

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
LIBBY BRANCH & ZOOM  
THURSDAY, FEBRUARY 22, 2024**

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

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

**Call to Order:** Hvizdak called today's meeting to order at 10:01

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

**Public Comment:** N/A

**Consent Agenda:** Approval of minutes as presented for January 18, 2024, January 24, 2024 (Special Meeting), February 15, 2024 (Budget Meeting), and Financial Report for FY24 February was moved by Hvizdak, seconded by Gassmann; approved.

**Director's Report:** see attached report

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

Finley made a motion to approve Director Ramirez's request to have a flex schedule, effective today (February 22, 2024), through the June election. She can have a 40-hour work week but can flex her time, Gassmann seconded; approved.

Hvizdak made a motion to approve travel and accommodations for the week of March 12-15, if necessary, for any staff member that may have to work in Eureka that week, seconded by Finley; approved.

**Policy Review: Displays**

Gassmann made a motion to approve the Displays policy review with edits, Teisberg seconded; approved.

**Old Business:**

Committee Updates

- District
  - Director Ramirez has reached out to both the Flathead Beacon and Daily Interlake regarding publishing information about the Library District. So far she has heard back from the Flathead Beacon.

- Director Ramirez has requested that the Board write a letter to the editor and include information about the Library District and services. Also included should be information about sending comments regarding the library to the Clerk and Recorder and that the public hearing will be held on March 6<sup>th</sup> @ 11am.
- Budget
  - Anticipating FY25 budget
  - Talked a number of contingencies but it's difficult to make too many plans b/c so many variables
- TLOC
  - Zinke-Community Project Funding is additional money we could apply for

### Energy Rebates

- The new windows for the Eureka library have arrived. We are now looking to get those installed.
- Letter of interest for Steele Reese foundation for HVAC for Libby—submitted for \$30K. Should hear back in April or May to submit full application. Notification of approval will be done in fall.

### **New Business:**

- Board Vacancy Update
  - Vacancy will be posted publicly tomorrow (February 23, 2024) and applications will be accepted through March 15<sup>th</sup>.
  - Board will review applications and will have applicants speak at our next board meeting on March 21<sup>st</sup>.

### **Closed Session**

### **Housekeeping**

- Board Meetings
  - March 21, Zoom
  - March 29, Libby (Special Meeting with Tracy Cook)
  - April 25, Eureka
  - May 23, Troy
- Library Calendar
  - March 22, Closed for In-Service
  - April 26, Closed for Staff Meeting
  - May 27, Memorial Day

### Meeting Adjourned

Hvizdak made a motion to adjourn the meeting at 12:13pm, seconded by Finley; approved.

## FY2023-2024 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	
110 Salaries and Wages	<b>\$ 270,962.00</b>	\$ 156,402.64	\$ 114,559.36	67% 58%
140 Employer Contributions	<b>\$ 52,133.00</b>	\$ 28,065.45	\$ 24,067.55	54%
148 EBMS Insurance	<b>\$ 63,426.00</b>	\$ 27,340.18	\$ 36,085.82	43%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ 790.62	\$ 209.38	79%
215 Technology Supplies and Materials	<b>\$ 9,000.00</b>	\$ 6,902.27	\$ 2,097.73	77%
220 Operating Supplies	<b>\$ 3,000.00</b>	\$ 3,370.33	\$ (370.33)	112%
225 Recreation Supplies	<b>\$ 1,000.00</b>	\$ 617.28	\$ 382.72	62%
228 Educational Supplies	<b>\$ 15,000.00</b>	\$ 11,173.55	\$ 3,826.45	74%
310 Communication and Transportation	<b>\$ 1,000.00</b>	\$ 973.02	\$ 26.98	97%
330 Publicity, Subscriptions	<b>\$ 15,000.00</b>	\$ 9,832.41	\$ 5,167.59	66%
340 Utility Services	<b>\$ 18,000.00</b>	\$ 10,791.94	\$ 7,208.06	60%
360 Repairs & Maintenance Services	<b>\$ 16,000.00</b>	\$ 9,251.59	\$ 6,748.41	58%
370 Travel	<b>\$ 4,000.00</b>	\$ 1,968.16	\$ 2,031.84	49%
380 Training Services	<b>\$ 1,000.00</b>	\$ 285.00	\$ 715.00	29%
512 Insurance	<b>\$ 5,000.00</b>	\$ 4,718.77	\$ 281.23	94%
820 Transfer to Library Depreciation F	<b>\$ 500.00</b>		\$ 500.00	
<b>Totals</b>	<b>\$ 476,021.00</b>	<b>\$ 272,483.21</b>	<b>\$ 203,537.79</b>	<b>57%</b>
State Aid (separate account)	<b>\$ 13,599.78</b>		<b>\$ 13,599.78</b>	<b>0%</b>

\*as of 2/13/2024

## JANUARY 2024 EXPENSES

Amount Spent	\$ 48,749.46	Vendor	Purpose/Activity	Purchased	Submitted	Processed
110						
1/31/2024	\$ 33,041.73	Lincoln County	January Payroll	X	X	X
140						
1/31/2024	\$ 5,537.63	Lincoln County	January Employer Contributions	X	X	X
148						
1/31/2024	\$ 3,905.74	Lincoln County	January Insurance	X	X	X
210						
2/9/2024	\$ 129.59	Amazon	Calendar, pens, post-its, paper	X	X	
215						
1/23/2024	\$ 36.61	Ionos	Basic Fee, Extended Support, Sca	X	X	X
2/9/2024	\$ 148.97	Interbel	2024 02/05-03/04	X	X	
2/9/2024	\$ 146.00	FCM Leasing	2024-02	X	X	
2/9/2024	\$ 99.95	MontanaSky	T 2024 02/20-03/20	X	X	
2/9/2024	\$ 139.95	MontanaSky	L 2024 03/10-04/10	X	X	
220						
2/9/2024	\$ 371.38	CCI Solutions	12 disc case	X	X	
2/9/2024	\$ 80.75	Baker & Taylor	Jan Processing	X	X	
225						
228						
2/9/2024	\$ 1,135.52	Baker & Taylor	Jan Order	X	X	
2/9/2024	\$ 215.41	Amazon	Jan Order	X	X	
310						
1/23/2024	\$ 19.99	Endicia	Month 06	X	X	X
2/9/2024	\$ 15.79	Baker & Taylor	Jan Shipping	X	X	
330						
1/23/2024	\$ 226.00	USPS	Eureka PO Box renewal- 12 mont	X	X	X
340						
1/26/2024	\$ 131.54	Lincoln Electric	2023 12/01-01/01	X	X	X
1/23/2024	\$ 158.54	City of Libby	2023 12/01-01/02	X	X	X
1/30/2024	\$ 54.67	ZiPLY	2023-12	X	X	X
2/9/2024	\$ 5.71	Interbel	2024 02/05-03/04	X	X	
2/9/2024	\$ 74.97	Town of Eureka	2023 12/19-01/17	X	X	
2/9/2024	\$ 188.53	Flathead Electric	2023 12/20-01/20	X	X	
2/9/2024	\$ 1,365.55	Golden State Oil		X	X	
2/9/2024	\$ 31.15	Evergreen Disposal	2024-01	X	X	
2/9/2024	\$ 32.17	MontanaSky	T 2024 02/20-03/20	X	X	
360						
1/10/2024	\$ 822.00	Annie's Professional	2024-02	X	X	X
2/9/2024	\$ 18.86	Amazon	Vacuum bag	X	X	
2/9/2024	\$ 7.78	Montana Market	Cleaning Supplies, battery	X	X	
2/9/2024	\$ 410.00	Western Windshield	Windshield replacement	X	X	
2/9/2024	\$ 12.00	Summit Fire & Secur	Troy extinguisher service	X	X	
2/9/2024	\$ 30.00	Summit Fire & Secur	Eureka extinguisher service	X	X	
2/9/2024	\$ 3.99	Eureka Hardware	Toilet tank chain	X	X	
2/9/2024	\$ 13.49	WGG Store	Cleaning supplies	X	X	
370						
1/23/2024	\$ 137.50	VISA	Fuel	X	X	X

## Director's Report February 2024

Safety and Technology- Adam is the Library representative on the County Safety Committee. He has identified a number of safety, maintenance, and technology issues. I am trying to work with Sol Alcain, IT Director; Joe Nagle, Maintenance Director; and Boyd White, Emergency Management Director, to try to resolve these issues. In short, Team Alert has been installed on all staff computers, but we are unsure how, if at all, the system will work in a crisis situation. Also, we have lingering issues with the public computers. Unfortunately, the public computers are low on Sol's priority list. Adam has reached out to Montana Technical Solutions again, and we are waiting to hear back. As for maintenance, we have a couple projects that are being worked on and have been checking in for progress updates.

County Budget Meeting- The County Auditor and Department Heads met to discuss the status of the County's budget. ARPA money covered the FY24 budget deficit, and that money is gone. The Commissioners let us know that the budget cycle would begin earlier this year.

Library District- In preparation to launch the Library District Initiative, I worked on the following:

- January 24 Commissioner Meeting and Special Meeting
- January 31 Commissioner Meeting: Resolution of Intent
- Website, Fact Sheet, FAQ, 5-Year Statistical Trends (also shared with County employees)
- Monitoring Facebook posts and disseminating information
- Public Information Meetings: 50 Libby, 39 Troy, 24 Eureka

Now, we are encouraging people to submit public comments and waiting for the March 6 public hearing. Still on my to do list are a budget analysis and staff guidelines for discussing the library district with the public.

Foundation and Grants- The Foundation has decided to pause services with The Dotted I for the next three months to assess their impact. The Foundation's next meeting is scheduled for April 29.

Dr. Seuss- Troy's annual Dr. Seuss Birthday Party is scheduled for March 1. Due to the anticipated number of attendees, the event has been moved to the Elementary School. Students are getting involved- helping decorate and run activities.

Every Library- After consulting with Tracy, we feel that Every Library is stretch too thin to provide the support we need. Every Library has shared resources for the information only and yes campaign. But I'm looking for other support to lead the campaign. Tracy has put me in touch with Gale Bacon, Director of Belgrade Community Library.

Creative Aging- Eureka is hosting a 10-class arts series from March 13- May 1. This programming is provided through a partnership of MSL, MT Arts Council and Lifetime Arts. Either MSL or MT Arts Council is offering a stipend for the arts instructor and covering travel costs.

### Training

- None

### Grants

- ALA: Libraries Transforming Communities (\$10,000- awarded)- website accessibility



## **ART EXHIBIT AND DISPLAYS POLICY**

In some of its facilities, the Lincoln County Library maintains display space for the purpose of featuring library materials and programs, providing information about community groups, and exhibiting works of individual artists, crafts people, and collectors.

### **EXHIBIT POLICY AND PURPOSE**

The library functions as an intellectual and cultural resource for the community. Exhibits and displays are a means through which the public can share experiences, appreciate special interests, and exchange information.

When not in use to promote library-related activities or services, display and exhibit spaces are available to community groups or individuals engaged in educational, cultural, intellectual, or charitable activities and will be provided on an equitable basis to any group or individual who agrees to the guidelines below.

The fact that an organization or person is permitted to use a library display space does not in any way constitute an endorsement by the library of their policies or beliefs.

In general, the library does not accept exhibits purely of a commercial or political nature, unless they have a special educational, informational, or cultural value to the community. The library does not accept any material being offered for sale to the public unless the proceeds benefit the library.

Exhibits are accepted at the discretion of the Branch Librarian or Library Director. The library has the right to review materials before the exhibit is installed. The library will not accept displays or exhibits that are judged to be either illegal or inappropriate for public viewing. A decision not to accept materials for an exhibit may be appealed to the Library Board of Trustees.

### **EXHIBIT GUIDELINES**

Exhibitors are encouraged to visit the display space prior to installation of their display. The display area is open to the general public and is not monitored by library staff.

Exhibit space must be reserved in advance, especially when the exhibit is designed to celebrate a particular date, such as an organization's anniversary or a national observance. Previously selected exhibitors may apply again, although only one application from an exhibitor will be considered at a time.

Each display will remain in place for a mutually agreed upon time- generally for a period of two months. No display will remain in place indefinitely.

The exhibitor must sign an agreement to comply in good faith with the following conditions:

- Understand that the space is provided as is and modifications will not be made without prior approval by the Branch Librarian or Library Director. An exhibitor may be asked to assume the cost if a modification is needed.
- Assume responsibility for repairing any damage to the display space.
- Assume the risk of loss or damage to materials exhibited, as no insurance policy is provided.
- Assume responsibility for installing and labeling the exhibit on the agreed upon date.
- Understand that storage space will not be provided.
- Identify the exhibitor by name within the display and provide descriptions of artwork displayed. Descriptions may be subject to approval by the Branch Librarian or Library Director.
- Remove the exhibit promptly on the agreed upon date. The display period is typically two months, coinciding as closely as possible with the beginning and ending of the month.
- Give the library the right to remove exhibit materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.
- Refrain from commercial advertisement. Prices of items for sale may not be posted.
- A notice is to be posted with each exhibit stating that: The material within this exhibit is the presentation of the individual or organization named in the display. The library does not advocate or endorse the viewpoints of exhibits and exhibitors.

Receptions for an exhibit are optional and should be cleared by the Library Director. All receptions will be subject to library policies.

Adopted 4/93, Revised 11/97, Revised 5/05, Reviewed 8/08, Revised 6/12, Reviewed 3/17, Revised 2/24