

Minutes of the Regular Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday, 11/12/2015
2:04 PM – 3:30 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 Mary Frieze, Chairperson. Members present: Cathy Moser, Blanche Chapman, Tom Wojtowick, City Commissioner Patty Turk, Marie Anderson, Ex-Officio and Director KellyAnne Terry.

Appoint Recorder of Minutes: Joyce Swanz

Reading of the Mission Statement: Tom Wojtowick

Revision of the Agenda: none made

Comments for the good of the Library:

- Cathy Moser wrote a nice letter to the editor of the News-Argus about the dedication of the Library Staff. The Board was appreciative of this acknowledgement.
- Mary Frieze took flyers about Ken Robison's event to the County Commissioners.

Disposition of Minutes:

- Patty moved to accept the minutes and Tom seconded. Unanimous agreement.

Financial Reports:

- KellyAnne mentioned the payout for Dan Bell upon his resigning.
- KellyAnne is expecting some maintenance bills on the heating unit - two thermostats went out.
- Currently at 33% of the Budget
- Discussion on piecing out the Drivet Exterior next year.
- Tom moved to accept the claims as paid and Patty seconded. Motion passed.
- CMF interest funds - a portion will be taken out at the December meeting.

Director's Report:

- Director's report is attached and accepted as written.
- Dan Bell resigned from the library for personal reasons, and his last day was October 31, 2015.
- The position of Library Assistant II is being advertised and there are 6 applicants to far. KellyAnne and Mary will conduct interviews upon KellyAnne's return from Spokane.
- KellyAnne shared her experience regarding the PNLA Leadership Institute.

- The Offline 2016 conference will be Feb. 5 - 6, 2016 in Lewistown at the Yogo Inn. The conference outlines technology and has between 60 - 80 participants. KellyAnne passed around a flyer regarding Offline and the staff's vision for it since the LPL will be putting it on.
- Holiday Closures: Closed Thanksgiving Day November 26, Close at noon on Christmas Eve December 24, Closed Christmas Day December 25, Close at noon on New Year's Eve Day December 31, Closed New Year's Day January 1, 2016.
- KellyAnne will be going to Spokane for a 5 day residency with Gonzaga as part of her Master's Degree November 15 - 20.
- Nancy Bostrom retires December 31, 2015.
- Neighbor in house next to Library on 7th Avenue would like to not have patrons park in front of the house. Staff is not responsible to monitor this.

Statistical Report:

- KellyAnne went over statistical reports for September and October.

Communications:

Friends of the Library Report:

- Presented by Marie Anderson. Earned \$695.00 at November Book Sale.
- Short on Children's Books and Blanche Chapman put an announcement in the paper.
- The Friends are looking at doing a digital newsletter after the membership drive in January.
- KellyAnne is looking at purchasing some new furniture at the Library before the Offline conference and the Friends are in favor of paying for it.

City Commissioner's Report:

- Presented by Patty Turk
- New fire code regarding fire pits - no bon fires allowed in city limits, fire must be contained
- New Fire Ordinance - tabled until language used is better
- Swimming Pool Update - Changes to slides and family changing room in the first phase due to more money coming in for donations at this time.
- Gravel and Snow bids
- Annexation Issue - further complications with the lawsuit

Discussion with the Public: None

Continuing Business:

- Cathy's "In the Winner's Circle" presentation was well recieved.
- Many attended Ellen Baumler's presentation on October 21

Upcoming Events:

- Ken Robison "Central Montana and the Civil War" - 12 Nov 6 pm. Ken was discussed as a possible Author Dinner presenter
- Nancy Bostrom Retirement Open House December 10, 2015 4-6 p.m.
- Offline Conference February 5 & 6, 2016

New Business:

- Discussion on Personnel and steps being taken to fill positions
- Chili Bowl Discussion - January 22, 2016
- Offline Conference - February 5 & 6, 2016

Trustee Minute:

- The Board mentioned their appreciation to the staff for events and the support of the staff.

3:30 pm Meeting adjourned.

NEXT REGULAR BOARD MEETING: Thursday, December 10, 2015 at 2:00 pm in the Upstairs Meeting Room.

Respectfully submitted: KellyAnne Terry, Director