

Minutes of the Regular Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday, 10/19/2017
2:05 PM – 4:15 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 and Jean Collins. Excused: Commissioner Patty Turk and Marie Anderson, Ex-Officio. Director: KellyAnne Terry.

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Jean Collins

Revisions to the Agenda:

- None.

Comments for the Good of the Library:

- Mary and Jean went to Board training with Paul LaChappell. Training stressed how Boards should behave, and openness of meetings.
- KellyAnne reported the Misty has been on staff close to 3 months.

Disposition of Minutes:

- Jean moved to accept the September 14, 2017 regular Board minutes. Blanche seconded. The motion passed unanimously.

Financial Reports:

- George Muller funds (approximately \$165,000) deposited in Central Montana Foundation under Oscar and Josephine Mueller Library Fund
- Anonymous donation \$148,000 in September deposited to Central Montana Foundation under Library Endowment – both accounts will now be accruing interest and receive .5% interest on the available amounts
- 2706 Lib Trust acct \$116,000 for Book Station – KellyAnne is still discussing moving \$50,000 to Library Endowment. KellyAnne talked to Nikki, Holly & Monte. Auditors need to be asked if \$ can be moved.
- City manager Holly Phelps is to contact auditor & cc KellyAnne on this request
- KellyAnne asked the Board to cover travel expenses for Women Leading Montana meeting in Billings on 10-23-17. Jean moved to pay for expense and Blanche seconded. Vote passed unanimously.
- Cathy questioned line item- Library expense on lodging – KellyAnne responded that this expense was for Kari's lodging for Bozeman training.
- Jean motioned to accept claims for September as paid. Cathy seconded. The motion passed unanimously.

Director's Report:

- KellyAnne reported on liability issues with the upstairs Meeting Room. Users have become irresponsible with the usage of the meeting space. Board agreed that the Meeting Room Use application needs to be filled out each time by every group. No Monday meetings are allowed. Staff and Board will revise the current Meeting Room Policy and policy will be reviewed in November.
- MSL fall meeting was great. The State Library continues to be short staffed and low on resources. New server housed in Helena with other state servers. Changes to MSC have been ongoing the last few months.
- Small group work for the NAC was done at the Public Library Director's retreat on October 15. Online meeting in November for NAC representatives is planned.
- Montana Rep Theatre was great. Sponsored by FOL. Full house, and a wonderful conversation with playwright Jay Kettering.
- Very busy month with meetings for October.
- Kari shared on leadership project. She will do a website audit and appropriate updates will be made next year. The meeting calendar and policy will be added to the website. The virtual branch will be highlighted. Government tabs will also be added.

Communications:

Friends of the Library:

- Estimated \$600 for September book sale
- Blanche requested to see yearly report on book sales
- Next meeting October 25th at noon
- KellyAnne will request FOL fund new color copier at next meeting. Cost \$3,000. Old copier will be traded. Maintenance monthly from Great Falls and a service contract will also be included paid for by the Library.

Commissioner's Report:

- Shared by KellyAnne as Patty Turk was absent
- Discussion at regular meeting on burn pile located on Marcella Ave.
- Lift on Stage 2 fire restrictions
- Approved rural fire department and city fire department partnership
- Creekside Park and Pavilion is moving forward
- Patty Turk is up for re-election, election will be taking place via mail ballot

Discussion with the Public

- none

Continuing Business:

- Strategic Plan –KellyAnne is working on a survey and also would like to have an open meeting/focus group at the library stakeholders and partners. Will have an e-survey on Survey Monkey and hard copies at Library. Cathy asked if we'd need a moderator and this will be taken into account.
- May host a Committee of the Whole at the library next year.
- Building Exterior/Construction Update by Mary. The process that began last spring to have the EFIS done has stalled. Mary met with Holly two weeks ago and that meeting was discussed. The Board consensus is to write a letter to the City Manager in support of the exterior being done. Pictures will be included in the letter.
- The new janitor with the City of Lewistown started a couple of weeks ago and is doing a great job.

- Former Employee Claim Discussion- Rep at MMIA has been spoken to. They will let the library know when the claim is finished as all the paperwork and investigation has been done.
- Public Library Directors Retreat report –Hosted at Chico, this is a very good networking and brainstorming session for directors. Talk continues to be around partnerships and collaborations.

Upcoming Events:

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

New Business:

- Meeting Room Policy discussed. Board prefers to continue no charge for room use. Many groups have reoccurring meetings. Staff will evaluate and present new policy for board review at November meeting. Meeting Room Use applications need to be completed for each meeting.
- Chili Bowl sponsored by Friends of the Library. Scheduled one week before Winter Fair. Blanche will talk to Stacy to utilize their kitchen for that date. Further discussion on committee and work on the night of the event will be talked about at the quarterly Friends of the Library meeting on October 25, 2017.

Upcoming Meetings

- Network Advisory Council @ Helena – November 14, 2017

Trustee Minute:

- Director Evaluation – regular meeting was closed

4:15 p.m. PM Blanche moved to adjourn, Cathy seconded. Meeting adjourned.

NEXT REGULAR BOARD MEETING: Thursday, November 9 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison