

Minutes of the Regular Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday, 12/15/2016
2:00 PM – 3:15 PM
Upstairs Meeting Room
Lewistown Public Library**

Lewistown Public Library's Mission Statement:

“The Lewistown Public Library provides free and equal access to quality materials and services, which fulfill the educational, informational, cultural, and recreational needs of the entire community.”

2:05 PM Call to order -- roll call – Regular meeting of the Library Board of Trustees was called to order by Mary Frieze, Chairperson. Members present: Mary Frieze, Blanche Chapman, and Patty Turk, City Commissioner
Excused: Cathy Moser, Marie Anderson, Ex-Officio. Director: KellyAnne Terry. Public: Jean Collins, Joyce Swanz

Appoint Recorder of Minutes: Joyce Swanz

Reading of the Mission Statement: Blanche Chapman

Revisions to the Agenda:

- None

Comments for the Good of the Library:

- None

Disposition of Minutes:

- Two spelling errors were determined in the November 10, 2016 minutes.
- Patty moved to accept the November 10, 2016 regular Board minutes as corrected. Blanche seconded. The motion passed unanimously.

Financial Reports:

- Regular Library Financials for November were presented and discussed.
- Currently on track with Budget at 41% overall
- Revenue is at 50%
- Due to the amount of work to update and re-organize computers, the computer line item has been expended. KellyAnne is going to move the work over to the Miscellaneous Equipment expense line item.
- Blanche moved to accept the claims paid for November and Patty seconded, motion passed unanimously.
- Mary Frieze and KellyAnne signed the report to take out the Central Montana Foundation Interest Funds for the Library accounts – a total of \$10,000 to go towards books and video items for the Library Collection

Director's Report:

- Director's Report accepted as presented and the report is attached.
- The appointment of a new trustee will be done at the City Commission meeting on Monday, December 19, 2016 at 7:00 p.m.
- Open House prior to the City Commission Meeting at 6:00 pm
- Opening for Library Assistant II upon the resignation of LaVonne Limpus
- Public Computer Updates: The Library continues to work with Lewistown Online to update, replace and move around Public Computers. There will be nine total, 4 will specifically be in youth for gaming and 4 will be in the main computer area for other uses. There will also be one catalog/15 minute usage computer. The staff all have new computers at their work stations and the front desk.

- Holiday Closures are as follows:
 - December 23 – Close at Noon
 - December 24 – Close all day
 - December 30 – Close at Noon
 - December 31 – Close all day

Statistical Report:

- Continue to be steady with circulation and in-library visits
- Montana Memory Project just went through an update and the stats for that site weren't available yet but should be up and running next meeting.

Communications:

Friends of the Library:

- Presented by Joyce Swanz and KellyAnne Terry in Marie Anderson's absence
- Next quarterly FOL meeting will be January 25, 2017 at noon in the Upstairs Meeting Room
- Profit for Christmas Decoration sale held December 3 was over \$300

Commissioner's Report:

- Presented by Patty Turk
- Soccer Association is looking for a place for a soccer field complex. Discussion regarding this has occurred at the last two commission meetings as there is some concern with the public regarding where the field is built.
- The City Commission is looking for ways to get people more involved with how the Commission works and what they do, they want more input from the community.
- Re-appointed two board members to the Historic Resources Commission

Discussion with the Public

- None

Continuing Business:

- Chili Bowl – due to staffing issues there will not be a Chili Bowl in 2017. Discussion ensued regarding this transition of staff and upcoming events.

Upcoming Events:

- Roman Culture Night – March 15, 2017 (Ides of March)
- Lauren Pelon Concert – April 2, 2017 @ 6:00 pm
- Author Dinner @ Elks Club with Christine Carbo – May 17, 2017

New Business:

- A discussion of Library Staffing ensued. Kari Denison will move into Library Assistant II and the position for Library Assistant I will open up after the holidays.
- KellyAnne went over the Public Library Standards as provided by the State of Montana. Discussion ensued.

Trustee Minute:

- None

3:30 p.m. PM Blanche moved to adjourn, Patty seconded. Meeting adjourned.

NEXT REGULAR BOARD MEETING: Thursday, January 12, 2017 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: KellyAnne Terry, Director