

Minutes of the Regular Meeting

Lewistown Public Library



Lewistown Public Library
Board of Trustees

Thursday, 2/12/2015
2:05 PM – 3:55 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, Marie Anderson, Ex-Officio and Commissioner Patty Turk. Director: KellyAnne Terry Public: Joyce Swanz, Tony Gies.

Appoint Recorder of Minutes: Joyce Swanz

Reading of the Mission Statement: Marie Anderson

Revisions to the Agenda:

- Add to New Business – Employee request and State Library Invite by KellyAnne
- Add to Continuing Business – Exterior of Library by Tom

Comments for the Good of the Library:

- Tom received thank you notes from Nancy Watts, Lora and Joyce for the Board Gift Certificates
- Mary mentioned an artist in town, Rose Traska, who makes paper dolls. Mary wanted to see if the Library would display Mrs. Traska's work in the display case one month and KellyAnne was interested in doing this. Mary is mounting the dolls for display and will coordinate with Mrs. Traska about a good time to do the display.

Disposition of Minutes:

- A line in the December 11, 2014 meeting minutes was deleted. Mary moved to accept the December 11, 2014 regular Board meeting minutes with the correction and Blanche seconded. The motion passed unanimously.
- Acknowledgement was made that the January 8, 2015 meeting was cancelled due to weather, and the rescheduled January 13, 2015 meeting did not have a quorum.

Financial Reports:

- Patty moved to accept the December 2014 and January 2015 claims and Mary seconded. Motion passed.
- KellyAnne and Patty mentioned a question at the City Commission meeting regarding staff appreciation. Discussion ensued.
- Tony Gies, Treasurer of the Friends of the Library discussed the accounting of the Friends of the Library for 2014. Income was \$19,169.00 and expenses were \$13,165.00. Chili Bowl 2015 made \$2200 for the Library through Library funds. Tony went over all expenses for FOL and a copy was given to each member. The current balance for the FOL is \$22,056.94. Of this amount, \$10,000 has been earmarked for the installation of the windows. The treasurer of the FOL will make an annual report to the Board from here on to accommodate the request from the City Auditors to do so.
- CMF funds – A memo was signed to remove \$15,000 in interest from the CMF accounts.

Director's Report:

- Director's Report accepted as presented and the report is attached.
- Working on Staff Evaluations

- Irish Culture Night – March 12, 2015, members were encouraged to contact Dan Bell if interested in bringing something. Evening will include food, drink, music, raffles, slide shows and an Irish display.
- Author Dinner – May 20, 2015 at the Elks Club with Malcolm Brooks, author. The event will again have a silent auction and Trustees are encouraged to bring something for the auction.
- Chili Bowl 2015 – took in \$2500 before expenses
- Patty Turk was reappointed to the Library Board by the City Commission for 2015.
- Blanche's first Board term will expire the end of March. She is allowed a second term and will re-apply for the position. Interested parties can write a letter to Kevin Myhre, City Manager and the best candidate will be appointed by the City Commission at the March 16 regular meeting.
- Meeting changes due to travel and events – Board Meeting dates are March 19, 2015 at 2:00 p.m. and April 23, 2015 at 2:00 p.m.

Statistical Report:

- Refer to Use Data sheet

Communications:

Friends of the Library:

- Presented by Marie Anderson
- Marie brought up the issue of looking into new blinds to go with the windows once installed. Current blinds are wooden and are seeing some warping and are not easily closed.
- 52 members of the FOL have renewed for 2015. Another membership push is being coordinated.
- Winter Fair 2-day book sales brought in \$1419.85 and \$720.00 was from collectibles.
- FOL will have a table at the Annual Health Fair
- Book Station – will repaint the step in the Book Station so it is more visible. More light is needed so Marie will contact an electrician to further pursue how to make this possible. The tiles at the front door are slick when wet so the FOL will look to take them out and replace with concrete.

Commissioner's Report:

- Patty Turk reported on the City Commissioner's meeting held February 2, 2015.
- City Commissioners are looking at possibly implementing an ordinance to allow chickens within city limits with specific regulations.
- The work at the Fairgrounds Septic System will allow the City of Lewistown to abandon a water line across Torgerson's parking lot. The new line will be shortened and relined directly from the Fairgrounds to the Water Sewer Treatment Plant.
- Study Commission has been meeting intermittently to determine governance.

Discussion with the Public

- None

Continuing Business:

- Policy Board Book – KellyAnne went over the table of contents for the new policy books for Board Trustees. She is working with staff to rewrite the Circulation Policy and the Internet and Computer Usage Policy. KellyAnne will continue to compile and organize these books.
- Exterior of Library – KellyAnne will talk to Darryl Tuss to get more information regarding the Drivet on exterior of building. This will be put back on the agenda in March for further discussion.
- Upcoming Events:
 - 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:

- Upcoming Meetings and Conferences:
 - March 5-8 - Rotary President-Elect Conference in Denver, CO.
 - March 21 - South Central Federation meeting in Joliet, MT @ 10:00 a.m.
 - April 8-11 – Montana Library Association Conference in Bozeman, MT
- KellyAnne received a request from the Montana Library Association to host Offline, a conference on technology in February 2016. A budget would be provided by MLA. The board encouraged her to pursue this and KellyAnne will talk to staff get their thoughts.
- Employee Request – A continuing education funds question was brought to the Board on behalf of Lora Poser-Brown. Discussion ensued and the Board decided against the request at this time but encouraged opportunities of continuing education for staff. The Board encouraged staff to attend the Montana Library Association conference.

Trustee Minute:

- Cathy Moser is displaying horseracing related items to go along with her article that is coming out in the *Montana Magazine of Western History* about horseracing in Montana at the turn of the century.
- Mary Frieze asked about KellyAnne's selection time for Montana Library2Go. KellyAnne finished her selection in the rotation in January.
- Tom said a friend was able to locate a 5th edition and a 1st edition of particular music books at the Book Station sale.

3:55 p.m. PM Meeting adjourned.

NEXT REGULAR BOARD MEETING: Thursday, March 19 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: KellyAnne Terry, Director