

Minutes of the Regular Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday, 9/11/2014
2:05 PM – 4:20 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, Blanche Chapman, and Commissioner Patty Turk; Marie Anderson, Ex-Officio; Director: KellyAnne Terry. Public: Dave Sather and Joyce Swanz.

Appoint Recorder of Minutes: Joyce Swanz

Reading of the Mission Statement: Marie Anderson

Revisions to the Agenda:

- Dave Sather will present after Comments for the Good of the Library.

Comments for the Good of the Library:

- KellyAnne said the Pie Social was enjoyable and lots of people contributed to its success.

Continuing Business:

- Dave Sather, CPA: Dave reported on his interpretation of the Library Financials as presented. How claims are paid were discussed, how line items are organized and how the Library's appropriation comes from the City of Lewistown's General Fund. Dave also commented on the different funds such as restricted funds and foundation funds. Discussion ensued regarding how the Friends of the Library's fundraising efforts are reported and understood. Dave was very helpful in answering questions and relaying accounting information.

Disposition of Minutes:

- Patty moved to accept the August 14, 2014 regular Board meeting minutes and Mary seconded. The motion passed unanimously.

Financial Reports:

- Regular Library Financials presented and discussed.
- KellyAnne pointed out that the State Financial Aid was received for the year and deposited into that line item
- Mary moved to accept the Claims paid for August, Patty seconded and the motion passed.

Director's Report:

- Director's Report accepted as presented and the report is attached.
- Budget allocations from the City and the County have been approved for 2014/2015 Fiscal Year.
- November: 150th Anniversary of the start of Civil War, Humanities Speaker on Civil War Songs November 6 at 6:00 p.m., displays and possibly a book discussion
- Leadership Central Montana - KellyAnne facilitated the first class of the year at the Library on Sept. 9
- Youth Services - many school groups, daycares and other youth groups lined up for year
- Lora is pursuing to start an afterschool Spanish class for children in 1st-3rd grade

- Library Travel and Conferences scheduled for September and October - KellyAnne attending
- Chili Bowl 2015 date is set for Friday, January 30
- Pie Social recap - over 40 pies and made over \$500 on the auction and raffle, people really enjoyed themselves are looking forward to the next Library Cultural Night
- Irish Night - March 12, 2015
- August 2015 - Croatian/Slovakian Night
- Correspondence: KellyAnne received legal documents that detailed the closing of the Dorothy Jones estate by executor Kevin Myhre. The library will receive \$25,516.18 from this estate. Tom suggest the money should be held in the Library Trust. Patty moved to place the estate in the Library Trust and Blanche seconded. The motion passed unanimously.

Communications:

Friends of the Library:

- Book Sales: Chokeycherry Sale - \$2065.50, Cowboy Poetry - \$1100.00, Regular August Sale - \$700.00
- The Friends will pay the installation fee for the Upstairs Meeting Room windows.
- Discussion ensued regarding siding and painting of the Book Station.

Commissioner's Report:

- Patty Turk reported on the City Commissioner's meeting held September 2.
- Northwestern Energy - putting in utilities on east side of Mill Ditch
- Gary Slagel - Appointed to Board of Adjustments
- Toni Gies - Appointed to Historic Resources Commission
- City will have a consultant for Street Maintenance
- Working on Main Street Project
- Approved Health Insurance
- Power Mercantile building inspected and assessed

Discussion with the Public

- None

Continuing Business:

- Discussion of Budget 2014/2015 - Tom reviewed the rules for Board Approval of the Budget - The Board needs to vote on the 2014/2015 Budget. Tom sent Kevin Myhre a letter discussing the Board's steps to approving the budget and that there was a consensus the budget was approved. Blanche moved to have a new letter written to detail the Director's \$2500 raise and the approval of the final budget. Mary seconded. The motion was then amended to also include the board approval of the total City appropriation of \$193,183.00. The amended motion passed unanimously.
- Upstairs Windows – KellyAnne asked the Board for a timeline. Patty moved to go forward with the windows as soon as possible. Cathy seconded and the motion passed unanimously. KellyAnne will contact Marvin Windows and Contractor Bill Haugen.
- Upcoming Events:
 - October 5, 2014 - Montana Repertory Theater Performance @ 3:00 p.m. Upstairs
 - October 23, 2014 - Ellen Baumler Humanities Speaker - Haunted Montana @ 6:00 p.m.
 - November 6, 2014 - Civil War Songs with Bill Rossiter Humanities Speaker @ 6:00 p.m.

New Business:

Upcoming Library Meetings:

- September 13, 2014 – South Central Federation Meeting in Billings
- September 25-27, 2014 – Montana Shared Catalog Meeting in Helena
- October 7, 2014 – Montana Memory Project Advisory Meeting in Helena

Trustee Minute:

- KellyAnne mentioned she will be traveling to Santa Fe for vacation on October 24-29.
- Mary brought in a newspaper article from a friend about the Little Library concept in more urban areas.
- Tom showed the Board the card he received from the Library Staff
- Blanche expressed her appreciation for Patty Turk's Commissioner's Report.

4:20 PM Meeting adjourned.

**NEXT REGULAR BOARD MEETING: Thursday, October 9, 2014 at 2:00 p.m. in the Upstairs Meeting Room.
Respectively Submitted: KellyAnne Terry, Director**