

Minutes of the Regular Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday, 12/14/2017
2:05 PM – 3:37 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 Blanche Chapman, Vice-Chairperson. Members present: Blanche Chapman, Cathy Moser, Jean Collins and Patty Turk. Excused: Mary Frieze, Chairperson and Marie Anderson, Ex-Officio. Director: KellyAnne Terry. Staff: Kari Albertson-Denison

Appoint Recorder of Minutes: Kari Albertson-Denison

Reading of the Mission Statement: Cathy Moser

Revisions to the Agenda:

- None

Comments for the Good of the Library – New Thoughts & Ideas:

- Patty mentioned she loves the book tree. All agreed. It has been well enjoyed this holiday.

Disposition of Minutes:

- Patty moved to accept the November 9, 2017 regular Board minutes. Cathy seconded. The motion passed unanimously.

Financial Reports:

- KellyAnne spoke on line item 2220 increase due to 50% of county's budget contribution was received. The other half will come in June 2018.
- Line Item 214 is close to budget for computer work. Budget for \$2,500 spent down quickly due to all computer necessities and tech help. (Server crashed last month due to auto accident – Patty informed that expense should be that of the person who caused the damage.)
- Budget is good overall and most of the line items are on track 6 months into the budget year.
- Jean motioned to approve claims. Patty seconded. The motion passed unanimously.

Director's Report:

- KellyAnne reported that Holly turned meeting room application and policy into the insurance company to make sure we are covered, we have not heard back.
- Cleaner fell on ice outside the library two weeks ago. Staff is back to cleaning the library.
- Holly has advised the library to do a safety training.
- Closed hours for holidays: Tuesday, December 26 and Tuesday, January 2, 2018.
- KellyAnne shared on new holiday hours: When a holiday falls on a Monday (regular closed day) then the Library will be closed on the preceding Friday at 2pm and all-day Saturday. All staff will get the same holiday off with the new holiday hours.
- Survey has had an excellent return.

- KellyAnne shared information on Net Neutrality and the impacts. The FCC aims to take away restrictions that allow monopolization on the internet. Impacts could be profound.
- City Open House is Monday, December 18 at 6pm and all are invited.

Communications:

Friends of the Library:

- December Book Sale and Santa's Seconds Sale were a success
- January 31 next FOL quarterly meeting at noon
- Food is set for Chili Bowl. Committee toured the Council on Aging this week and have a plan for food preparation.

Commissioner's Report:

- Shared by Commissioner Patty Turk
- Beth turned in resignation. Blanche noted there is no date on Beth's letter of resignation.
- The Creekside Pavilion has a new color handout for fundraising efforts.
- Doug Stevens controversy with construction company site - has been tabled a few times.
- TEDD passed the first reading of the ordinance.
- Parking restriction still under discussion – length of time for RVs/campers to be parked in residential areas in proposed ordinance is April 1 – November 1.
- Meeting dates for next year reviewed
- The Meadows got a 3 million tax credit- will allow complex to do needed updates.

Discussion with the Public

- None

Continuing Business:

- Strategic Plan Work - Survey still out. Results show all areas of library are utilized.
- Top 3 responses: 1- Want library open more, 2- Staff is very friendly and helpful, 3- More space.
- KellyAnne shared building update- Mary has been doing a great job. Holly will put AD in legal section of the Argus, Gazette & Tribune. Work for the bid will be between March 1 – June 30, 2018.

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:

- \$10,000 from CMF interest funds will move into library budget
- \$50,000 – 2706 Dowler to move – Discussion ensued
 - KellyAnne shared that Stockman Bank charges CD fees but has best interest.
 - CMF does not charge fees
 - CMF has recently switched the investment team turning over to a firm in Billings.
 - Available balance earns .5% interest
 - Permanent balance earns 3.5% interest
 - Funds can be moved from available to permanent but not vice versa
 - Mary thinks \$50,000 in staggered CDs is a good investment
 - Patty asked if board considered buying CDs from Joe Eckhart. The group hadn't.

- Jean moved to move \$50,000 to available at CMF for now and Patty seconded. The motion passed unanimously.
- Blanche announced her resignation. She will submit a letter of resignation to KellyAnne. Blanche will remain on Board until her seat is filled.
- KellyAnne has been appointed to the Port Authority. She is excited to have this position. Her first meeting was in December.
- Changing the Board meeting time was discussed. Mary proposed moving the meeting to the 3rd Thursday of the month to coincide better with city commission meetings. Blanche expressed caution switching meeting times. KellyAnne stated the new time would work better for her schedule and reporting.
 - Jean moved to move the Board meetings to the 3rd Thursday of each month and Patty seconded. The motion passed unanimously.
- Patty confirmed she will continue her seat on the Library Board in January 2018

Upcoming Meetings:

- KellyAnne, Dani and Kari will attend the Offline conference in Great Falls Feb 2-3.

Trustee Minute:

- Board shared current reads

3:37 p.m. PM Jean moved to adjourn, Cathy seconded. Meeting adjourned.

NEXT REGULAR BOARD MEETING: Thursday, January 18 at 2:00 p.m. in the Upstairs Meeting Room. NOTE – third Thursday of the Month. Respectively Submitted: Kari Albertson – Denison