

Minutes of the Regular Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday, 12/11/2014
2:02 PM – 4:10 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.”

2:02 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, Marie Anderson, Ex-Officio and Commissioner Patty Turk. Director: KellyAnne Terry. Public: 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:

- Mary thought all of the Civil War programming was informative and fun.
- Marie said she enjoyed the Civil War music program by Bill Rossiter.

Disposition of Minutes:

- Tom wanted to add to the minutes that Tim Faber's specific instructions for painting the Book Station was to Mary moved to accept the November 6, 2014 regular Board meeting minutes and Patty seconded. The motion passed unanimously.

Financial Reports:

- Regular Library Financials presented and discussed.
- 42% Budget expended
- Wait until January to remove CMF Interest
- Received a \$1000 donation from Glenn Mueller for the Oscar and Josephine Mueller Fund at CMF
- Patty moved to accept the Claims as submitted for November, Cathy seconded and the motion passed.
- City Auditors asked that a line item be created to show money spent by all volunteer/Friends groups be shown in City of Lewistown Budget (this would apply to the Friends of the Library). KellyAnne will work with Nikki and Kevin to update this for the current fiscal year.

Director's Report:

- Director's Report accepted as presented and the report is attached.
- Closures for the Library include December 24 close at noon (Christmas Eve); December 25 (Christmas); December 31 close at noon (New Year's Eve); January 1 (New Year's Day).
- Library Connect: Open House January 15, 2015 @ 4-6 p.m.
- Staff Evaluations will take place in January
- Civil War programs were well attended
- Chili Bowl - January 23, 2015:

- FOL will have a special meeting on January 8 to discuss Chili Bowl and regular FOL business at 12:30 p.m.

Statistical Report:

- FOL gave \$300 to the Library for Spanish Speaking materials for Story Time

Communications:

Friends of the Library:

- Presented by Marie Anderson
- December Sale made \$673.80
- New Meeting Time - Sort Books on Tuesday and Thursday before sale, have meeting at 12:30 p.m. the Thursday before the sale.
- No regular sale in January and February, Special Book Sale during Winter Fair January 30-31.
- To date \$4000 worth of Train and WWI books have been sold on Ebay
- Revised bylaws were approved at last regular meeting.
- Chili Bowl - teams must register to have more of a head count
- Next Regular Saturday book sale will be March 7, 2015
- January - Membership Drive through Newsletter for FOL

Commissioner's Report:

- Patty Turk reported on the City Commissioner's meeting held December 1.
- Special Meeting over Annexation - November 23, issue tabled until January 1, 2015
- Appointed Gary Kruger and Shirley Barrick to terms on the Lewistown Historic Preservation Board
- Will use limited amounts of de-icer on snow routes
- Entered into an agreement with Snowy Mountain Development Corporation to seek out grants for a program on improving derelict housing in Lewistown.

Discussion with the Public

- Joyce mentioned the Library's procedure of verifying addresses for new library card users.

Continuing Business:

- Strategic Plan – the Board reviewed each objective of the Strategic Plan together, the Plan has proved a useful tool and the Library is on track with their goals.
- Tom reported on the Policy and Procedure Book. He had organized the book into three areas: Board, Board and Director, Director and Staff. KellyAnne will follow Tom's arrangement and create Board Binders that are more organized and informative to these three areas.
- KellyAnne and Staff will be having their annual Christmas Party at KellyAnne's home on Saturday.
- Upon suggestion, Patty moved to give a gift certificate to the Yogo Inn restaurant (Stetson's) for two to each member of the Staff as an appreciation. Blanche seconded and the motion passed. KellyAnne will coordinate.
- Upcoming Events:
 - January 15, 2015 – Library Connect Open House 4-6 p.m. at the Library
 - January 23, 2015 – Chili Bowl at Jack's Hangar starting at 5:00 p.m.
 - March 12, 2015 – Irish Culture Night @ 6:00 p.m., Upstairs Meeting Room at Library
 - May 20, 2015 – Author Dinner featuring Malcolm Brooks and his new book *Painted Horses* at the Elk's Club starting at 5:00 p.m.

New Business:

- The author for the Annual Author Dinner will be Malcolm Brooks, a new writer from Missoula MT. His debut novel is called *Painted Horses*. The date will be May 20, 2015 at the Elk's Club.
- KellyAnne announced that she will be taking over as Rotary President on July 1, 2015. She will attend a training conference at Denver, CO in March.

Trustee Minute:

- None

4:10 p.m. PM Meeting adjourned.

NEXT REGULAR BOARD MEETING: Thursday, January 8, 2015 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: KellyAnne Terry, Director