



LEWIS & CLARK LIBRARY

**Lewis & Clark Library
Board of Trustees Meeting
Lewis & Clark Library
March 18, 2020**

MINUTES

BOARD MEMBERS: Ron Waterman via telephone, Helen Fandrich, Judy Meadows via telephone, LeRoy Schramm via telephone.

STAFF MEMBERS: John Finn, Director; Patricia Sternberg, Administration; Matt Beckstrom, Systems; Lisa Skelton, Public Services; James Parrott, Collections.

OTHERS PRESENT: None.

Waterman called the meeting to order at 5:05 p.m.

Trustee Whearty excused.

Waterman read the Board Mission Statement.

1) PUBLIC COMMENT None.

2) CONSENT ITEMS

Schramm/Fandrich moved that the Lewis & Clark Library Board of Trustees approve the Consent Items as presented.

A. Minutes – February 2020. No discussion.

B. Service Report – February 2020. Meadows asked about the change in registered borrowers from the previous year. Finn explained that a very thorough purge was done to prepare for the move to the Shared Catalog. Schramm noted that the second to the last heading on

pages 11-13 should read 2020 January. Fandrich asked about the Director's Outreach numbers. Finn explained that the statistics cover numbers of people reached not numbers of hours.

- C. Financial Report** – February 2020. Finn explained that at the end of the fiscal year, any income over expenditures is transferred to the Depreciation Reserve Fund. Because conferences are being cancelled and travel restricted due to the COVID 19 outbreak, there will be continuing education monies that can be used for webinars or online education for staff. Schramm noted that the percentage of budget remaining at the end of the report lacks real meaning because large amounts are being spent on the facilities project remodel. Schramm would like a representation of what the budget looks like without the remodel spending included. Sternberg will work on that for the next meeting.
- D. General Ledger** – February 2020. Registrations for the MLA Conference – included on this general ledger – will be refunded. The Simon Winchester program has been postponed, not cancelled. Fandrich recognized that good publicity and the funding for that will be important in the coming days.
- E. Personnel Report** – February 2020. Finn discussed personnel changes in February.

MOTION passed unanimously.

3) NEW BUSINESS

- A. Annex Branch Location/Mail Library Services** Originally a team from Dick Anderson construction had planned to attend this Board meeting to answer Trustee questions and discuss the decision to open a small branch at a temporary location, closing the main branch to the public. With more important decisions to make today, that topic has been postponed. Finn apologized again for not bringing the Trustees into the discussion earlier in the process. Schramm noted that the original estimate for construction completion was mid-to-late September and asked if that date will change with moving the Main Branch to the Capitol Branch. Finn reported that DAC believes they can knock 3 to 5 weeks off of that completion date.

B. Lewis & Clark Library COVID-19 Response Document Finn explained the origin of the document. The Library closed on Monday evening March 16th. Yesterday was the first day closed to the public. There was a lot of concern from staff about how their pay and benefits would be supported and also questions about how they will feel like a part of a team even if they cannot be at work. This document was resourced from the State and County employer response to COVID-19 with edits specific to LCL. Meadows asked whether the emergency leave would be unlimited and Finn noted that emergency leave is currently limited to the dates the Library believes it will be closed. It is open to modification as situations evolve. Waterman suggested adding a line about what benefits staff can expect under this leave situation. He also noted the possibility that the schools could end up being closed for the rest of the school year.

Meadows/Schramm moved that the Lewis & Clark Library Board of Trustees approve the Lewis & Clark Library COVID-19 Response document as presented/amended.

MOTION passed unanimously.

4) UNFINISHED BUSINESS

A. East Helena Branch Lease Renewal Finn noted that the landlord is open to a 5-year or a 3-year lease and will structure the lease to make improvements to the building according to the Library's request. Trustees agreed to a 5-year lease. There was discussion of which improvements are a landlord's responsibility as regards building safety. Schramm requested that the buy-out provision be included in the lease renewal.

B. FY2021 Preliminary Budget Fandrich asked whether anything in the last few weeks would have an impact on the preliminary budget numbers. County Finance Officer Everson is confident that they are still good numbers. The Systems budget, the Materials budget and the transfer to the Depreciation Reserve Fund all took large cuts this year FY2021 to help balance the preliminary budget.

Meadows/Schramm moved that the Lewis & Clark Library Board of Trustees approve the FY2021 Preliminary Budget as presented/amended.

MOTION passed unanimously.

C. Longevity Pay Policy Finn presented the policy with the suggested amendment from the last meeting.

Meadows/Fandrich moved that the Lewis & Clark Library Board of Trustees approve the Longevity Pay Policy as presented/amended.

Motion passed unanimously.

D. Branch Highlights Finn talked about the responses the Branches are receiving from their communities in response to COVID-19 library closures. Staff has been working in their libraries so far and some have provided book pick-up for patrons. Meadows asked about how the Library is caring for the books as they come in now and whether patrons will have a concern about contamination when the Library opens once again. Finn noted that books are sitting in quarantine before being checked in, the covers can be wiped down and the pages should be neutralized by the time the Library opens. Shramm noted that the issue will be discussed and procedures undoubtedly developed as Libraries around the world grapple with the contagion.

E. Construction Updates The walls separating staff from construction came down quickly and the crew has moved into high gear with the patrons out of the building. They are anxious to take down the old information desk; drywall, painting and tiling are all happening now. Meadows asked about the plan to move half the collection to the Capitol Branch at the beginning of April. Finn is uncertain about that timeline as the moving company that was hired to move the books has suspended operations for the near future.

5) DIRECTOR'S COMMENTS This is the most important Board meeting Finn has ever participated in. The Trustees support of staff and their quick approval and adoption of the COVID-19 document means so much. We all believe that Libraries are at their most necessary in a time of crisis and closing the Library now has been excruciating. He thanked Trustees for making the effort to attend the meeting by phone.

6) COMMITTEE REPORTS None.

7) COMMENTS FROM TRUSTEES Schramm asked whether there was any reason to doubt the possibility of the next Board meeting. Finn will keep everyone posted.

8) WRAP UP

- The April Board meeting will be Tuesday, April 21, 2020 at 5:00 p.m. An invitation to the meeting will be posted on the Lewis & Clark Library website: www.lclibrary.org

9) ADJOURN – The meeting adjourned at 5:58 p.m.

Ron Waterman, Vice-Chair

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