



**Lewis & Clark Library  
Board of Trustees Meeting  
Online/Virtual Meeting  
August 18, 2020**

MINUTES

**BOARD MEMBERS:** Niki Whearty, Ron Waterman, Helen Fandrich, LeRoy Schramm, Judy Meadows.

**STAFF MEMBERS:** John Finn Director; Patricia Sternberg Administrative Manager, James Parrot Collection Development Librarian, Matt Beckstrom Systems Librarian Manager, Lisa Skelton Public Services Desk Manager.

**OTHERS PRESENT:** None.

Trustee Waterman called the meeting to order at 5:00 p.m.

Schramm read the Board Mission Statement.

1) **PUBLIC COMMENT** None.

2) **NEW BUSINESS**

**A. Election of Officers for FY 2021**

Meadows/Schramm moved that the Lewis & Clark Library Board of Trustees approve the nominative slate as the elective slate of officers with LeRoy Schramm as Chair and Helen Fandrich as Vice-Chair for FY 2021.

**MOTION passed unanimously.**

Trustee Schramm took the Chair at this time.

### 3) CONSENT ITEMS

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

- A. **Minutes** – June 4, 2020 Special Meeting. No discussion.  
June 18, 2020 Regular Meeting. No discussion.
  
- B. **Service Report** – June 2020. Trustees noted the reformatting makes the report easier to read. Waterman appreciated the trend toward recovery noted in the statistics.  
July 2020. Finn pointed out that in July the Library bounced up to 50% of normal circulation in Helena. This is remarkable considering that the Main Branch is still closed and the Library is operating out of a small annex across town with limited services. Public Services Manager Skelton and her staff have been doing a great job! Whearty said the use of the databases has gone up substantially. Finn explained that there are a couple of new database products and that Chilton and the EBSCO databases got quite a bit of use in June and July.
  
- C. **Financial Report** – June 2020. Waterman asked about the Foundation contributions and wanted to know why \$2700 of the contributions went unspent. His interest is in not leaving any money on the table. Finn noted that the Library did the best it could to spend that contribution down. The money does stay with the Foundation and if unexpended this year, it will be available next year or the year after. Schramm found that the total income line, total expenditures and the budget came within \$90 on a \$4,000,000 budget. He considered it remarkably skillful or serendipitous. Meadows asked about the differences between payroll and benefits budgeted and payroll and benefits spent this year. Finn explained that there were some vacancy savings perhaps but no one lost their job because of COVID. Sternberg explained that the budget process is not exact – that there will be some categories that go over and some that will not be fully expended by the end of the year. Whearty asked about dues and memberships and why there was money left over in that budget line item. Finn explained that no one went to conferences after the pandemic hit. Whearty believes it is important to demonstrate a

connection to the Library community by maintaining Trustee membership in the Montana Library Association.

- D. General Ledger – June 2020.** Waterman noted that the Library has a number of COVID related expenses. His interest is in having the ability to quickly compile those expenses should there be a chance to recoup them at a later date. The Library accounting system would be able to compile them easily. He has heard of a PPE reimbursement program that the Library might qualify for. Whearty asked what the difference is between things listed as Axis 360 material or Axis 360 account. Finn explained that it is all content.

July 2020. Fandrich commented that the amount of advertising that is being purchased is wonderful. She sees a lot of it and her friends also comment on how nice it is to keep up with what is going on. She thinks the Library is doing a good job.

Construction General Ledger – Whearty asked whether the Library is contracting with someone to pull the wire or is it being done in-house. Beckstrom noted that the Systems department has been doing the wire pulling. Schramm asked whether the Library is running over or under on the construction project and where the Library may end up with total construction costs. Finn believes it will be very close to what was budgeted. Schramm asked about the depreciation reserve numbers and whether the Library will be able to cover the costs. A recent review has Finn believing the DPR fund will be in better shape than previously thought at the end of it all.

- E. Personnel Report – June 2020.** No personnel changes.

July 2020. Finn discussed personnel changes for July 2020.

**MOTION passed unanimously.**

#### **4) NEW BUSINESS (cont)**

**B. Annual Conflict of Interest Form** Finn will email or mail forms to the Trustees to be signed and returned.

**C. L&C Library Emergency Leave – Discussion and Recommendations** Finn updated the Board on the use of emergency leave by staff members since the beginning of April. Emergency leave is

still being by staff who are unable to fulfill the duties of their positions because of COVID concerns and by people who cannot come back into the Main branch because of construction. The Leadership Team would like to have everyone back to work at their full schedules by the end of September. Emergency leave would end on September 30<sup>th</sup>, however Finn is requesting that the Board keep Emergency Leave as an option should there be another shutdown due to the pandemic. It has allowed the Library to keep staff during this difficult time. Staff has expressed great appreciation for this safety net, especially at the beginning of the crisis. Moving forward, Finn said the Library is working on having good technology and projects for people to be able to work on while at home. Schramm asked about which staff are working in the Main Library. All of the administration staff, all of technical services, the Bookmobile staff, a few public services people, including a few shelvers. The people who are not working at the Library are the programmers, the public information officer, and the programming assistant, and some of the shelvers. Further discussion of Emergency Leave ensued. The Trustees agreed to the continuation of Emergency Leave until the end of September unless something changes before the next regularly scheduled Board meeting.

**D. Transfer of Funds to the Depreciation Reserve Fund** Finn noted that the ability to transfer these funds allows the Library to do projects like the remodel and plan for a new Branch in the Valley. Sternberg believes the Library will be able to operate until tax funding is received in November. If not, the Board can vote to transfer funds from the Depreciation Reserve Fund into operating expenses to cover the costs of construction during this fiscal year.

Waterman/Fandrich moved that the Lewis & Clark Library Board of Trustees approve the transfer of \$500,000 from retained earnings to the Depreciation Reserve Fund for FY2021.

**MOTION passed unanimously.**

## **5) UNFINISHED BUSINESS**

**A. L&C Library Emergency Health Response Plan** Finn made the suggested changes from the last meeting and ask whether the Trustees had other comments or suggestions. Waterman expressed gratitude for the work that went into the plan.

Waterman/Meadows moved that the Lewis & Clark Library Board of Trustees approve the Lewis & Clark Library Health Emergency Response Plan as presented and/or amended.

**MOTION passed unanimously.**

**B. L&C Library FY2021 Final Budget** Finn outlined the differences between this final budget and the preliminary budget that the Board saw in March. Finn noted that the revenue projections have been updated according to figures from the County Finance Officer. Revenue should be accurate. Whearty asked about Grant and Bequests Income on page 53. There is a large difference in the amount. Finn explained that 3-Rivers Communication approached the Augusta Librarian and encouraged her to submit a grant for \$1500. She received the grant to help cover the Augusta membership in the Dolly Parton Imagination Library project. Then soon after that, 3-Rivers offered the Augusta Library \$15,000 to help with any other projects. Very exciting!

Waterman/Fandrigh moved that the Lewis & Clark Library Board of Trustees approve the Lewis & Clark Library FY2021 Final Budget as presented.

**MOTION passed unanimously.**

**C. Construction Update** Finn updated the Board on the Main Branch construction project. The carpet is almost all in and furniture starts arriving next week, including new shelving. The book range moving machine goes back on August 28<sup>th</sup>. Schramm asked what date Finn would guess the Main Branch will be open to the public. Finn noted that it will depend on the health of the community and how long it takes to move the CAP branch items back into Main. Finn is guessing the end of September, beginning of October. Fandrigh asked about a community open house, Finn doesn't believe that is possible at this time. Waterman asked about a virtual tour on the webpage so people can see what the new building looks like. Parrot suggested planning for a heck of a one-year anniversary party.

**6) DIRECTOR'S COMMENTS** Finn reminded Trustees to look over the Branch highlights. The Bookmobile and the book bike have really grown their presence in the community these last 2 months. The book bike is showing up at parks and special events and the Capitol farmers market. The other Branches are working hard - doing modified programming, helping patrons use computers safely, cleaning the bathrooms, and following protocols.

Finn noted how proud he is of all of the LCL staff. He also thanked the Board for their support and for how easy they make it for the staff to do what we do – serve the public.

**7) COMMITTEE REPORTS**

**8) COMMENTS FROM TRUSTEES** Whearty expressed how honored and privileged she feels to be a part of this extraordinary library and she thanked the board and the staff and the leadership team. Waterman echoed Whearty’s sentiments in thanking John and the entire staff during these unusual challenging times. He thanked Whearty for her Board leadership this last year and is honored to continue to work on the Board for the coming year. Meadows thanked all as well and noted that the community LOVES their library and are anxious to see the remodel. It is a tribute to the staff and the leadership through the years. Congratulations. Fandrich thanked the Board for their support in nominating for her for Vice-Chair. Schramm shared the compliments that have been given. He did have a patron ask him to raise the issue of why has the Library suspended all due dates. Staff noted that the due dates were extended at one time but they have definitely been back in effect since the beginning of July. Skelton did note that overdue notices recently started being sent out again.

**9) WRAP UP**

- The September Board meeting will be Tuesday, September 15, 2020 at 5:00 p.m. Meeting location TBD.

**10) ADJOURN** – The meeting adjourned at 6:19 p.m.

LeRoy Schramm, Chair

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LeRoy Schramm, Chair August 18, 2020