

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
MINUTES OF MEETING  
LINCOLN COUNTY COURTHOUSE AND EUREKA ANNEX  
THURSDAY, MARCH 25, 2021**

**Members Present:** Annie Gassman, Chuck Gerheim, Barb Hvizdak

**Others Present:** Alyssa Ramirez, Director LCL

**Call to Order:** President Hvizdak called the meeting to order at 10:04 AM.

**Agenda Approval:** The proposed agenda, with addition of new business items dealing with Vehicle Planning and with Director Evaluation, was moved to be accepted by Gassman, seconded by Gerheim, approved.

**Public Comments:** None.

**Approval of Minutes:** Approval of the submitted minutes for the February 25, 2021 meeting was moved by Gerheim, seconded by Gassman, approved.

**Financial Report:** (See attached report). An audit of County financials indicated that the State Aid to the Library should be incorporated into our budget by line-item account; Director Ramirez will allocate that aid and report back to this Board in the next Board meeting. Some double deductions have occurred between the itemized accounts and the state aid, leading to a minor overstatement of Library expenses by about \$1000. Total expenses year-to-date are consistent with accounting for about two-thirds of the year's activities. Director Ramirez led a very timely detailed line-by-line analysis of expected full year expenses (attached). Results at this time indicate an associated under expenditure of the 2020-2021 budget by some \$15-17 thousand after the review. As discussed later in the meeting and also ongoing, there are options being considered to address this difference.

**Director's Report:** Staff meeting occurred on Wednesday, March 24. Disney Institute training was carried out dealing with quality service; attention was also given to trauma informed care particularly as more 0-5-year activity will occur. The MLA meeting will be held virtually 15-17 April and the staff desired to be able to view the full-day schedule of items on Friday, April 16. After discussion, it was moved by Hvizdak and seconded by Gerheim, then approved, that the libraries be closed that day to permit full personal attention to the day's training and development courses. Director Ramirez will review with staff as a group what was observed and learned. Discussion among staff also occurred dealing with revised Covid procedures, which is included in that later Board agenda item summary. A new integrated program dealing with time control and security for public computers at all branches, with much improved capabilities relative to the current system, was discussed and recommended. This program (Cybrarian) will cost about \$650/year; approval for acquisition was moved by Gerheim and seconded by Gassman, approved.

**Policy Review** of the **Confidentiality** policy was conducted, and the policy was approved as presented, after discussion; motion made by Gerheim, seconded by Hvizdak.

**Old Business:** Discussion and action on the State Library presentation regarding **Future Library Trends and Mil levy** remained tabled; security systems at all branches will be included as a priority item in future discussions, with special attention given to camera installations. After substantial discussion of **Covid-19 Policy** it was agreed to continue the existing mask policy through April, after which most patrons and all staff will be able to have received vaccinations. (Staff was comfortable with revision to policy as early as mid-April). Consequently, it was decided that starting May 3, new procedures would be put in place strongly recommending (but not requiring) masks, with continued social distancing practices. Programming would be resumed – outdoor venues preferred – and new hours for the branches would be instituted: namely, M-F 10AM-6PM at Libby branch and T-F 11AM-6-PM at Eureka and Troy branches. These revised procedures were moved by Hvizdak and seconded by Gassman, approved. Announcement of associated changes will not be made until after the Library Board meeting in late April, to permit any changes due to the most recent Covid experience within the county.

**New Business:** No new substantive information arose for the potential **Troy or Libby Branch partnerships**. A thorough review of the detailed **2021-22 budget worksheet** was conducted, with several suggestions for changes and additions to the FY22 budget as initially proposed by Director Ramirez. The preliminary total expenditure budget for FY22 was \$398 thousand; a final Board review of the proposed budget prior to submittal to the County will occur at the April Library Board meeting. The Director was complimented on the thorough and extensive preparation for this discussion. It was noted that an **Open Board Trustee** position will arise after June, with the required retirement of Board member Huntsberger for Libby at the end of her two terms. Advertisement of the open position by the County will occur in May. It is annual **Director Evaluation** time again, and President Hvizdak will distribute evaluation forms to the Board members in order for them to be completed and returned to her, for consolidation, at the April Board meeting. **Vehicle planning** was added to this agenda due to very recent information regarding reliability issues with the current Library vehicle. A variety of repairs was mooted; after extensive and occasionally intense discussion, no repairs were approved. Director Ramirez will visit the County Administrator with a summary of our discussion and will assess the possibility of alternative arrangements both with the County pool vehicles and other outside transport to allow crate movement to/from Kalispell, as well as support to ongoing Library operation. Any resolution of future Library vehicle usage will be a future Board decision and will likely involve discussion with the Lincoln County Commissioners.

**Next Meeting** is currently scheduled for April 22 at the Lincoln County courthouse and the Eureka Annex starting at 10 AM.

**Meeting Adjourned:** Hvizdak moved to adjourn the meeting at 12:30 PM, seconded by Gassman, approved.

## FY2020-2021 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	
110 Salaries and Wages	<b>\$ 231,102.00</b>	\$ 142,674.22	\$ 88,427.78	75% 62%
140 Employer Contributions	<b>\$ 44,000.00</b>	\$ 25,851.21	\$ 18,148.79	59%
148 EBMS Insurance	<b>\$ 26,500.00</b>	\$ 13,406.21	\$ 13,093.79	51%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ 826.66	\$ 173.34	83%
212 Replacements (Insurance)	<b>\$ 11,265.00</b>	\$ 11,917.45	\$ (652.45)	106%
215 Technology Supplies and Materials	<b>\$ 7,000.00</b>	\$ 5,979.75	\$ 1,020.25	85%
220 Operating Supplies	<b>\$ 3,500.00</b>	\$ 3,662.66	\$ (162.66)	105%
225 Recreation Supplies	<b>\$ 1,300.00</b>	\$ 376.73	\$ 923.27	29%
228 Educational Supplies	<b>\$ 18,000.00</b>	\$ 14,579.69	\$ 3,420.31	81%
230 Oral History Grant	<b>\$ 2,500.00</b>	\$ 2,096.48	\$ 403.52	84%
310 Communication and Transportation	<b>\$ 1,500.00</b>	\$ 802.84	\$ 697.16	54%
330 Publicity, Subscriptions	<b>\$ 16,000.00</b>	\$ 16,133.22	\$ (133.22)	101%
340 Utility Services	<b>\$ 18,000.00</b>	\$ 11,327.50	\$ 6,672.50	63%
360 Repairs & Maintenance Services	<b>\$ 15,000.00</b>	\$ 12,134.99	\$ 2,865.01	81%
370 Travel	<b>\$ 2,000.00</b>	\$ 1,121.23	\$ 878.77	56%
380 Training Services	<b>\$ 500.00</b>	\$ 784.93	\$ (284.93)	157%
512 Insurance	<b>\$ 5,625.00</b>	\$ 5,625.00	\$ -	100%
940 Machinery & Equipment	<b>\$ -</b>		\$ -	
<b>Totals</b>	<b>\$ 404,792.00</b>	\$ 269,300.77	\$ 135,491.23	67%
State Aid	<b>\$ 11,488.74</b>	\$ 3,029.78	\$ 8,458.96	
<b>Totals</b>	<b>\$ 416,280.74</b>	\$ 272,330.55	\$ 143,950.19	65%

\*as of 3/18/2021

## FY2020-2021 Expenditure Budget Report

	<b>Budgeted</b>	Spent	Remaining	100%
110 Salaries and Wages	<b>\$ 231,102.00</b>	\$ 231,293.09	\$ (191.09)	100%
140 Employer Contributions	<b>\$ 44,000.00</b>	\$ 41,089.23	\$ 2,910.77	93%
148 EBMS Insurance	<b>\$ 26,500.00</b>	\$ 20,109.21	\$ 6,390.79	76%
210 Office Supplies and Materials	<b>\$ 1,000.00</b>	\$ 826.66	\$ 173.34	83%
212 Replacements (Insurance)	<b>\$ 11,265.00</b>	\$ 11,917.45	\$ (652.45)	106%
215 Technology Supplies and Materials	<b>\$ 7,000.00</b>	\$ 8,045.13	\$ (1,045.13)	115%
220 Operating Supplies	<b>\$ 3,500.00</b>	\$ 4,031.54	\$ (531.54)	115%
225 Recreation Supplies	<b>\$ 1,300.00</b>	\$ 1,376.73	\$ (76.73)	106%
228 Educational Supplies	<b>\$ 18,000.00</b>	\$ 19,079.69	\$ (1,079.69)	106%
230 Oral History Grant	<b>\$ 2,500.00</b>	\$ 2,096.48	\$ 403.52	84%
310 Communication and Transportation	<b>\$ 1,500.00</b>	\$ 1,066.11	\$ 433.89	71%
330 Publicity, Subscriptions	<b>\$ 16,000.00</b>	\$ 16,133.22	\$ (133.22)	101%
340 Utility Services	<b>\$ 18,000.00</b>	\$ 16,664.13	\$ 1,335.87	93%
360 Repairs & Maintenance Services	<b>\$ 15,000.00</b>	\$ 16,369.59	\$ (1,369.59)	109%
370 Travel	<b>\$ 2,000.00</b>	\$ 1,700.88	\$ 299.12	85%
380 Training Services	<b>\$ 500.00</b>	\$ 983.93	\$ (483.93)	197%
512 Insurance	<b>\$ 5,625.00</b>	\$ 5,625.00	\$ -	100%
940 Machinery & Equipment	<b>\$ -</b>		\$ -	
<b>Totals</b>	<b>\$ 404,792.00</b>	\$ 398,408.07	\$ 6,383.93	98%
State Aid	<b>\$ 11,488.74</b>	\$ 3,029.78	\$ 8,458.96	
<b>Totals</b>	<b>\$ 416,280.74</b>	<b>\$ 401,437.85</b>	<b>\$ 14,842.89</b>	96%

\*Anticipated FY21 as of 3/10/2021



## **CONFIDENTIALITY**

Confidentiality of library use is essential to ensure citizens' freedom to access of information. The purpose of this policy is to safeguard the privacy of those who use Lincoln County Library.

### **INFORMATION COLLECTED BY LINCOLN COUNTY LIBRARY**

Individuals must share personal information, email addresses, postal addresses, and telephone numbers to receive the full benefit of certain library services. Information about individuals' borrowing history, computer use, or library use will not be kept by Lincoln County Library, except as necessary for the library to function. Once items are returned, information linking patrons to items is removed from the library system except for the purpose of fine and/or material collection. Aggregate statistics about library programming, computer use, materials circulation and other services are collected and reviewed in order to improve library services. These statistics do not contain identifying information.

### **CONFIDENTIALITY WITHIN THE PARTNERS RESOURCE SHARING GROUP**

Lincoln County Library is part of the Partners Resource Sharing Group. The purpose of joining the Partners Resource Sharing Group is to improve library services by expanding the available collection to patrons and providing those materials in a timely manner. Other libraries in the Partner Resource Sharing Group may view and have access to Lincoln County Library's patron information. However, they cannot alter patron information in any way, and all contact will be relayed through Lincoln County Library. Information, such as aggregate statistics about circulation, may be collected and reviewed by Partner libraries in order to improve library services. These statistics do not contain identifying information.

### **ACCESS TO LIBRARY ACCOUNTS BY INDIVIDUALS**

Each customer has individual use over his or her library card and presentation of the card or photo identification permits the holder access to the borrower's personal information, current circulation, and items placed on hold. Information about a borrower's current circulation and items placed on hold may also be released over the phone with confirmation of the patron's postal address on file.

If a library cardholder is under the age of 18, the caregiver who signed for the minor's card may be given specific information regarding the minor's record under the following circumstances: if the caregiver is in possession of the minor's card, they may be given any information in the minor's record; if the child's card is not present, information will be given to the caregiver listed on the minor's account upon presentation of photo identification, and will be limited to items that are overdue, lost or damaged, or related to fines owed.



In compliance with the Montana Records Confidentiality Act (MCA 22-1-1101, 1103-1111), no information will be released to any person, agency, or organization except in response to a valid court order or subpoena properly presented to a library administrator, or in the recovery of fines and/or library materials. Any employee or volunteer who discloses information in violation of this policy commits an offense and may be subject to criminal prosecution. The intent of the law is not to withhold information, obstruct justice or protect criminals, but to ensure that a citizen's right to privacy is not violated.

#### **RETRIEVING ITEMS PLACED ON HOLD**

Patrons who wish to allow friends or family members to pick up items that have been placed on hold must indicate to Lincoln County Library staff in a signed "Holds Pick Up Release" indicating that the designated person has permission to pick up holds. The designated family member must still provide the patron's library card for checkout.

#### **ACTIVITIES PROHIBITED AND NOT PROTECTED**

This policy does not prevent the library from the right to enforce the library Customer Conduct policy; to protect its facilities, computer network and equipment from harm; or to prevent the use of library facilities and equipment for illegal purposes. Additional information may be collected on an individual basis to ensure the proper functioning of the library. In these cases, information will be kept confidential unless Lincoln County Library finds it necessary to take legal action.

Adopted 03/2017, Reviewed 03/2021