

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
EUREKA BRANCH & ZOOM
THURSDAY, APRIL 25, 2024**

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

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

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

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

Public Comment: N/A

Consent Agenda: Approval of minutes as presented for March 21, 2024 and March 29, 2024 (Special Meeting) meetings and Financial Report for FY24 March was moved by Finley, seconded by Teisberg; approved.

Director's Report: see attached report

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

Old Business:

Committee Updates:

- District:
 - Passing out yard signs—lots have gone out in communities
 - Mailers are going out this week and next
 - Campaigning at community events
 - Newspaper ads for May
 - Facebook ads
 - Upcoming public information meetings
 - Interlocal agreement draft—
 - Create a timeline for upcoming dates
 - Drafting bylaws for the district
- Budget:
 - Preliminary budgets due in May
 - Projected budget for rest of FY24 is looking good
 - Foundation has helped out and spent \$100,000 to fill-in for budget cuts
 - FY25 budget planning to include COLA increase and other scenarios with previous budget cuts

- TLOC:
 - Working within partners model to support partners
 - Waiting to hear back from the Zinke-Community Project Funding Grant

Energy Rebates:

- Still waiting on one window to be completed and paperwork to be filed
- LED lights to be installed in Eureka on Monday

Board Vacancy Update:

- Previous round appointments were completed yesterday; we received no applications in this round
- New round to be started soon; will check with Corrina for dates
 - Position is an at-large position
 - Two expiring terms should also be advertised

New Business:

IT Discussion

- Sourced IT services with Interbel for \$247/month
 - Travel time for Libby and Troy would be additional
 - Would be some initial site visits to get remote software loaded
 - Most work could then be done remotely
 - Plan could change over time based on growing/changing services from Interbel
- Present plan to County to discuss payment options (partial or whole)?
- Hvizdak will reach out to Interbel to discuss contract options

Air printing is not currently an option based on our devices—they are too old
Cybrarian is \$750/year to air print

Closed Session: Initial Director Candidate Review

Will meet on Thursday, May 2nd @10am in Libby.

Housekeeping

- Board Meetings
 - May 23, Troy
 - June 20, Libby
 - July 25, Eureka
- Library Calendar
 - May 27, Memorial Day
 - July 4, Independence Day

Adjourn:

Meeting Adjourned

Hvizdak made a motion to adjourn the meeting at 12:40pm, seconded by Finley; approved.

FY2023-2024 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 270,962.00	\$ 198,333.19	\$ 72,628.81	83% 73%
140 Employer Contributions	\$ 52,133.00	\$ 35,110.54	\$ 17,022.46	67%
148 EBMS Insurance	\$ 63,426.00	\$ 35,151.66	\$ 28,274.34	55%
210 Office Supplies and Materials	\$ 1,000.00	\$ 918.63	\$ 81.37	92%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 9,285.94	\$ (285.94)	103%
220 Operating Supplies	\$ 3,000.00	\$ 3,562.65	\$ (562.65)	119%
225 Recreation Supplies	\$ 1,000.00	\$ 632.16	\$ 367.84	63%
228 Educational Supplies	\$ 15,000.00	\$ 12,835.20	\$ 2,164.80	86%
310 Communication and Transportation	\$ 1,000.00	\$ 1,112.10	\$ (112.10)	111%
330 Publicity, Subscriptions	\$ 15,000.00	\$ 10,400.53	\$ 4,599.47	69%
340 Utility Services	\$ 18,000.00	\$ 14,308.30	\$ 3,691.70	79%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 10,942.79	\$ 5,057.21	68%
370 Travel	\$ 4,000.00	\$ 2,601.09	\$ 1,398.91	65%
380 Training Services	\$ 1,000.00	\$ 560.00	\$ 440.00	56%
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	\$ 340,473.55	\$ 135,547.45	72%
State Aid (separate account)	\$ 13,599.78		\$ 13,599.78	0%

*as of 4/16/2024

MARCH 2024 EXPENSES

Amount Spent	\$ 32,810.19	Vendor	Purpose/Activity	Purchased	Submitted	Processed
110						
3/27/2024	\$ 20,611.22	Lincoln County	March Payroll	X	X	X
140						
3/27/2024	\$ 3,476.52	Lincoln County	March Employer Contributions	X	X	X
148						
3/27/2024	\$ 3,905.74	Lincoln County	March Insurance	X	X	X
210						
4/2/2024	\$ 37.06	Amazon	Planner, sharpies, water filter	X	X	
215						
3/25/2024	\$ 649.95	Cybrarian	Annual Subscription	X	X	X
3/25/2024	\$ 37.61	Ionos	Basic Fee, Extended Support, Sca	X	X	X
4/2/2024	\$ 146.00	FCM Leasing	2024-04	X	X	
4/2/2024	\$ 139.95	MontanaSky	L 2024 05/10-06/10	X	X	
4/2/2024	\$ 99.95	MontanaSky	T 2024 04/20-05/20	X	X	
4/2/2024	\$ -	Interbel	2024 04/05-05/04 [148.97]	X	X	
4/2/2024	\$ 21.59	Amazon	Headphone	X	X	
4/11/2024	\$ 708.26	Dex Imaging	T Copier Toner	X	X	
4/11/2024	\$ 8.88	Montana Market	Computer repair, aux cord	X	X	
220						
3/5/2024	\$ 109.53	Baker & Taylor	Feb Processing	X	X	X
3/25/2024	\$ 74.29	Name Badges Inc	Trustee Name Badges	X	X	X
4/2/2024	\$ 8.50	Baker & Taylor	Feb Processing	X	X	
225						
4/11/2024	\$ 14.88	Montana Market	Programming Supplies	X	X	
228						
4/2/2024	\$ 85.54	Baker & Taylor	Feb Order	X	X	
4/2/2024	\$ 59.00	Amazon	March Order	X	X	
310						
3/25/2024	\$ 19.99	Endicia	Month 08	X	X	X
4/2/2024	\$ 0.86	Baker & Taylor	Feb Shipping	X	X	
330						
3/25/2024	\$ 60.00	MLA	Annual Membership	X	X	X
340						
3/25/2024	\$ 127.80	Lincoln Electric	2024 02/01-03/01	X	X	X
3/25/2024	\$ 158.54	City of Libby	2024 02/06-03/04	X	X	X
4/2/2024	\$ 305.80	City of Troy	2024 02/20-03/20	X	X	
4/2/2024	\$ 216.43	Flathead Electric	2024 02/20-03/20	X	X	
4/2/2024	\$ 31.15	Evergreen Disposal	2024-03	X	X	
4/2/2024	\$ 74.97	Town of Eureka	2024 02/20-03/18	X	X	
4/2/2024	\$ 32.17	MontanaSky	T 2024 04/20-05/20	X	X	
4/2/2024	\$ -	Interbel	2024 04/05-05/04 [11.16]	X	X	
4/11/2024	\$ 128.71	Lincoln Electric	2024 03/01-04/01	X	X	
360						
3/14/2024	\$ 822.00	Annie's Professional	2024-04	X	X	X
3/25/2024	\$ 6.99	Eureka Hardware	Toilet handle	X	X	X
3/25/2024	\$ 19.49	Costco	Toilet paper	X	X	X
4/2/2024	\$ 9.75	Amazon	Security sign	X	X	
370						
3/25/2024	\$ 104.76	AirBnB	Hotel- Missoula	X	X	X
3/25/2024	\$ 221.31	VISA	Fuel	X	X	X
380						

3/25/2024	\$ 275.00	MLA	Annual Conference Registration	X	X	X
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Director's Report April 2024

Safety and Technology- IT Director, Sol Alcain is too busy to provide timely assistance on the library's various technology issues. I think it is in our best interests to find alternate IT support. Interbel has resolved most of the issues in Eureka. Libby has 2-3 public computers that are malfunctioning. Troy's staff computer has not been replaced yet, but public computers are still working. I will work with staff to create a comprehensive list of IT issues that need to be resolved.

FY25 Budget- Preliminary FY25 budgets are due May 1 to the County. The county approved a 1.5% COLA. I have received updated wage sheets and will update the budget in Black Mountain, pending the Board's approval.

Maintenance- Need to check with Joe about the heater- though at this point with the weather, it will likely be pushed to the back burner. I would still like to figure out a way to get the Troy exterior painted.

Library District- The district campaign has been handed over to the committee and they are working hard to get the word out. I am planning a final round of public information sessions the week of May 20.

MLA Conference- The conference kicked off with a MSL Commission meeting that went downhill quickly. The meeting was not productive and the Commissioner seemed more interested in tearing apart all of the ideas and work the MSL is doing. Otherwise, I led 4 sessions: EDI drop in, Volunteers, Grants, and PLD Interest Group. I attended the following sessions: Perspectives on MT Libraries, Resource Sharing, Social media and Be the Change!

Staff Meeting- We closed April 22 for an in-person staff meeting. We focused on team building and safety training. We completed a training on awkward conversations: understanding multiple factors that affect patron behavior, how to be fair and firm, and how to implement a decision action tree. In discussion after the training, staff asked for a dedicated chat for emergency since Team Alert is not reliable.

Example slide from training:

OUR DAILY RESPONSE

- Dignity awareness:** eye contact; non-judgmental body language
- Patience:** with patrons who can be impatient, rude, angry, fearful, anxious, entitled, confrontational; not skilled listeners, and who are frustrated.
- Calming tones and empathic approach:** with people who are angry, depressed, fearful, trauma-exposed, stuck in a dire life situation.
- Boundary-setting:** Always striving for the "Negotiated Behavioral Agreement." Assertive responses, without being aggressive or passive.
- Firm, fair, consistent, reasonable treatment, and safety and security awareness.** Disengage and/or get help, as necessary

Historic Items- A local historian is looking over the images to provide greater details for the descriptions. I am hoping to finish up the information needed to upload the images into the Montana History Portal by June 1. Another volunteer has been listening to the oral histories and documenting various subjects discussed so that we can get the oral histories uploaded as well.

Training

- None

Grants

- Town Pump (\$1,000 each branch- submitted, awarded)- Summer Reading Program
- LOR Foundation (\$600- submitted, awarded)- Citizen Science Kits