

**Minutes of the Regular Meeting**

**Lewistown Public Library**



**Lewistown Public Library  
Board of Trustees**

**Thursday, 3/19/2015  
2:05 PM – 3:30 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 Tom Wojtowick, Chairperson. Members present: Tom Wojtowick, Mary Frieze, Cathy Moser, Commissioner Patty Turk, and Marie Anderson, Ex-Officio; Director: KellyAnne Terry. Recorder of Minutes: Joyce Swanz Excused: Blanche Chapman

**Reading of the Mission Statement:** Cathy Moser

**Revisions to the Agenda:**

- Tom would like to add a discussion on the blinds for the upstairs windows.

**Comments for the Good of the Library:**

- There were many favorable comments regarding Irish Night - the staff had several positive comments and thank you notes from attendees.
- Tom said Irish Night was a great success and congratulated Blanche Chapman on her reappointment to the Library Board.
- Mary also congratulated Blanche Chapman on her reappointment to the Library Board.

**Disposition of Minutes:**

- Patty moved to accept the February 12, 2015 regular Board meeting minutes and Mary seconded. The motion passed unanimously.

**Financial Reports:**

- Tom asked about the expenses for line item 390, Other Purchased Services. KellyAnne explained these expenses are subscriptions or one time annual payments (ex. Montana Library2Go).
- Mary moved to accept the Claims paid for February, Patty seconded and the motion passed.
- Cathy asked what the policy/procedure was to discard books.

**Director's Report:**

- Director's Report accepted as presented and the report is attached.
- Evaluations of staff have been completed.
- Irish Culture Night - amazing food, great night, good music and recieved \$1100 in donations. the next culture night will be in August and will be based on Slavic and Bohemian Culture. Mary mentioned that more people could stay and help clean up after the event.
- Author Dinner tickets will be \$45.00 a plate and it was discussed that the Silent Auction could start with a minimum bid for each item.
- A second applicant applied for the position on the Library Board, and Kevin Myhre called her to encourage her to apply in the future.
- DEQ drilled a monitoring well in the Book Station Parking Lot and on several other City properties. They fixed the area that was disturbed.

- KellyAnne encouraged the Board to sign up for the Library Connect updates so they could receive the blogs from staff.

### **Communications:**

#### **Friends of the Library:**

- March Sale: \$801.80
- Marie reported that the Friends purchased long sleeve t-shirts and sweatshirts from Mid-State Signs to wear at the Book Sales.
- Central Electric will be coming in to look at the electrical at the Book Station and meet with Marie Anderson and Jim Hansen next week.
- Marie reported that a flash drive is being purchased to keep the updated Friends list on.

#### **City Commissioner Report:**

- Two appointments to city boards – Dick Ellestad to TBID and Dennis Borud to Historic Preservation Committee
- Water system will be rebid
- The old dump site on Marcella Avenue is being re-leased out.
- Signed an agreement with Motorola Services for 911 systems
- Patty handed out the street assignments to be repaired.
- Chickens within the city limits is still a debated issue.

### **Discussion with the Public**

- None

### **Unfinished Business:**

- Policy Books – close to completion, will hopefully be ready for April meeting

#### *Upcoming Events:*

- Montana Shakes! - April 16, 2015 @ 6:00 p.m., sponsored by Cheri Wicks
- Author Dinner – May 20, 2015 @ 5:00 p.m., Malcolm Brooks

### **New Business:**

- Director Evaluation: The Board set up a time to meet and discuss the evaluation, KellyAnne handed out her self-evaluation to Board.
- The Lewistown Public Library will host Offline in February of 2016.
- KellyAnne asked the Board's support in pursuing means to attend three separate conference events. The Board supports these efforts. KellyAnne asked Tom to write a letter of support for the applications to these conferences.
  - Mountain and Plains Library Association – Sept 23 – 25 @ Cheyenne, WY
  - Pacific Northwest Library Association Leadership Insititute – Oct 25-30 @ Washington
  - MT State Library Summer Leadership – July 6-9 @ Glacier Park

### **Trustee Minute:**

- Mary Frieze would like to see water bottles recycled at Library events. She will work with KellyAnne on this.
- Marie commented that events like Irish Night build good will in the community.

**3:30 PM** Meeting adjourned.

**NEXT REGULAR BOARD MEETING: Thursday, April 23, 2015 at 2:00 p.m. in the Upstairs Meeting Room.  
Respectively Submitted: KellyAnne Terry, Director**