

Minutes of the Regular Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday, 9/14/2017
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 and Marie Anderson, Ex-Officio. Excused: Blanche Chapman, Patty Turk, City Commissioner Director: KellyAnne Terry. Public: Joyce Swanz

Appoint Recorder of Minutes: Joyce Swanz

Reading of the Mission Statement: Marie Anderson

Revisions to the Agenda:

- None

Comments for the Good of the Library:

- The Library is now fully staffed. KellyAnne introduced Misty Aldrich, the new Library Assistant I.
- Mary Frieze commented on how much she enjoyed the blogs the Librarians do for the newspaper, particularly Nancy Sackett's recent one.

Disposition of Minutes:

- Jean Collins needs to be added as in attendance at the August 10, 2017 regular Board meeting. Jean moved to accept the August 10, 2017 regular Board minutes as amended. Cathy seconded. The motion passed unanimously.

Financial Reports:

- Regular Library Financials for August were presented and discussed.
- A budget line item was accidentally added to the expenditures but this will be remedied.
- Final budget was approved by the City Commission at their first meeting in September.
- KellyAnne discussed the accounts in the Central Montana Foundation, including the deposit of George Mueller's charitable trust in the amount of \$164,000.
- The board advised KellyAnne to go forward on the possibility of moving some of the Library Trust funds into the Library Endowment at CMF.
- Cathy moved to approve the August claims, Jean seconded and the motion passed unanimously.

Director's Report:

- Director's Report accepted as presented and the report is attached.
- Misty Aldrich has been hired at Library Assistant I.
- Kari Denison will be doing a project for the Leadership Institute. She will be working on expanding the website to be a "virtual branch." KellyAnne supports this idea and hopes it will continue to increase traffic to the website.
- KellyAnne and Kari attended training in Bozeman regarding the future of libraries and what are some ideas to implement in our own library. KellyAnne and Mary F. attended training in Bozeman on government issues as they relate to library.
- An anonymous donor has left the Library a charitable trust through the Central Montana Foundation.

- Erin Exile Exhibit reception will be September 21 at 6 pm in the Upstairs Meeting Room. Everyone is invited.

Statistical Report:

- KellyAnne has submitted the Public Library Statistics to the Montana State Library for Lewistown. The number of patrons who hold cards in the system is correct on the statistic sheet, but there is a transfer of data that are holding up the reports that show how many patrons are County and how many are City. KellyAnne is working with the Montana Shared Catalog to fix this statistic. There is an increase over the last six months of website traffic, KellyAnne says Kari is doing a great job at marketing the library through the website and social media.

Communications:

Friends of the Library:

- FOL made over \$800 at the Chokecherry Sale
- Current sales of collectibles on E-bay is over \$4000
- Marie is pursuing redoing the doors upstairs.
- The Book Station mural by Adam Grensten will be completed in the Spring.

Commissioner's Report:

- Presented by KellyAnne in Patty Turk's absence.
- The final budget was voted on by the City Commission and passed.
- Some reserve funds are being used this year as the budget is extremely lean.
- Three positions remain unfilled at the City Office – Public Works Director, Planning Director and City Bookkeeper.

Discussion with the Public

- Question arose as to why the Library was closed on the Saturday of Chokecherry Festival. KellyAnne responded that it is very hard to get to the front door of the Library with everything going on outside. Also, the Library staff get 8 hours off for Labor Day and it seemed better to take all those hours on a day when it would be hard for patrons to get into the library with street closures and vendors in the way.

Continuing Business:

- Approval of 2017-2018 Library Budget as presented – Jean moved to accept the budget and Cathy seconded. The motion passed.
- Building Exterior – no update from City Manager Holly Phelps
- Director Evaluation: Board will determine a time.

New Business:

- MPEA Meetings – the Library staff sat down with City Manager Holly Phelps and a MPEA representative to discuss issues/concerns of the Library in regards to the upcoming bargaining unit negotiations. KellyAnne sat in on this meeting.
- Report on Bozeman State Library Training – KellyAnne and Mary discussed the government training they attended. Mary said how the presenter, Dan Clark, talked about the library as a third place and they idea that “investment follows vision.” The Board discussed bringing Dan Clark to Lewistown to talk to community boards about procedures and policies as a show of good faith for the community.
- Upcoming Meetings
 - September 23 – Federation Meeting in Hardin, MT @ Big Horn County Library
 - October 6 – Montana Shared Catalog Meeting in Helena, MT
 - October 15-16 – Public Library Director's Retreat at Chico Hot Springs, MT
- Events:
 - Irish in Montana “Erin in Exile” Cultural Display from Montana Historical Society – Month of September
 - “Erin in Exile” Reception – September 21, 2017 at 6 pm
 - Montana Repertory Theatre – October 8th at 3:00 pm

Trustee Minute:

- Current reads. Jean moved to adjourn the meeting and Cathy seconded. Motion passed unanimously.

3:45 p.m. PM Meeting adjourned.

NEXT REGULAR BOARD MEETING: Thursday, October 19, 2017 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: KellyAnne Terry, Director