**

Trustees Present: Barb Hvizdak, Annie Gassmann, Laura Finley, Kerri Teisberg (Zoom), Michelle Bianco (Zoom)

Others Present: Alyssa Ramirez (Director LCL), Sharee Miller (Troy Branch Librarian), Siri Larsen (Eureka Branch Librarian) (Zoom)

Call to Order: Hvizdak called today's meeting to order at 10:05am.

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

Public Comment: N/A

Consent Agenda: Approval of minutes as presented for the September 21, 2023 and November 3, 2023 meetings and Financial Reports for FY24 October and November was moved by Gassmann, seconded by Hvizdak; approved.

Director's Report: see attached report

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

Policy Review: Cameras

Hvizdak made a motion to accept the camera policy as amended, Bianco seconded; approved.

Old Business:

Committee Updates

- Budget
 - Nothing new at this time
- Strategic Planning
 - We have a draft of plan from Stu
 - How to go for funding if we become district?
 - Creating a final document with a paragraph from the board to include in the plan
 - Have Stu present/available for meeting with commissioners to present to them
 - Plan would be good segue into presentation with the county
 - Move forward with putting the final document together
 - Importance of library in community
 - Problems we are facing
 - Strategic plan guides direction
 - Board members to each write statement and share/combine
 - Hvizdak will reach out to trustees

- TLOC
 - Montana Economic Developers Association meeting in September
 - Focus Group meetings in October

Energy Rebates

- Hvizdak is looking into windows. Have heard back from Brent and windows qualify for grant from BPA (Bonneville Power). Contractor has been contacted, and will need follow up. Brent needs measurements.
- Mini split has been installed in Eureka

New Business:

- Library District Discussion & Future Planning—Thoughts & Questions
 - Do libraries last as long as a county library when made into a library district?
 - Concerns about what happens if county goes bankrupt
 - Road tax
 - Public safety tax
 - Will they give us buildings? Libby library separate from courthouse? Building insurance?
 - Will they float budget for FY 24-25?
 - Transfer of contents?
 - Employee wages, benefits, HR? Ongoing support? Using them for that first year FY25-26—pay a cost—have it figured out by FY26-27. Benefits can transfer or can be cashed out.
 - Status of our current 3.49 mills are still unsure; looking like they would go away
 - Ballot will be formation of district and mills
 - Commissioners pass resolution
 - Commissioner appoint first trustees
 - That group starts MOU process
 - Set up staggered terms for trustees
 - How do the elections work with terms for trustees—we are at 5 year terms, but elections are every 2—can we change term limits?
 - Car?
 - Willing to do resolution?
 - Talk with commissioners in December
 - Form with initial questions from Tracy
 - 3 trustees meet with commissioners
 - Here is our list of questions/concerns, we are seriously considering this, could we talk about this, want to gauge your feelings before we officially approach you to talk about this in January
 - Formal presentation in January
 - Alyssa talked to Gary—he is willing to help and be at that meeting
 - Rosebud commissioner, leader of MACO
 - Revenues and copies of our budgets—he can help explain
 - Some revenues may transfer with us

- Alyssa by end of November have draft list of concerns, with input from Gary, so by Dec 1 have list to take to commissioners—meet with commissioners as fits into schedule
 - Alyssa reach out to staff about this transition
 - By January Alyssa can update FOL groups and need their support
 - Alyssa reach out to EveryLibray to work with them on messaging
 - Alyssa reach out to Stu—brainstorm ideas and messaging
 - Barb reached out to local newspaper for space—would give us up to 500 words every so often
 - Alyssa get clarification from Tracy
 - January 24th—potential meeting with commissioners—board, gather FOL, Foundation members
 - Board can use January 18th meeting to finalize anything
- 2024 Calendar

Closed Session:

- Director Evaluation

Housekeeping

- Board Meetings
 - TBD
- December 9, Holiday Party 5pm @ The Gracious Table
- Library Calendar
 - November 23, Thanksgiving
 - December 25, Christmas

Meeting Adjourned

Finley made a motion to adjourn the meeting at 12:15pm, seconded by Gassmann; approved.

FY2023-2024 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	\$ 270,962.00	\$ 69,755.12	\$ 201,206.88	26%
140 Employer Contributions	\$ 52,133.00	\$ 13,516.89	\$ 38,616.11	26%
148 EBMS Insurance	\$ 63,426.00	\$ 13,637.93	\$ 49,788.07	22%
210 Office Supplies and Materials	\$ 1,000.00	\$ 536.15	\$ 463.85	54%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 4,352.93	\$ 4,647.07	48%
220 Operating Supplies	\$ 3,000.00	\$ 1,402.35	\$ 1,597.65	47%
225 Recreation Supplies	\$ 1,000.00	\$ 617.28	\$ 382.72	62%
228 Educational Supplies	\$ 15,000.00	\$ 7,684.15	\$ 7,315.85	51%
310 Communication and Transportation	\$ 1,000.00	\$ 866.77	\$ 133.23	87%
330 Publicity, Subscriptions	\$ 15,000.00	\$ 9,121.41	\$ 5,878.59	61%
340 Utility Services	\$ 18,000.00	\$ 4,016.05	\$ 13,983.95	22%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 4,267.30	\$ 11,732.70	27%
370 Travel	\$ 4,000.00	\$ 1,324.23	\$ 2,675.77	33%
380 Training Services	\$ 1,000.00	\$ 285.00	\$ 715.00	29%
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	\$ 136,102.33	\$ 339,918.67	29%
State Aid (separate account)	\$ 13,599.78		\$ 13,599.78	0%

*as of 11/8/2023

OCTOBER/NOVEMBER 2023 EXPENSES

Amount Spent	\$ 54,087.03	Vendor	Purpose/Activity	Purchased	Submitted	Processed
110						
9/27/2023	\$ 20,593.08	Lincoln County	September Payroll	X	X	X
10/11/2023	\$ 10,768.43	Lincoln County	October Payroll pt. 1	X	X	X
140						
9/27/2023	\$ 3,485.49	Lincoln County	September Employer Contribution	X	X	X
10/11/2023	\$ 1,804.85	Lincoln County	October Employer Contributions	X	X	X
148						
9/27/2023	\$ 3,873.59	Lincoln County	September Insurance	X	X	X
10/11/2023	\$ 1,952.86	Lincoln County	October Insurance pt. 1	X	X	X
210						
10/10/2023	\$ 11.95	Amazon	Planner	X	X	X
11/9/2023	\$ 12.99	Kootenai Drug	Copy paper	X	X	
11/9/2023	\$ 86.55	Amazon	Copy paper, cardstock, pens, tape	X	X	
215						
9/25/2023	\$ 32.61	Ionos	Basic Fee, Extended Support, Sca	X	X	X
10/10/2023	\$ 148.97	Interbel	2023 10/05-11/04	X	X	X
10/10/2023	\$ 99.95	MontanaSky	T 2023 10/20-11/20	X	X	X
10/10/2023	\$ 139.95	MontanaSky	L 2023 11/10-12/10	X	X	X
10/10/2023	\$ 146.00	FCM Leasing	2023-10	X	X	X
10/25/2023	\$ 32.61	Ionos	Basic Fee, Extended Support, Sca	X	X	X
11/9/2023	\$ 146.00	FCM Leasing	2023-11	X	X	
11/9/2023	\$ 148.97	Interbel	2023 11/05-12/04	X	X	
11/9/2023	\$ 19.96	Amazon	Multi-charging cable	X	X	
220						
10/10/2023	\$ 92.90	Baker & Taylor	Sept Wrap	X	X	X
11/9/2023	\$ 79.05	Baker & Taylor	Oct Wrap	X	X	
11/9/2023	\$ 1,000.76	Watson Label Product	Barcodes	X	X	
225						
10/10/2023	\$ 15.26	Siri	Programming Supplies	X	X	X
228						
10/10/2023	\$ 2,007.91	Baker & Taylor	Sept Order	X	X	X
11/9/2023	\$ 1,335.65	Baker & Taylor	Oct Order	X	X	
11/9/2023	\$ 25.19	Amazon	Book Order	X	X	
310						
9/25/2023	\$ 19.99	Endicia	Month 02	X	X	X
10/10/2023	\$ 20.07	Baker & Taylor	Sept Shipping	X	X	X
10/25/2023	\$ 500.00	Endicia	Postage	X	X	X
10/25/2023	\$ 19.99	Endicia	Month 03	X	X	X
10/25/2023	\$ 66.00	USPS	Stamps	X	X	X
11/9/2023	\$ 18.11	Baker & Taylor	Oct Shipping	X	X	
330						
9/25/2023	\$ 36.00	MT Dept of Labor	Boiler Certificate	X	X	X
9/25/2023	\$ 98.00	USPS	Troy PO Box renewal- 6 months	X	X	X
10/25/2023	\$ 155.52	Zoom	Annual Subscription	X	X	X
340						
9/25/2023	\$ 114.21	Lincoln Electric	2023 08/01-09/01	X	X	X
9/25/2023	\$ 158.54	City of Libby	2023 08/11-09/01	X	X	X
10/10/2023	\$ 88.02	Lincoln Electric	2023 09/01-10/01	X	X	X
10/10/2023	\$ 29.05	Evergreen Disposal	2023-09	X	X	X
10/10/2023	\$ 135.77	City of Troy	2023 08/21-09/20	X	X	X
10/10/2023	\$ 74.97	Town of Eureka	2023 08/22-09/18	X	X	X

10/10/2023	\$ 236.56	Flathead Electric	2023 08/20-09/20	X	X	X
10/10/2023	\$ 9.52	Interbel	2023 10/05-11/04	X	X	X
10/10/2023	\$ 32.17	MontanaSky	T 2023 10/20-11/20	X	X	X
10/25/2023	\$ 158.54	City of Libby	2023 09/01-	X	X	X
10/25/2023	\$ 55.98	ZiPLY	2023-10	X	X	
11/9/2023	\$ 9.38	Interbel	2023 11/05-12/04	X	X	
11/9/2023	\$ 167.07	City of Troy	2023 09/20-10/23	X	X	
11/9/2023	\$ 687.95	Golden State Oil		X	X	
11/9/2023	\$ 74.97	Town of Eureka	2023 09/18-10/17	X	X	
11/9/2023	\$ 211.40	Flathead Electric	2023 09/20-10/20	X	X	
360						
9/12/2023	\$ 822.00	Annie's Professional	2023-10	X	X	X
10/10/2023	\$ 38.98	Costco	Toilet Paper, Paper Towels	X	X	X
10/11/2023	\$ 822.00	Annie's Professional	2023-11	X	X	X
10/25/2023	\$ 12.00	Ultra Classic Car Wash	Car Wash	X	X	X
11/9/2023	\$ 6.19	WGG Store	Cleaning Supplies	X	X	
11/9/2023	\$ 6.49	Kootenai Drug	Batteries	X	X	
370						
9/25/2023	\$ 60.00	Kathryn Murphy	Meals [Fall Workshop]	X	X	X
9/25/2023	\$ 199.20	VISA	Fuel	X	X	X
10/10/2023	\$ 60.00	Alyssa Ramirez	Meals [Fall Retreat]	X	X	X
10/25/2023	\$ 23.58	Sharee Miller	Staff Meeting	X	X	X
10/25/2023	\$ 23.58	Megan Brothers	Staff Meeting	X	X	X
10/25/2023	\$ 90.39	Siri Larsen	Staff Meeting	X	X	X
10/25/2023	\$ 90.39	Brittany Heintz	Staff Meeting	X	X	X
10/25/2023	\$ 113.97	Alyssa Ramirez	Focus Group, Cover Eureka	X	X	X
10/25/2023	\$ 193.95	VISA	Fuel	X	X	X
380						
9/25/2023	\$ 285.00	MLA	Fall Retreat Registration	X	X	X

Director's Report November 2023

New Library Card Application- library card application was updated to fit current practices.

SMS Texting- we are now configured for text notifications for Overdue notices (includes day-before-due notices), Hold pickup notices, Direct messages, and User Announcements.

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. Barb shared contact information for a tech person. I haven't had a chance to reach out.

Strategic Planning- community survey, staff interviews, commissioner interviews, and focus groups are completed. Stu has drafted suggestions for priorities/strategies for board review.

Fall Workshops- I attended MLA Fall Workshops in Chico Hot Springs. In partnership with EmpowerMT, I hosted an in-person EDI Workshop. Other interesting sessions were about grassroots fundraising, meeting with the MLA lobbyist to discuss the recent legislative session, and website design.

Commissioner Meeting- on October 11, I met with the commissioners to update them on library activities. Commissioner Teske noted that we had "a lot going on".

MSL Commission- I attended the October 11 commission meeting. I was saddened to see the commission vote to remove the MLIS requirement for a library serving a population over 25,000.

FOL Meetings- I attended all 3 FOL meetings in October. I wanted to update each group on the cut to the library budget and to explain the board's plan to address the shortfall.

Inventory- Charlene has been working on an inventory project for the Libby branch. This will let us know what books we are missing from our shelves.

EDI Meeting- There were 12 attendees for the virtual event, including Carmen Cuthbertson. We have 2 more modules scheduled through March 2024. Emily, Slaven and I are beginning discussion on the future of the program and how we envision it continuing. We were concerned with MLA's support for the trainings, but MLA has reaffirmed their support and hope to see the trainings continue.

Partners Meeting- Major topic at the October Partners Meeting was how to improve courier/transit times. Mitch has put together a Transit Structure Survey to see how items move and where efficiencies can be improved.

Maintenance Mishap- Maintenance accidentally flooded the top floor of the Libby branch with silica powder when performing maintenance on the elevator. Libby partially closed for 2 days to clean up dust and ensure a safe environment for staff and patrons.

Foundation Meeting- the Foundation met October 30. Stu joined and discussed a number of ways to build up the Foundation and its donations. First steps will be to build a contact base for future use.

Halloween Events- Troy hosted a Halloween heist on October 18 with 97 in attendance. Eureka participated in the Troll Stroll and Libby participated in the Trunk or Treat event.



NAC Meeting- I virtually attended a NAC meeting on November 8. Major discussion around the Cost Share Formula used by the State Library. Current formula is based on use (ie. # of library cards, # of checkouts). MSL is exploring moving to a population-based formula, similar to how state aid is calculated. If implemented, our MSL bills would likely see a 7% increase.

Single Barcode System- I'm still 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. Right now, I'm waiting for some grant support to offset the cost of additional staff time.

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. No ETA when those will be returned.

PLA Digital Literacy Grant- Brittany has been all over the county for tech trainings. She is hosting them at the library and has reached out to local senior centers.

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.

Training

- None

Grants

- CDBG Planning Grant- Final Report submitted
- CDBG Community Facilities Grant (\$750,000- submitted)- for construction of the TLOC facility
- Dougherty Foundation (\$6,000- submitted)- project support

- Eldred Foundation (\$5,000 each branch- awarded)- for children's books and programming
- Glacier Bank (\$1,000- awarded)- for shed behind Eureka library to store Family Strong materials.
- Institute of Museum and Library Services (\$249,000- submitted)- for construction of the TLOC facility
- Lawrence Foundation (\$5,000- submitted)- general operating
- Lincoln County Community Foundation (\$2,000- awarded)- early literacy programming
- MDU Resources (\$50,000- submitted)- for construction of the TLOC facility
- Proliteracy (\$6,000- submitted)- Troy HiSET Tutoring Program
- Town Pump (\$5,000- denied)- for books and programming.
- Walmart (\$500- awarded)- Family Strong



SECURITY CAMERA POLICY

The Library must offer a welcoming, open atmosphere and provide a quiet, comfortable and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at Lincoln County Library.

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library's Rules of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity while adhering to applicable federal, state and local law concerning the confidentiality of library records and the protection of individual privacy.

Lincoln County Library values patron privacy first. The goal of Lincoln County Library is to maintain appropriate confidentiality of its patrons while protecting the public through cooperation with law enforcement when life is at risk. This policy should be interpreted with the understanding that the image of a person on library property is not protected, but anything that would identify content of a library user is protected and held private.

Security cameras are not continuously monitored. Staff and public should take appropriate precautions for their safety and for the security of personal property. Neither Lincoln County Library nor Lincoln County is responsible for loss of property or personal injury.

In the placement and use of security cameras, staff and patron safety is the first priority. The protection of library property is of secondary importance.

Cameras will not be installed for the purpose of monitoring routine staff performance. They may be used in the case of staff malfeasance, misconduct, or in the case of policy violations.

SIGNAGE

Signs will be posted at Library entrances informing the public that security cameras are in use.

CAMERA PLACEMENT

- Security cameras may be placed in both indoor and outdoor areas where designated. Library staff may randomly or regularly monitor activity.
- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, book stacks, public seating areas, hallways, stairways, parking lots, areas prone to theft or misconduct or areas where money is stored or handled.

- Cameras may be installed in areas that could assist Law Enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on Library property but also the sidewalk, public streets, and surrounding properties.
- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms and private offices.

ACCESS AND USE OF IMAGES/FOOTAGE BY STAFF

- Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.
- Designated staff may have access to real-time monitors. Images will be viewed on desktop monitors placed in secure areas to ensure privacy.
- Access to the footage in pursuit of documented incidents of criminal activity or violation of the library policies including the Library's Rules of Conduct is restricted to designated staff.
- Video records and still photographs may be used to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations.
- In situations involving banned-and-barred patrons, stored still images may be shared with staff.
- Images will be stored for a length of time based on available storage, but no longer than 30 days, unless someone has specifically requested retention. As new images are recorded, the oldest images will be automatically deleted. The length of storage time varies depending on the camera's memory and recording length.

REQUESTS FROM LAW ENFORCEMENT

Library staff may assist emergency services personnel with locating and identifying library users on the premises and video surveillance recordings may be released if:

- Officers indicate there is an urgent need for library cooperation due to an official active or ongoing investigation or disturbance
- An officer presents a police report related to an open investigation
- An officer appears with a subpoena directing the library to provide specific video surveillance recordings

For video surveillance recordings, officers should provide Library staff with the date, time and location of recordings requested. Staff will prepare a video file and give it to the requesting officer. Officers may not access our surveillance system themselves. They may not watch live streams of surveillance cameras or review recordings. Only library staff access security camera streams and footage. Staff may request legal review prior to release if they believe footage implicates the Libraries Records Confidentiality Act and/or privacy concerns.

Exigent circumstances apply if anyone is in immediate physical danger on or off library property, law enforcement will be provided immediate access to security video footage

without a subpoena in order to create a safe environment for library staff and patrons, as well as the public at large.

UNAUTHORIZED ACCESS OR DISCLOSURE

Any form of unauthorized capture, digital or otherwise, is strictly prohibited. No staff member may download recorded footage, capture a recorded or live image by photograph, or make video copies of security camera recordings or live footage.

A breach of this policy may result in disciplinary action up to and including dismissal. Any Library employee who becomes aware of any unauthorized disclosure of a video recording and/or potential privacy breach has a responsibility to immediately inform the Library Director.

DISCLAIMER OF RESPONSIBILITY

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.