

**Minutes of the Regular Meeting**

**Lewistown Public Library**



**Lewistown Public Library  
Board of Trustees**

**Thursday, 2/11/2016  
2:05 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.”**

**2:05 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, Cathy Moser, Tom Wojtowick, Blanche Chapman, Commissioner Patty Turk and Marie Anderson, Ex-Officio. Director: KellyAnne Terry Public: Joyce Swanz.

**Appoint Recorder of Minutes:** Joyce Swanz

**Reading of the Mission Statement:** Tom Wojtowick

**Revisions to the Agenda:**

- KellyAnne introduced Kari Albertson, the new Library Assistant I to the Library Board and they each introduced themselves to her.

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

- Tom and Mary both mentioned how great the Keynote Speaker was at Offline 2016.
- KellyAnne has received comments from Librarians who attended Offline that they enjoyed the Upstairs Meeting Room and being in Lewistown - also great presenters!

**Disposition of Minutes:**

- Tom moved to accept the December 10, 2015 regular Board minutes and to acknowledge the cancellation of the January 14 regular Board meeting. Patty seconded. The motion passed unanimously.

**Financial Reports:**

- Regular Library Financials presented and discussed.
- Tom moved to approve the payment of claims for the months of December, 2015 and January 2016 and Blanche seconded. Motion passed unanimously.

**Director's Report:**

- Director's Report accepted as presented and the report is attached.
- The Library is now fully staffed and though we are still in the training phase everyone is doing a wonderful job.
- Offline 2016: KellyAnne was really pleased with how Offline went. The staff really stepped up to assist and LaVonne and Dani both did presentations. About 50 people attended from across the state. The sessions were divided between the Library and the Central Montana Education Center. The Keynote Speaker Dr. Michael Stephens did a wonderful job and spoke about technology in Libraries and the human element.
- LaVonne is working to promote the Library more on the website and Facebook page.
- The Friends of the Library bought a new couch, loveseat, chair and rug for the teen section at the Library.
- Tom will term out in March and KellyAnne is currently advertising for a new Board member to start in April.
- Montana Shared Catalog: New Director hired, Jessie Goodwin, she was here at Offline. Also changing up some item types to make the cataloging more streamlined.

- KellyAnne reminded the Board that the Strategic Plan is up for review in 2016 and she would like to go over it as a Board and then write a new 3 year plan.

#### **Statistical Report:**

- KellyAnne reviewed the statistics. She noted the money the Friends donated for a new public printer, for Dr. Michael Stephens' travel costs, the repaired blinds, and the new furniture. These costs would not have been possible to cover if not for the Friends.

#### **Communications:**

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

- Presented by Marie Anderson
- The Winter Fair Book Sale made \$1,360.00 and the collectibles brought in about \$900.00.
- Marie and Donna are revising the membership forms for FOL.
- The Friends will be moving the newsletter to a digital format soon.
- Donna sends out e-mails to members in regards to upcoming events, also members will receive input on current funds.
- There is discussion to change the regular monthly meetings to quarterly meetings.
- Also discussion on having a kick-off event to fundraise for the exterior of the building. Possibly have music and hold the event in June.

##### **Commissioner's Report:**

- Report by Patty Turk, City Commissioner
- The ROC (revitalize our community) committee went well while it was here and are looking to spruce up things downtown as well as offer a contest for the best Business Plan.
- Grant to create the Railroad Park across from the Swimming Pool.
- Meeting protocol was reviewed.
- Dave Byerly is the new Chair of the Commission
- Kevin Myhre, City Manager, is having his annual review.

#### **Discussion with the Public**

- None

#### **Continuing Business:**

- Chili Bowl Discussion: Good chili and a great turnout. There was an increase in costs to COA because of how it was billed out. There were 20 tables and 18 teams. The profit was \$2200.
- Personnel Update: A really great staff right now. Hard workers and eager to learn. Have really jumped in to positions and the veteran staff has been great about training and helping out.

#### ***Upcoming Events:***

- Scandinavian Night - March 2, 2016 @ 6:00 p.m.
- Author Dinner - Peter Stark at the Elks Club - May 22, 2016.

#### **New Business:**

- Future Planning - KellyAnne would like the Board to revisit the Strategic Plan at the next Board meeting
- KellyAnne brought the Board up to speed on a legal situation at the library involving a disorderly patron.

**Trustee Minute:**

- The Board was pleased with how KellyAnne handled the disorderly patron and the planning of Offline.

**4:10 p.m. PM Meeting adjourned.**

**NEXT REGULAR BOARD MEETING: Thursday, March 17, 2016 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: KellyAnne Terry, Director**