

Minutes of the Regular Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday, 7/13/2017
2:05 PM – 3:45 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, Jean Collins, Blanche Chapman and Patty Turk, City Commissioner. Excused: Marie Anderson, Ex-Officio Director: KellyAnne Terry. Public: Joyce Swanz

Appoint Recorder of Minutes: Joyce Swanz

Reading of the Mission Statement: Cathy Moser

Revisions to the Agenda:

- None

Comments for the Good of the Library:

- The Agile Rascals, a bicycle touring group, performed at the Library on July 11. They were a great group and enjoyed Lewistown very much. The attendance for their Theatre Workshop and performance was high and the events very enjoyable.

Disposition of Minutes:

- Patty moved to accept the June 8, 2017 regular Board minutes as presented. Jean seconded. The motion passed unanimously.

Financial Reports:

- Regular Library Financials for June were presented and discussed.
- Cathy asked about claim for a broken window, KellyAnne reported that was vandalism on a window and it was replaced by Central Lock and Key.
- Patty moved to approve the June claims, Blanche seconded and the motion passed unanimously.

Director's Report:

- Director's Report accepted as presented and the report is attached.
- Summer Leadership Institute – KellyAnne is continuing to work on her presentations for this leadership retreat. Kari Denison will be attending the institute as a participant.
- Summer Reading Program has been going well with many outside groups helping out including the manufacturing businesses and public works department. The theme is “Build a Better World” and will conclude August 5th.
- The City Janitor resigned and the Library Staff has been cleaning the Library.
- KellyAnne will be attending the Network Advisory Council retreat August 1 in Helena. This council is an advisory board for the Montana State Library Commission.
- KellyAnne will be giving the Library's 2016-2017 Annual Report and requesting allocation from the City Commission at their regular meeting on July 17, 2017 at 7 pm.

Statistical Report:

- Library patron counts have been staying relatively steady as well as the circulation amounts. KellyAnne will be using these monthly statistics in her annual report.

Communications:

Friends of the Library:

- Some discussion ensued in Marie's absence.
- The July sale is believed to have brought in \$650.
- Next FOL sale is August 5 at 9 am – 2 pm
- Friends Meeting on July 26, 2017 at Noon

Commissioner's Report:

- Presented by Patty Turk
- The Commission toured the City Pool and Patty commented on how extremely nice it is. The State Swim Meet will be there the first weekend of August.
- Patty discussed some right-of-way issues between the City and citizens.
- Patty will be running for another term in her ward.

Discussion with the Public

- None

Continuing Business:

- Building Exterior: City Manager Holly Phelps is working with Weatherguard to complete the bid for the Library exterior. Holly feels that the work will still be completed before the snow flies, and KellyAnne has budgeted the entire amount in the Library Depreciation Fund for this purpose in the 2017/2018 Fiscal Year.

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New Business:

- Presentation and discussion of 2017-2018 Budget Recommendations and Annual Report
- Upcoming Meetings
 - July 17, 2017 – Presentation of Budget and Annual Report to City Commission @ 7 pm
 - July 26-29, 2017 – Montana State Library Summer Leadership Institute @ East Glacier
 - August 1, 2017 – Network Advisory Council retreat in Helena 9 am – 4 pm
- Events:
 - Summer Reading Program – concludes August 5, 2017
 - Montana Repertory Theatre – October 8th at 3:00 pm
 - Irish in Montana Cultural Display from Montana Historical Society - September

Trustee Minute:

- KellyAnne left the meeting to attend a meeting with City Manager Holly Phelps.

3:50 p.m. PM Meeting adjourned.

NEXT REGULAR BOARD MEETING: Thursday, August 10, 2017 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: KellyAnne Terry, Director