

Minutes of the Regular Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday, 6/11/2015
2:00 PM –3:40 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, Cathy Moser; Director: KellyAnne Terry. Recorder of Minutes: Joyce Swanz. Excused: Marie Anderson, Ex-Officio; Patty Turk, City Commissioner.

Reading of the Mission Statement: Cathy Moser

Revisions to the Agenda:

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

Comments for the Good of the Library:

- Cathy mentioned that a friend of hers commented on how pleasant the staff is and they have great attitudes and enjoy working with each other.

Disposition of Minutes:

- Blanche moved to accept the April 23, 2015 regular Board meeting minutes and Cathy seconded. The motion passed unanimously.
- The Board recognized the cancellation of the May 14, 2015 regular meeting.

Financial Reports:

- The Library has not yet received any county funds though they have been billed.
- Mary moved to accept the Claims paid for April and May, Cathy seconded and the motion passed.
- 12% of the Budget is remaining for this Fiscal Year
- CMF Funds: KellyAnne will write a memo that Tom can sign. Take the funds out before June 30, 2015.

Director's Report:

- Director's Report accepted as presented and the report is attached.
- Windows are all installed, they are just working on the exterior part making sure they are insulated and covered around the seams.
- Leadership Class – KellyAnne facilitated the last session and graduation
- MPEA – this is the bargaining unit for the City of Lewistown and the negotiated agreement gives the employees a cost of living raise over the next three years. Some departments received higher raises due to marketing analysis comparisons, but the Library Staff did not.
- KellyAnne was selected to attend the Leadership Institute through the Montana State Library the week of July 6-10 at Glacier Park.
- KellyAnne will assume the role of Rotary President on July 1, 2015.
- KellyAnne had her first Task Force Meeting on May 27. This task force is to see where Public Libraries are going and what services they plan to offer and will run for a year. There are 15 Library

Directors from across the State on this task force and the final report on their findings and discussion will be next Spring.

- Statistics: The web page continues to increase in how many views it has since the new website has been launched.
- Statistics: A large amount of donated money came through the Library in May, this is mainly due to the Author Dinner.

Communications:

Friends of the Library:

- Marie was absent so KellyAnne reported.
- Neil Philip and Jim Hansen are putting siding on the Book Station. They will stain it as well.
- FOL Book Sale proceeds for June was \$686.00 and the Friends of the Pool made \$300.

City Commissioner Report:

- City Commissioner Patty Turk was absent – KellyAnne reported.
- City of Lewistown is continuing with Annexation
- A committee from the City Commission has been appointed to address the City Business License Ordinance

Discussion with the Public

- None

Unfinished Business:

- Author Dinner Discussion
 - Made \$2400 on Silent Auction, \$5200 on Ticket Sales
 - The event was sold out and people enjoyed the venue and the evening.
 - There was still some concern over the sound system and the ability to hear the Author.
 - A letter from Clint Loomis was read at the meeting regarding his concerns with the Author Dinner. Clint expressed his dissatisfaction with several features of the evening and suggested possible changes.
 - Tom read a letter addressing the Silent Auction and his role/thoughts on the evening.
 - Cathy reported she had sent invitations to eight elected officials regarding the evening, she heard back from two and one attended.
 - Discussion ensued on these topics
- Policy Book
 - KellyAnne handed out the new policy books and explained their contents.
- Director's Evaluation
 - Trustees signed the evaluation and it was presented to KellyAnne. Tom thanked KellyAnne for her work this year and voiced that the Board supported KellyAnne's efforts in the community.
- Summer Reading Program 2015
 - KellyAnne showed the Summer Reading Logs for all age groups to the Board.
 - KellyAnne mentioned the sponsors and support for the program.

Upcoming Events:

- Hungrytown Concert and Ice Cream Social – 5:00 p.m. June 24, 2015
- Bohemian/Pan-Slavic Culture Night – 6:00 p.m. August 20, 2015

New Business:

- KellyAnne has Home Beautifiers in Helena set to re-tape the blinds for the Upstairs Meeting Room. She will get the blinds to Helena where their store is located.

- The regular Board Meeting is changed from July 9, 2015 to July 16, 2015 because KellyAnne will be at the Leadership Institute for the State Library at Glacier Park the week of July 6-10.

Trustee Minute:

- Cathy will be doing a power point presentation on her book proposal in November. KellyAnne will help with the power point and Cathy will have a test run of the presentation at the Library in September or October. There will be a reception following the presentation and attendees are encouraged to wear "Kentucky Derby" attire.
- A Budget Work Meeting is set for Thursday, June 25, 2015 in the Upstairs Meeting Room at Noon. Bring your own lunch.

3:40 PM Meeting adjourned.

**NEXT REGULAR BOARD MEETING: Thursday, July 16, 2015 at 2:00 p.m. in the Upstairs Meeting Room.
Respectively Submitted: KellyAnne Terry, Director**