

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
LIBBY BRANCH & ZOOM
THURSDAY, JANUARY 18, 2024**

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

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

Call to Order: Hvizdak called today's meeting to order at 10:02.

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

Public Comment: N/A

Consent Agenda: Approval of minutes as presented for the November 14, 2023 meeting and Financial Report for FY24 January was moved by Bianco, seconded by Gassmann; approved.

Director's Report: see attached report
Gassmann made a motion to accept the January Director's Report, Hvizdak seconded; approved.

Policy Review: Displays
Tabled until next meeting. Alyssa will put into editable Google Doc.

Old Business:
Committee Updates

- Budget
 - Nothing new at this time
- Strategic Planning
 - Alyssa shared the draft of new strategic direction
 - Finley made a motion to accept the Strategic Direction 2024-2029, Teisberg seconded; approved.
- TLOC
 - Waiting to hear on CDBG before other grants can be approved
 - Jan 22, in lieu of TLOC meeting, will have Dr. Seuss planning meeting

Energy Rebates

- Windows have been ordered for Eureka
- Eureka friends group to cover \$500
- Quilt foundation agreed to take on whole project; Friends group keep money to cover other library needs
- New unit in Eureka has helped with energy cost reduction for at least the last two months
- Grant from Steele Reese Foundation for HVAC unit in Libby to alleviate some oil costs; use Formula Fabrication estimate as starting point

Library District Discussion & Future Planning

- Meetings with commissioners
 - Able to meet with Jim Hammons and Josh Letcher
 - They are in support of the library becoming a district
 - Library has most support in order to go to the district
 - Jim--no issue with handing over buildings
 - Meeting to show public support before they would create a resolution for us—
upcoming meeting could be considered as such
 - Jim-believes this is the right way for us to go
 - Teske is working to form another district
 - This district will be like a political campaign
 - Can we ramp up Facebook presence: messages of things we offer, online
 - Create a Google Doc for list
 - Work with branch librarians to come up with list of ideas or
messages of things to share be sure to get the info out there
 - Run this info by trustees for support
 - Commitment from newspaper in Eureka for running
article(s)
 - Tobacco Valley News
 - Western News (Suzanne) about possibility of getting space
for library news
 - replace strategic planning subcommittee with a district
subcommittee pending decision
 - Pair our messaging with EveryLibrary messaging
- Should there be a point person for upcoming meeting with commissioners?
- How are we approaching this meeting?
 - Which questions are critical that we need answered?
 - To get the info we need to move forward?
 - Not making decision at the meeting with commissioners
 - Looking for support on the library becoming a district
 - We have met with you. You know why we are here. Give a rundown of
why we are there to the public that is present.
 - Barb would like to re-rank the discussion questions in order of priority—
have each trustee choose a question or questions
 - Gary Fjelstad is not available for this meeting
 - Tracy Cook is not available for this meeting
 - Cara with State Library will be available for our special meeting after
 - Stu is available for the meeting but was planning on talking on the
Strategic Direction—not speak to library district
 - Having special meeting and not waiting until February meeting to discuss
this because it would push back the timeline
 - Written out timeline not available because it will change depending
on petition vs. resolution
 - Petition vs. resolution is Alyssa's #1—very important to have answered at
this meeting

- Employee health insurance is very expensive to the county. Library district would change things—still going through county would help with cost to get a better rate—is a split of the cost an option
 - District will pay the premiums; county could help secure a better rate
 - Barb met with former county commissioner over an outside independent audit for FY—saw nothing in the audit that indicated financial trouble—the county paying 100% is very unusual/rare—if district foots the bill it is unlikely that it will continue to be 100% coverage; it's not fiscally responsible
 - Is there an indication of their willingness to help make this happen?
 - If not available, it could potentially change our budget—is this a possibility for us? A split pay option would look like a pay cut to employees. But with the district we would be in charge of wages and could adjust
- Put big picture items in google doc today. Arrange by priority. Take one or two bullet points to research and prepare for next week.
 - Michelle take letter e
 - Annie take c and d
 - Laura take b
 - Kerri take a
 - Barb take overview and summarize and g
- Alyssa will officially email them to commissioners Jennifer Brown, Corrina the Clerk and Recorder, and will also have copies if members of the public would like them.
 - How to send it to them? Rework the document. Barb will get it out by the end of day today.

New Business:

Trustee Positions

- We have 2 seats expiring on June 30th
- Will have special meeting at the beginning of June for interviews
- Have applications open April and part of May

Housekeeping

- Board Meetings
 - February 15, Zoom
 - March 21, Zoom
 - April 25, Eureka
- Library Calendar
 - February 19, President's Day
 - March 22, In-Service
 - April 26, Staff Meeting
 - April 26 & 27, Tamarack Federation Meeting. Any trustee may attend. Alyssa will send out a reminder by February 9th.

Meeting Adjourned

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

FY2023-2024 Expenditure Budget Report

	Budgeted	Spent	Remaining	100%
110 Salaries and Wages	\$ 270,962.00	\$ 123,360.91	\$ 147,601.09	46%
140 Employer Contributions	\$ 52,133.00	\$ 22,527.82	\$ 29,605.18	43%
148 EBMS Insurance	\$ 63,426.00	\$ 23,434.44	\$ 39,991.56	37%
210 Office Supplies and Materials	\$ 1,000.00	\$ 661.03	\$ 338.97	66%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 6,330.79	\$ 2,669.21	70%
220 Operating Supplies	\$ 3,000.00	\$ 2,918.20	\$ 81.80	97%
225 Recreation Supplies	\$ 1,000.00	\$ 617.28	\$ 382.72	62%
228 Educational Supplies	\$ 15,000.00	\$ 9,822.62	\$ 5,177.38	65%
310 Communication and Transportation	\$ 1,000.00	\$ 937.24	\$ 62.76	94%
330 Publicity, Subscriptions	\$ 15,000.00	\$ 9,606.41	\$ 5,393.59	64%
340 Utility Services	\$ 18,000.00	\$ 8,749.11	\$ 9,250.89	49%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 7,933.47	\$ 8,066.53	50%
370 Travel	\$ 4,000.00	\$ 1,830.66	\$ 2,169.34	46%
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	\$ 223,733.75	\$ 252,287.25	47%
State Aid (separate account)	\$ 13,599.78		\$ 13,599.78	0%

*as of 1/10/2024

JANUARY 2024 EXPENSES

Amount Spent	\$ 87,631.42	Vendor	Purpose/Activity	Purchased	Submitted	Processed
110						
10/25/2023	\$ 11,465.56	Lincoln County	October Payroll pt. 2	X	X	X
11/22/2023	\$ 21,388.28	Lincoln County	November Payroll	X	X	X
12/20/2023	\$ 20,751.95	Lincoln County	December Payroll	X	X	
140						
10/25/2023	\$ 1,937.89	Lincoln County	October Employer Contributions	X	X	X
11/22/2023	\$ 3,582.65	Lincoln County	November Employer Contribution	X	X	X
12/20/2023	\$ 3,490.39	Lincoln County	December Employer Contribution	X	X	
148						
10/25/2023	\$ 1,952.88	Lincoln County	October Insurance pt. 2	X	X	X
11/8/2023	\$ 32.15	Lincoln County	September Insurance Correction	X	X	X
11/22/2023	\$ 3,905.74	Lincoln County	November Insurance	X	X	X
12/20/2023	\$ 3,905.74	Lincoln County	December Insurance	X	X	
210						
1/9/2024	\$ 15.99	Amazon	Wall calendar	X	X	
1/9/2024	\$ 108.89	Amazon	Black toner	X	X	
215						
11/24/2023	\$ 32.61	Ionos	Basic Fee, Extended Support, Sca	X	X	X
11/24/2023	\$ 99.95	MontanaSky	T 2023 11/20-12/20	X	X	X
12/8/2023	\$ 123.97	Interbel	2023 12/05-01/04 *\$25 loyalty cr	X	X	X
12/8/2023	\$ 99.95	MontanaSky	T 2023 12/20-01/20	X	X	X
12/8/2023	\$ 139.95	MontanaSky	L 2023 12/10-01/10	X	X	X
12/8/2023	\$ 146.00	FCM Leasing	2023-12	X	X	X
12/22/2023	\$ 32.61	Ionos	Basic Fee, Extended Support, Sca	X	X	X
1/8/2024	\$ 139.95	MontanaSky	L 2024 1/10-2/10	X		
1/8/2024	\$ 3.00	MontanaSky	Processing fee	X		
1/9/2024	\$ 148.97	Interbel	2024 01/05-02/04	X	X	
1/9/2024	\$ 146.00	FCM Leasing	2024-01	X	X	
1/9/2024	\$ 99.95	MontanaSky	T 2024 01/20-02/20	X	X	
1/9/2024	\$ 139.95	MontanaSky	L 2024 02/10-03/10	X	X	
1/10/2024	\$ 625.00	e2e Exchange	FY24: Part 2	X	X	
220						
12/8/2023	\$ 70.60	Baker & Taylor	Nov Processing	X	X	X
12/22/2023	\$ 1,126.12	CCI Solutions	12 disc case	X	X	X
12/22/2023	\$ 95.88	CCI Solutions	48 disc case	X	X	X
12/22/2023	\$ 126.18	CCI Solutions	Shipping	X	X	X
1/9/2024	\$ 97.07	Baker & Taylor	Dec Processing	X	X	
228						
12/8/2023	\$ 916.75	Baker & Taylor	Nov Order	X	X	X
1/9/2024	\$ 110.80	Amazon	Book Order	X	X	
1/9/2024	\$ 1,110.92	Baker & Taylor	Dec Order	X	X	
310						
11/24/2023	\$ 19.99	Endicia	Month 04	X	X	X
12/8/2023	\$ 14.37	Baker & Taylor	Nov Shipping	X	X	X
12/22/2023	\$ 19.99	Endicia	Month 05	X	X	X
1/9/2024	\$ 16.12	Baker & Taylor	Dec Shipping	X	X	
330						
12/22/2023	\$ 50.00	Troy Chamber	Basic Membership	X	X	X
1/9/2024	\$ 314.00	ALA	Small Library Membership	X	X	
1/9/2024	\$ 121.00	PLA	Basic Membership	X	X	
340						

11/9/2023	\$ 29.05	Evergreen Disposal	2023-10	X	X	X
11/24/2023	\$ 105.69	Lincoln Electric	2023 10/01-11/01	X	X	X
11/24/2023	\$ 32.17	MontanaSky	T 2023 11/20-12/20	X	X	X
11/24/2023	\$ 54.67	Ziply	2023-11	X	X	X
12/8/2023	\$ 10.70	Interbel	2023 12/05-01/04	X	X	X
12/8/2023	\$ 32.17	MontanaSky	T 2023 12/20-01/20	X	X	X
12/8/2023	\$ 29.05	Evergreen Disposal	2023-11	X	X	X
12/8/2023	\$ 1,583.42	Golden State Oil		X	X	X
12/8/2023	\$ 164.35	City of Libby	2023 10/02-11/06	X	X	X
12/8/2023	\$ 74.97	Town of Eureka	2023 10/17-11/20	X	X	X
12/8/2023	\$ 285.56	City of Troy	2023 10/23-11/20	X	X	X
12/8/2023	\$ 37.97	Flathead Electric	2023 10/20-11/20 *173.43 Capita	X	X	X
12/22/2023	\$ 132.71	Lincoln Electric	2023 11/01-12/01	X	X	X
12/22/2023	\$ 161.01	City of Libby	2023 11/06-12/01	X	X	X
1/9/2024	\$ 7.42	Interbel	2024 01/05-02/04	X	X	
1/9/2024	\$ 31.65	Evergreen Disposal	2023-12 (includes \$.50 finance ch	X	X	
1/9/2024	\$ 260.00	Flathead Electric	2023 11/20-12/20	X	X	
1/9/2024	\$ 1,136.71	Golden State Oil		X	X	
1/9/2024	\$ 74.97	Town of Eureka	2023 11/20-12/19	X	X	
1/9/2024	\$ 325.11	City of Troy	2023 11/20-12/20	X	X	
1/9/2024	\$ 32.17	MontanaSky	T 2024 01/20-02/20	X	X	
1/10/2024	\$ 131.54	Lincoln Electric	2023 12/01-01/01	X	X	
360						
11/24/2023	\$ 18.49	Eureka Hardware	Toilet tank lever	X	X	X
11/24/2023	\$ 65.93	Walmart	Air freshener	X	X	X
11/24/2023	\$ 44.48	Walmart	Surge protectors	X	X	X
11/24/2023	\$ 822.00	Annie's Professional	2023-12	X	X	X
11/24/2023	\$ 50.00	Annie's Professional	Extra Cleaning	X	X	X
12/8/2023	\$ 822.00	Annie's Professional	2024-01	X	X	X
1/9/2024	\$ 12.99	Eureka Hardware	Hammer	X	X	
1/9/2024	\$ 1,750.00	Laura Burk	June 2023 thru Dec 2023	X	X	
1/9/2024	\$ 67.30	Libby Kwik Lube	Oil Change	X	X	
1/10/2024	\$ 12.98	Montana Market	Picture hanging supplies, trash ba	X	X	
370						
11/24/2023	\$ 191.41	VISA	Fuel	X	X	X
12/22/2023	\$ 224.63	VISA	Fuel	X	X	X
12/22/2023	\$ 90.39	Alyssa Ramirez	EFOL Meeting	X	X	X

Director's Report January 2024

Public Computers- I reached out to Montana Technical Solutions, and I am waiting to hear back.

Holiday events- Libby hosted a holiday music event with the Bows and Blows (local music group). Eureka participated in the Christmas Stroll. Troy offered crafts and story time at the Holiday Bazaar.

Public Library Statistics- LCL's FY23 annual statistics were reported to the state library.

Consolidation and Relocation Plan- the county is pursuing a feasibility study to consolidate and relocate certain county offices to the old Asa Wood Property. The study was finalized December 6 during the regular commissioner meeting. It does not appear that the library is included in this plan.

Every Library- I scheduled an initial call with Every Library to have a preliminary discussion about a library district campaign. We planned to regroup in January once the library board made an official decision.

FOL Meetings- I attended all 3 FOL meetings in December. I wanted to update each group on the status of a potential library district and encouraged them to attend the January 24 meeting with the commissioners.

Local History Collection- Digital files have been received for photos and newspapers. Need to finalize the metadata spreadsheet to upload photo collection to the Montana History Portal. Without a dedicated staff person, this may take a few months.

Website RFP- Our website is losing functionality due to its age. I reached out to a number of media companies for a quote to build a new website. Prices ranged from \$4,000 to \$10,000, depending on the scope of work. I submitted a grant to ALA to cover the cost of updating our website from an accessibility perspective.

PLA Digital Literacy Grant- Brittany needs to step back from tech training in the new year. She will continue to offer them in Eureka. Megan has stepped up to offer training in Libby and Troy. She will offer trainings at both branches and the Libby Senior Center

HiSET Program- we received a grant to expand the HiSET program to Troy. Megan is working with Brittany to get up to speed about the program and we are hoping to launch in February.

Hot Spots- I have suspended the hot spot program. It was becoming too cumbersome for staff to manage. Devices have been shut off and sent to the Libby branch. I am hoping to reinstate the program if we can find dedicated staff hours to manage the program.

Annual Donation Drive- In December, the Foundation mailed an annual appeal letter. The Foundation raised \$6,391.53 in general donations and \$400 in restricted donations.

Facility Issues- Troy smelled like sewage beginning in mid-November. I struggled to get the county to assist with the issue. Finally in mid-December, we sent an air purifier to Troy to get rid of the smell and a plumber/contractor looked at the facility. The vent is punctured in 3 places and there is damage to the

main sewer line. Jim Hammons and Joe Nagle are addressing the issue. The Libby branch experienced roof leaks and 2 construction companies assessed our roof. They recommend cutting back the beams to prevent water from running back towards the building. The estimates are around \$6,000, and the county, so far, has agreed to cover the costs. I am waiting to hear when the work is scheduled. In Eureka, the hot water heater started leaking. I reached out to Josh to see about maintenance, and he arranged for a plumber to stop by. Siri also brought to my attention the need to address the back lawn area. Now that staff cannot park next to the small house, the back lawn is getting torn up from constant use and it is hard for vehicles to get up the hill when wet/muddy. Good news is the Eureka windows are scheduled to be replaced.

Safety Incidents- In November, Troy had a safety incident with a large man. He was mentally unstable and very intimidating. Sharee felt unsafe but could not reach dispatch (she did not want to anger him if he heard her calling the police). She emailed another county employee, who was supposed to contact dispatch. Eventually, a local pastor offered assistance and a plane ticket, so the man left. Law enforcement never arrived nor checked in with Sharee. On December 19, the man returned to the Troy Branch looking for assistance. Being close to Christmas, there were not many options and he left. By Friday, he had made his way to Libby and approached staff about finding him a place to stay. Again, he was intimidating and made staff feel uncomfortable. While staff tried to find assistance, a regular patron let staff know that the man was masturbating with a kid nearby. Before staff could act, the man left the premises. Staff contacted dispatch and it was at least 10 minutes before someone arrived. The man was trespassed from all LCL locations. I also reached out to the library directors in Whitefish, Kalispell, and Thompson Falls, in case he moved on to their towns. The man tried entering the Troy Branch the following week, but Sharee enforced the trespass order.

Training

- None

Grants

- Dougherty Foundation (\$6,000- denied)
- Lawrence Foundation (\$5,000- denied)
- Proliteracy (\$5,000- awarded)- Troy HiSET Tutoring Program
- Franz Bakery Foundation (\$3,000- submitted)- early childhood literacy
- ALA: Libraries Transforming Communities (\$10,000- submitted)- website accessibility