

Minutes of the Regular Meeting

Lewistown Public Library



Lewistown Public Library
Board of Trustees

Thursday, 11/9/2017
2:05 PM – 4:08 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, Blanche Chapman, Cathy Moser, Jean Collins, Patty Turk, City Commissioner; and Marie Anderson, Ex-Officio. Director: KellyAnne Terry Staff: Kari Albertson-Denison

Appoint Recorder of Minutes: Kari Albertson-Denison

Reading of the Mission Statement: Marie Anderson

Revisions to the Agenda:

- None

Comments for the Good of the Library:

- Marie feels that the library will have good support. All agreed.

Disposition of Minutes:

- Blanche moved to accept the October 19, 2017 regular Board minutes. Jean seconded. The motion passed unanimously

Financial Reports:

- KellyAnne reported no big purchases or income for regular financials
- Central MT Foundation – Anonymous donor money has been deposited into the Permanent Library Endowment. This transaction will display next month - \$148,000.
- The Mueller Fund saw high interest accumulation after the recent deposit of Charitable Trust monies.
- Jean motioned to approve claims. Patty seconded. The motion passed unanimously.

Director's Report:

- Draft Meeting Room Policy and Meeting Room Use Application reviewed. Issues briefly discussed. Jean suggested change 'must' check in, instead of 'recommended' to check in at front desk in Policy. "Terms" section moved to the beginning of the Policy under Availability section.
- Motion to approve with suggested changes made by Blanche and Patty seconded. All approve.
 - Patty shared a meeting room and computer are available at the Department of Transportation
 - Blanche reported she needs to call Chamber to check about other meeting rooms in town
 - Fish, Wildlife & Parks building is not available anymore for meetings.
- Auditors for the City of Lewistown have informed City Manager that funds can be moved from Library Trust to CMF. City Manager is aware that Board would like to pursue this, she recommends a 2-year CD.
- 2706 Library Trust. 366 Building Maintenance \$65,000 (1/2 of actual) has 3 options:
 - Library endowment
 - Move to available (gain .5% interest)
 - Move into 2 years CD
 - Available money in CMF receives .5% while permanent money receives 3.5%

- No decision was made to move money from the Library Trust account at this time – KellyAnne will do more research on options for next meeting
- The new copy machine was delivered last week. FOL purchased for library - \$3000.

Communications:

Friends of the Library:

- Estimated \$560 for October book sale
- Santa's Seconds Sale is December 2 9am-2pm in library upstairs, set-up on the afternoon of December 1.
- Marie and Donna will do a radio spot to promote
- Chili Bowl committee meeting on December 1st at 1:00 p.m. at Library
- Will get an estimate for a new floor, faucet and towel dispenser in library upstairs bathroom

Commissioner's Report:

- Shared by KellyAnne and Patty
- New ordinance for trailers, RVs, boats on city streets died. Not enough commissioners present to vote.
- Mr. Chapman brought up exterior of library issue. City Manager was advised by the City Commissioners to go to bid for this project.
- Snow removal and gravel bids accepted.
- City Commission elections were conducted by Mail – Clint Loomis won Commissioner at Large and will replace Rick Poss; Alexandra Dunnington won Ward 3 and will replace Beth Putnam; Patty Turk was re-elected in Ward 2; Diane Oldenburg won Ward 1 and will replace Frank Gremaux

Discussion with the Public

- None

Continuing Business:

- Strategic Plan – KellyAnne is working on a survey. Will have an E-survey on Survey Monkey and hard copies at Library. Survey will circulate for a couple months.
 - Open meeting/focus group at the library in February to discuss survey results and public meeting information will follow
- Building Exterior/Construction Update by Mary. Mary Frieze sent the City Manager a letter regarding the Board's commitment to move forward on this project. The letter was signed by the Board Members and sent to City Manager Holly Phelps, Chair of City Commission Dave Byerly, City Attorney Monte Boettger, and Director KellyAnne Terry

Upcoming Events:

- 7th Annual Chili Bowl is Friday, January 19, 2018 at Jack's Hanger.
- 8th Annual Author Dinner is Wednesday, May 16, 2018 with author Mark Sullivan.

New Business:

- Staff evaluations are coming up. Each staff member will perform a self-evaluation and then a director evaluation.
- KellyAnne shared the Women Leading MT Gathering in Billings was fantastic. KellyAnne and Kathie Bailey are looking to organize a similar gathering for Central Montana
- The special session will not cut library budget

Trustee Minute:

- Current reads

4:08 p.m. PM Mary moved to adjourn, Cathy seconded. Meeting adjourned.

NEXT REGULAR BOARD MEETING: Thursday, December 14 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison