

**Minutes of the Regular Meeting**

**Lewistown Public Library**



**Lewistown Public Library  
Board of Trustees**

**Thursday, 4/23/2015  
2:00 PM – 3:27 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.”**

**2:00 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, Blanche Chapman, Commissioner Patty Turk, and Marie Anderson, Ex-Officio; Director: KellyAnne Terry. Recorder of Minutes: Mary Jo Hamling Excused: Cathy Moser

**Reading of the Mission Statement:** Marie Anderson

**Revisions to the Agenda:**

- KellyAnne has added a few items to the Director's Report

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

- The Montana Shakes performance was a success with over 50 adults and 10 children attending. Dan Bell and Nancy Sackett did an excellent job putting on the event in KellyAnne's absence, and many thanks to Cheri Wicks for sponsoring the play. KellyAnne has already booked Montana Shakes again for next April.

**Disposition of Minutes:**

- Blanche moved to accept the March 19, 2015 regular Board meeting minutes and Mary seconded. The motion passed unanimously.

**Financial Reports:**

- Budget is moving along nicely for the fiscal year.
- Patty moved to accept the Claims paid for March, Mary seconded and the motion passed.
- There was a slight glitch in the amount reported to be in the Mueller Fund at CMF, and the correct amount should be \$1550.00 available. KellyAnne reported on this discrepancy.

**Director's Report:**

- Director's Report accepted as presented and the report is attached.
- Please turn in Silent Auction items to KellyAnne before Author Dinner or bring large items directly to the Elks Club the day of the events.
- Author Dinner tickets are selling well, close to selling out. KellyAnne will check in with Board members on May 5, 2015 to see what is left to sell.
- KellyAnne is pursuing purchasing another speaker and a wireless headset for sound for the Author Dinner. Marie mentioned that the Friends of the Library could purchase these items for the Library.
- Silent Auction set-up and decorating will take place at 1:00 p.m. on May 20, 2015.
- KellyAnne received a letter from the Master Gardner's letting the Library know that they would not be doing the flowerbeds anymore. The Friends of the Library will purchase and plant the flowers and the Library staff will maintain them throughout the summer.
- The Lewistown Public Library again received the ELSA (Excellent Library Service) award for 2015.

- KellyAnne is ordering books through Random House for Malcolm Brooks to sign at Author Dinner - Library gets proceeds. Brooks will be speaking on the myth of the western experience titled "States of Western."
- Tom asked if the Library tracks the expenses of the Author Dinner and KellyAnne said that all fundraising and event expenses and income go under Line Item 211 on the City Budget. KellyAnne also keeps them separate on the Quickbooks program she keeps separately for internal accounting purposes.
- At the Montana Library Association conference a Trustee interest group was formed and they asked to have an e-mail listserv set up for public library trustees. KellyAnne will add Tom and Patty to the listserv as all other Trustees received an e-mail explaining this feature from the State Library.
- KellyAnne encouraged the Board to look at the Bluebird display in the front foyer. The display was put together by Tom Anderson and Cathy Moser.
- Hungrytown Concert: As part of the Summer Reading Program the Library will host a husband/wife folk duo on June 24. The hope is to have the concert outside with an ice cream social prior to the event.

### **Communications:**

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

- April Sale: \$680.00
- Central Electric will be working on the lighting and wiring at the Book Station and they made the suggestion to switch to 4 foot ballasts and lights because they are easier to find and are more energy efficient.
- The FOL will help the Board with the cost of restoring the window blinds - an option mentioned is re-taping the slats.
- Next FOL meeting is April 30th @ 12:30 p.m. in the Upstairs Meeting Room.
- Mary Mendel is still selling shirts, contact her for one and make the check to Friends of the Library.

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

- Report of April 20th meeting
- The Commission voted to not pursue the ordinance to allow Chickens within the City Limits.
- Discussed water and sewer rates at Fairgrounds
- Century Construction will be paving the streets.
- Council on Aging is moving funds for capital repair to the Central Montana Foundation to get a better interest rate.
- The Power Mercantile building owned by Dave King may be developed by an outside group.
- Next month there will be an Elected Officials Training in Billings, MT.

### **Discussion with the Public**

- None

### **Unfinished Business:**

- Policy Books – these are completed and just need to be organized.
- KellyAnne reported on the Federation Meeting in Joliet. Good meeting with good attendance.
- KellyAnne attended the meetings for Montana Library2Go: Overdrive contract was renewed and the cost went up; KellyAnne was re-elected to the Executive Committee for Montana Library2Go
- KellyAnne was asked to serve on a Task Force for the Montana State Library to look at Public Library Development and Services. The Task Force will also view where libraries are going and how to spend the LSTA funding. KellyAnne was pleased to be asked to be part of this.
- Nancy Bostrom and Lora Poser-Brown also attended the conference.

*Upcoming Events:*

- Author Dinner – May 20, 2015 @ 5:00 p.m., Malcolm Brooks

**New Business:**

- Director Evaluation: It was proposed that the Board meet one more time to finalize the wording on the document. The Evaluation will be presented at the May 14 regular meeting.
- Upcoming Meetings for the Library:
  - Montana Shared Catalog – May 8 - Nancy Bostrom will be online with Helena for Meeting
- The Summer Reading Program will run from June 9 - August 1. The themes are "Escape the Ordinary" for the adults and "Every Hero has a Story" for the youth.
- Building Exterior: Darrel Tuss will do a new quote for the exterior of the Library and if all works well it may be completed the end of the summer
- The sprinkler heads in the front of the Library along 7th Avenue were sheared off during snow removal this past winter. KellyAnne looked in to filing an insurance claim but the deductible was higher than the cost of fixing the sprinklers. Jeremy Bristol will go ahead and fix the sprinklers and possibly move them back further from the edge of the sidewalk.
- The Friends of the Library will cover the cost of outdoor flowers.
- Bill Haugen is looking to install the upstairs windows soon and will definitely be done by June 24 for the Hungrytown Concert. Nancy Watts asked that one window be donated to the Central Montana Museum. The Board approved this request. Patty Turk requested that the Library also keep one window and find a place to display it.

**Trustee Minute:**

- Marie commented that she was pleased that KellyAnne is able to (and feels comfortable) delegating duties to staff. She was glad that Nancy Sackett and Dan Bell did such a wonderful job with the Montana Shakes! program.

**3:27 PM** Meeting adjourned.

**NEXT REGULAR BOARD MEETING: Thursday, May 14, 2015 at 2:00 p.m. in the Upstairs Meeting Room.  
Respectively Submitted: KellyAnne Terry, Director**