

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
LIBBY BRANCH & ZOOM
THURSDAY, MARCH 16, 2023**

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

Others Present: Alyssa Ramirez (Director LCL), Kerry Finley (Zoom)

Call to Order: Hvizdak called today's meeting to order at 10:00am.

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

Public Comment: Kerry Finley, "I'll miss the meeting today, but wanted to comment on yesterday about the commissioner meeting. I am not a library protester but wanted to know what the commissioners meant by the green light [to the TLOC Project]. Still working on taxpayer bill of rights"

Approval of Minutes: Approval of minutes for the February 16, 2023 meeting was moved by Hvizdak, seconded by Finely, approved.

Reports:

Financial Reports- February FY23 (see attached):

110 Salaries & Wages, 140 Employer Contributions, 148 EBMS Insurance – through Feb 15th
210 Office Supplies & Materials – no new purchases
215 Technology Supplies & Materials – regular internet expenditures
220 Operating Supplies – Jan/Feb book order, wrapping
225 Recreation Supplies – regular supplies
228 Educational Supplies – book order
310 Communication & Transportation – postage costs, book order shipping costs
330 Publicity & Subscriptions – no new expenses
340 Utility – regular expenses, (\$8300 spent in oil for Libby this year)
360 Repairs & Maintenance – regular expenses
370 Travel – regular fuel expenses (Roger delivering crates)
380 Training Services – no change
512 Insurance – no change
State Aid – has been deposited

Upcoming expenses: Lights are being installed in Libby. Not sure what the library portion of the bill will be. We have a \$5000 from Flathead Electric, some money from FOL, so not sure what library cost will be. Director Ramirez will have projections next month to address lighting in the branches.

Hvizdak made motion to approve the Budget Report, Gassmann seconded, approved.

Director's Report: See attached report.

Policy Review: Library Depreciation Fund Policy

Hvizdak asked if state aid can be moved over to a depreciation account, or does it need to be spent during the current fiscal year. Director Ramirez will check on this. We will have the depreciation fund policy implemented for the next fiscal year and start moving monies over at the end of the year.

Hvizdak made a motion to accept the Library Depreciation Fund Policy, seconded by Finley, approved.

Old Business

Strategic Goals:

- Security System Update – Director Ramirez will have Ethan configure the Troy router and security system. Barb Hvizdak and husband will finish mounting security cameras in Troy.
- Troy Branch Exterior – this may be a project to consider for our end-of-the-year funding. Director Ramirez will talk to Jim about this project and update the board.
- Mil Levy: Research
 - No new info... possibly a 2-3 mil increase. Not sure where the Commissioners are on Library mil levy and budget. Library Board might need to decide on our own if we need to pursue a Mil Levy.
 - Director Ramirez would like to build a “dream budget” (with help from a Board Member) and work off this dream budget in continuing asks.
 - Hvizdak asked Director Ramirez to start to track expenses that we are paying that the county is not taking care of (snow removal, lights, heating oil, siding, paint, roof...)
 - Finley has been looking into energy rebate programs. We can apply even after the fact (such as Libby lighting). Energy companies can help us show the different costs in updating outdated appliances. Finley will send info to Ramirez while still looking into it. Finley will give update in May.
- Strategic Plan: 2024-2029
 - Set up strategic planning committee. Identify stakeholders we want information from...
 - Look at city growth policy to incorporate
 - Director Ramirez will send out staff survey responses to Board.
 - Options: We can do a survey, host focus groups, perform interviews, host community planning meeting (favorite of MSL). We will probably use some form of all these tactics

Board of Trustees By-Laws: Barb Hvizdak made motion to accept the Board of Trustees Bylaws, seconded by Gassmann, approved.

Director Ramirez will send the final document through email for e-signature from each board member.

FY2024 Budget Prep: It is hard to move forward without estimates in 110, 140, 148. Ramirez will have more info next month. Discussion is tabled until next month.

Board of Trustees Subcommittees:

1. TLOC – Laura Finley and Annie Gassmann
2. Strategic Planning – Kerri Teisberg and possibly Michelle Bianco
3. Budget – Barb Hvizdak and Laura Finley

New Business:

Mosaic Architecture Meeting Recap

- Looking at requirements to finish PAR, finish public meetings, report will be finished in April. With that report we will be able to start apply for grants.

Tracy Cook, MSL, has reached out about possibly meeting on May 11 or June 12/13. She can discuss Mil Levy, budget, strategic planning, or whatever the board has questions about. We decided to have Tracy visit on June 13th at 10am and talk about strategic planning.

Housekeeping:

- Next regular meeting:
 - April 20, 2023 (Eureka)
 - May 18, 2023 (Troy)
- Library Calendar:
 - March 17, In-Service
 - April 21, Staff Meeting
 - April 28-29, Tamarack Federation Meeting, Missoula
 - May 29, Memorial Day

Meeting Adjourned:

The meeting was adjourned at 11:55am.

FY2022-2023 Expenditure Budget Report

	Budgeted	Spent	Remaining	
110 Salaries and Wages	\$ 246,201.00	\$ 156,782.88	\$ 89,418.12	75% 64%
140 Employer Contributions	\$ 41,762.00	\$ 26,283.83	\$ 15,478.17	63%
148 EBMS Insurance	\$ 45,001.00	\$ 20,217.72	\$ 24,783.28	45%
210 Office Supplies and Materials	\$ 1,000.00	\$ 1,345.90	\$ (345.90)	135%
215 Technology Supplies and Materials	\$ 9,000.00	\$ 10,624.53	\$ (1,624.53)	118%
220 Operating Supplies	\$ 4,000.00	\$ 8,583.96	\$ (4,583.96)	215%
225 Recreation Supplies	\$ 2,000.00	\$ 2,700.25	\$ (700.25)	135%
228 Educational Supplies	\$ 24,000.00	\$ 13,539.78	\$ 10,460.22	56%
310 Communication and Transportation	\$ 2,000.00	\$ 2,265.38	\$ (265.38)	113%
330 Publicity, Subscriptions	\$ 19,000.00	\$ 13,225.26	\$ 5,774.74	70%
340 Utility Services	\$ 18,000.00	\$ 15,639.27	\$ 2,360.73	87%
360 Repairs & Maintenance Services	\$ 16,000.00	\$ 12,333.47	\$ 3,666.53	77%
370 Travel	\$ 5,000.00	\$ 4,724.05	\$ 275.95	94%
380 Training Services	\$ 1,500.00	\$ 641.00	\$ 859.00	43%
512 Insurance	\$ 4,719.00	\$ 4,718.77	\$ 0.23	100%
940 Machinery & Equipment	\$ -		\$ -	
Totals	\$ 439,183.00	\$ 293,626.05	\$ 145,556.95	67%
State Aid	\$ 14,476.95	\$ -	\$ 14,476.95	
Totals	\$ 453,659.95	\$ 293,626.05	\$ 160,033.90	65%
Grants		\$ -	\$ -	
Totals	\$ 453,659.95	\$ 293,626.05	\$ 160,033.90	65%

*as of 3/10/2023

Director's Report March 2023

Hot Spots- Funding for the Hot Spot Program is in a precarious position. MSL's bill for a major funding increase was denied. There is the possibility of funding to continue paying for service contracts, but replacement costs will be shifted to participating libraries. We may have to make hard decisions about continuing this program.

Poetry Reading- Amy Pearson (last year's Poetry Contest Judge) held a poetry reading at the Libby Branch. She donated a copy of her recently published collection called "Poems for a Certain Woman."

Dr. Seuss Birthday Party in Troy- This annual event was held March 3. We estimate roughly 150 people attended the 2-hour event.



Foundation- Bylaws are in the process of being updated and new members are being recruited. A certified accountant has been hired to manage the Foundation's bookkeeping.

IMLS Grant- Final report was submitted, and final reimbursement was requested.

MSL Certification- I submitted and obtained Certification with the Montana State Library. This is required of all library directors.

MLA: EDI Interest Group- Slaven (Missoula Public Library), Emily (Chouteau County Library) and I have been working on reviving the Equity, Diversity, and Inclusion Interest Group. We have organized a 6-part series to discuss topics related to equity, diversity, and inclusion and how they relate to libraries across Montana. Every other month will highlight a new focus area, with opportunities for Montana library professionals to learn, interact, and take action. We are working with EmpowerMT to create content for the self-guided portion and to facilitate the live discussion. The series will kick-off during the Montana Library Association Conference in Billings in April.

HiSET Program- Brittany and Sunburst are collaborating on a HiSET support program in Eureka. The program hopes to provide support and guidance to those seeking to obtain the HiSET degree.

Circulation Clerk- Adam Stephenson was hired for the position. His first day was March 13. I will be focusing my time in Libby for the next month to ensure a smooth transition.

Lighting in Libby- Light fixtures have been updated with daylight bulbs on the first floor. The basement is in progress.

Dolly Fundraising- We are seeking funding to continue Dolly Parton's Imagination Library. We will launch a fundraising campaign in April.

Town Pump SRP Grant- All 3 branches are working on submitting the Town Pump SRP Grant. If awarded, this will provide \$3,000 to support the Summer Reading Program.



LIBRARY DEPRECIATION FUND POLICY

Per MCA 22-1-305, the purpose of the Library Depreciation Fund is to provide funding for the replacement and acquisition of property or equipment and to pay for repairs and improvements of the buildings, facilities, and grounds of the branches of the Lincoln County Library. Qualifying expenditures occur when there is a purchase or acquisition of an asset that will benefit the Library for an extended period of time.

Please see "Library Depreciation Fund: Replacement Plan" for a list of items currently identified for replacement using Library Depreciation Funds.

BUDGETING AND SURPLUS TRANSFERS

Per MCA 22-1-306, at the end of the fiscal year the amounts of non-capital operating income and expenses will be compared to establish whether there are leftover funds in the general library fund. Surplus operating funds may be transferred into the Library Depreciation Fund at the discretion of a vote by the Board of Trustees.

In order to ensure adequate library depreciation funding, the Library's annual budget may include an allocation for "Transfers to the Library Depreciation Fund". The allocation will be determined as part of the normal Library/County budgeting process. The Board may budget for transfers if the Library has a large capital improvement project where funding will need to be built up over multiple years.

The Library Director will work with the County to transfer leftover dollars to the Library Depreciation Fund.

LIBRARY DEPRECIATION FUND INVESTMENT

Funds held in the Library Depreciation Fund shall be invested according to the County's investment policies and the law. Per MCA 22-1-307 any interest earned on the Library Depreciation Fund will be credited to the Library Depreciation Fund.

LIBRARY DEPRECIATION FUND EXPENDITURE SELECTION PROCESS

This fund allows the library to wisely steward public funds by giving the Board the ability to set aside funds each year to pay for larger expenditures related to capital/equipment replacement, repair, and acquisition. The director will create and maintain a capital improvement plan.

The Director will make recommendations to the Board for possible Library Depreciation Fund expenditures using the "Library Depreciation Fund: Replacement Plan" as a guide. There may be situations where an emergency repair or replacement is not listed on the plan but must be addressed for the safety and welfare of community members. The Director may recommend the use of Library Depreciation Funds for this purpose. The Board shall approve

expenditures based on the long-term benefit of the expenditure and the amount of available Library Depreciation Funds.

The Board must approve all expenditures from this fund.

All Library Depreciation Fund expenditures shall be made in accordance with the County's procurement policies.

MAXIMUM FUND BALANCE

The balance of funds in the Capital Fund at the end of the Library's fiscal year may not exceed the sum of \$200,000 plus any capital expenses itemized either in the following year's budget or in a solicited contractor or architect's estimates for future capital projects, as approved by the Board.

The goal for the Library Depreciation Fund balance should be to maintain a balance within the range of 8% to 12% percent of the Library's overall operating budget. This balance exists to pay for unexpected capital expenses. Identification of large capital purchases and other opportunity expenses may necessitate Board revision of this balance target.

Adopted: 3/2023



BOARD OF TRUSTEES BYLAWS

ARTICLE I GENERAL

Section 1- PURPOSE. The Board of Trustees of the Lincoln County Library exists by virtue of the provisions of sections 22-1-301 to 22-1-317 of Montana Code Annotated (MCA), delegated to it by said statute. The purpose of the board of trustees is to act at the citizen governing body of the public libraries in Lincoln County, Montana.

SECTION 2- MISSION. Our mission at the Lincoln County Library is connecting people to ideas, information, and each other.

SECTION 3- POWERS AND DUTIES: POLICY. In consultation with and from recommendations made by the library director, the trustees shall establish policies for all operational procedures. Policies and procedures should be reviewed, evaluated, and updated as necessary or at least once every three years.

SECTION 4- POWERS AND DUTIES: BUDGET. Trustees are responsible for developing and submitting an annual budget to the county. Trustees are responsible for oversight of the Lincoln County Library budget.

ARTICLE II BOARD OF TRUSTEES

SECTION 1- COMPOSITION OF BOARD. The governing body of the Lincoln County Library is composed of five members as appointed by the Lincoln County Commissioners with the advice and recommendation of said board. The member appointed must be a legal US resident of Lincoln County (Montana) and have the best interests of the library in mind. There shall be one trustee from the North Lincoln County area, one trustee from the Libby area, and one trustee from the Troy area. The two remaining trustees shall be at large from within the county.

SECTION 2- TERM OF OFFICE. The term of office of the trustees shall be five years. No trustee shall serve more than two consecutive terms. If a member is appointed to fulfill a term of office vacated by another trustee, they will complete that term and are eligible for two consecutive following terms. At the end of any term, the trustee position shall be advertised per standard county procedure.

SECTION 3- RESIGNATION AND REMOVAL OF TRUSTEES. If a member becomes disabled or incapacitated, the Library Director shall be notified. Upon receipt of such notification, the position shall be declared vacant. When any trustee fails to attend two consecutive meetings

of the board without a legitimate reason and prior notification, the board shall declare the position vacant. Conviction of a felony, or of any offense involving moral turpitude, or a violation of official duties may result in a trustee's removal from the board by unanimous vote of the other trustees. It shall be the duty of the Library Director to notify the Lincoln County Clerk & Recorder of the vacancy. The position will be advertised per standard county procedure.

SECTION 4- COMPLIANCE WITH PUBLIC LIBRARY STANDARDS. The Lincoln County Library Board of Trustees will strive to comply with the Montana Public Library Standards.

SECTION 5- NON-VOTING MEMBERSHIP. A member of the Lincoln County Board of Commissioners and a member of the Lincoln County Library Foundation may be appointed by their respective boards to serve as ex-officio, non-voting members of the Lincoln County Library Board of Trustees.

ARTICLE III OFFICERS

SECTION 1- PRINCIPAL OFFICERS. The officer positions of chair and vice chair shall be elected annually at the regular meeting held before the first day of July of each year.

SECTION 2. TERM OF OFFICE. Officers shall serve terms of one-year and until their successors are duly elected. A trustee may not serve more than five consecutive years in the same office.

SECTION 3- CHAIR. The chair shall preside at all meetings of the board, authorize calls for special meetings, appoint all committees, execute documents authorized by the board, serve as an ex-officio member of all committees, ensure that a true and accurate record is maintained of all meetings of the board, and perform all other duties associated with that office.

SECTION 4- VICE CHAIR. The vice chair, in the event of the absence of the chair, shall assume and perform the duties and functions of the chair. In the absence of both the chairperson and vice chairperson, a member designated by the board shall exercise the chairperson's functions.

SECTION 5- SECRETARY. The Library Director shall serve as secretary of the board, keep a true and accurate record of all proceedings of the board meetings, ensure compliance with public meeting statutes (sections 2-3-202 to 2-3-203, MCA) and present all financial statements to the board. A designated board member or member of the Lincoln County Library staff may be asked to execute the duties of secretary as required.

SECTION 6- VACANCIES. Vacancies occurring in any officer position shall be filled at the next regular meeting of the board.

ARTICLE IV COMMITTEES

SECTION 1- GENERAL. Committees for the study of specific issues may be appointed by the chair. Each committee shall consist of up to two trustees and at least one other person whom shall serve until completion of the work for which they were appointed. Committees shall serve in an advisory capacity and shall present their progress and recommendation at regular meetings of the board.

ARTICLE V MEETINGS

SECTION 1- REGULAR MEETINGS. Regular meetings shall be held at a minimum of every other month- the date, the hour and location to be agreed upon by the board. The board will strive to conduct at least one meeting a year at each location in Eureka, Libby, and Troy.

SECTION 2- QUORUM. A quorum for the transaction of business shall consist of a majority of members of the board.

SECTION 3- NOTICE OF MEETINGS. The meeting agenda will be sent to the Board Chair for approval and then posted in the library and in at least two other locations in the community 48 hours prior to the meeting.

SECTION 4- SPECIAL MEETINGS. Special meetings may be called at the discretion of the chairperson or upon the request of two members of the board. The meeting agenda will be posted in the library and in at least two other locations in the community 48 hours prior to the meeting.

SECTION 5- ORDER OF BUSINESS. The order of business for regular board meetings shall include, but not be limited to, the following items:

1. Call to order
2. Public comment
3. Disposition of the minutes of the previous meeting
4. Financial report
5. Report of the Library Director
6. Old business
7. New business
8. Adjournment

SECTION 6- MINUTES OF MEETING. The minutes submitted by the secretary shall be approved by members of the board present at the meeting and filed.

ARTICLE VI LIBRARY DIRECTOR AND STAFF

SECTION 1- HIRING OF LIBRARY DIRECTOR. The board shall select and appoint a competent and qualified Library Director who shall be the manager of the library operations. The Library

Director shall be held responsible for the efficiency of the library's service to the public, for the operation of the library under the financial conditions set forth in the annual budget, for the recommendation for employment and subsequent direction of staff, and for the care of the buildings and equipment by working in conjunction with maintenance.

SECTION 2- LIBRARY DIRECTOR EVALUATION. The board evaluates the performance of the Library Director annually.

ARTICLE VII FEDERATION ADVISORY BOARD MEMBERSHIP

SECTION 1- FEDERATION MEMBERSHIP. In accordance with membership in the Tamarack Federation of Libraries, one trustee will represent Lincoln County Library on the Federation Advisory Board for the duration of the federation. The representative will shall exercise one vote.

ARTICLE VIII PARLIMENTARY AUTHORITY

SECTION 1- GENERAL. The board uses general parliamentary authority on all matters not covered by the bylaws of the board.

ARTICLE IX AMENDMENTS

SECTION 1- GENERAL. These bylaws may be amended at any regular meeting of the board with a quorum present, providing that the proposed amendment shall have been presented for action at the previous meeting and stated in the call or agenda for the current meeting.

In Witness Whereof, we, the undersigned Trustees, have enacted the foregoing bylaws and do hereby authenticate the same by our respective signatures at a meeting of the Board of Trustees held on the 16th Day of March 2023.

Chairperson

Trustee

Trustee

Trustee

Trustee

