

Minutes of the Regular Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday, 2/15/2018
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.”

2:08 PM Call to order -- roll call – Regular meeting of the Library Board of Trustees was called to order by Mary Frieze. Members present: Jean Collins, Patty Turk, Marie Anderson and Mary Frieze, Chairperson. Excused: Blanche Chapman and Cathy Moser. Director: KellyAnne Terry.

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:

- KellyAnne shared that patrons are stocking up before and after the big winter storms.
- Applications for Trustee position is open until March 9. Appointments will be approved at the regular Commission meeting on March 19. The new Board member will be present at April's meeting. One applicant so far. Discussion on writing letters of support – it is decided to wait at this point.

Disposition of Minutes:

- Patty moved to accept the January 18, 2018 regular Board minutes. Jean seconded. The motion passed unanimously. Mary mentioned that she visited city manager instead of having Patty do it.

Financial Reports:

- Tonya Gerber hired for bookkeeper at the city office and may also be doing payroll.
- Issue with Midrivers led to process change with claims. Vendors will go through city office instead of Department Heads. KellyAnne will handle the Library claims due to budget so the new city process will not apply.
- Budget is good.
- May go over on travel line item. MLA in Bozeman April 8-11. KellyAnne, Kari and Dani will attend.
- Mueller fund can sit in Library fund as available.
- Any changes will be reflected in available account.
- Jean moved to approve January claims, Patty seconded. All in favor.

Director's Report:

- KellyAnne reported Net Neutrality has taken a hit on tax forms/process. A lot of ads are coming up and causing confusion. Council on Aging used to offer tax help. We cannot help patrons file taxes. State Library sent tax help tips for patrons.
- A new microfilm machine has been selected: an all-in-one by Total Imaging Solutions at \$13,000.00. No need for bids. Central Montana Foundation is projected to pay 1/3 through a grant KellyAnne applied for. Genealogy will contribute \$2,000.00 and FOL \$1,000.00. It is proposed the remainder of the microfilm machine expense of \$6,300.00 to come out of the G Mueller fund.

- Jean moved to approved up to \$10,000.00 from the G Mueller Library fund to be utilized for the new microfilm machine. Patty seconded. All approved and motion passed.
- Nancy Watts has been appointed to be the Historic Resources Preservation Officer. This position is paid for through a grant with the Montana Historic Preservation Office. Patty asked if Nancy will get holiday pay. KellyAnne will check.
- Staff evaluations are complete. For three of the staff this was their first evaluation.
- Women Lead Central Montana is next month on March 12. The Director of Commerce is the Keynote Speaker. The cost is \$25.00 and KellyAnne proposed Professional Development cover this cost for 3 library staff to attend – Dani, Kari, KellyAnne.
- Patty motioned to pay for 3 staff to attend Women Lead Central Montana retreat, Mary seconded the motion. All approved. Motion passed.
- Statistics report- Up 1,000 visits from January. Website hits are up as well.

Communications:

Friends of the Library:

- Marie shared that the FOL will fund to update upstairs bathroom. Jack Gies will do a bid.
- Jack Gies is also refurbishing the doors for entrance way. He discovered the doors are not solid oak. They are pine inside with an oak veneer. Has been a bigger project than anticipated.
- The January sale made around \$300.00. The weather was bad.
- FOL discussed the election of officers at their last quarterly meeting. Officers will remain the same at this time.
- FOL newsletter may be transitioned into the Library newsletter. Marie has done the newsletter for ten years and would like to see a change.
- FOL is meeting 4 times a year. Next meeting is April 25 at noon in the upstairs meeting room.
- Group contributed \$1,000.00 toward the new microfilm machine.
- Brief discussion on author dinner. Mary asked about silent auction items and suggested we seek out new donors. KellyAnne shared on the possibly of a new bidding process – people get a number to use instead of their name, set increments of #s for bidding and give a starting bid price.
- Tony will bring in financial report once completed by accounting.
- Officers will be finalized in April.

Commissioner's Report:

- Shared by Patty
- Soccer Club had a meeting at the Elks. They need to research more on logistics of the proposed new soccer field.
- ROWL received a state award.
- Proclamation Arbor Day 16.
- Government grant application to pay for Historic Officer.
- Public Works position is still open. Offered it to two people and they declined.
- Alex living elsewhere than her ward she serves, is an issue.
- Committee of the Whole- TIFF, TED discussed. Lisa Wright is doing a fantastic job with the Ried's Building.

Discussion with the Public

- none

Continuing Business:

- Strategic Plan Work- KellyAnne asks the Board for Direction. A focus group? Jean suggested a public meeting and Marie agreed. KellyAnne will schedule a public meeting for the end of March.
- Building exterior update by Mary. Mary spoke with Holly on 2/14/18. Holly has contacted J & L Plaster and American Quality Construction. Holly reports she is close to issuing a call for bids. KellyAnne shared that Holly stated she'll be sending these two company bid packs. Holly will have bid in Saturday's paper. KellyAnne checked with Monte Boettger and the building exterior project needs to go out to bid.
- Boettger also shared on donor intent law and that it must be followed. Dowler fund \$ intended for Library. If Board makes an action to transfer, inform commission but they don't need to take action because it is not a purchase. Jean asked if city attorney can speak with Holly about this.
- Meeting Room Policy revisited. We had a group not following the new policy, but it has been handled. Policy reaffirmed by the Board.

Upcoming Events:

- Humanities Speaker canceled due to the weather. It's been suggested we schedule him for the summer.

New Business:

- Policy updates are in process. These will come before the Board for approval.
- Staff evaluations complete. Job descriptions will be re-written as positions have evolved.
- Current plans to move Kari to Library Assistant III as Information Officer. Union needs to approve Job Descriptions. Board supports.

Upcoming Meetings:

- MLA in Bozeman April 8 - 11. The Board is welcome as well. KellyAnne & Kari are attending. Dani will attend Mind in the Making April 26 - 27.

Trustee Minute:

- Board shared current reads

(4:15 p.m. PM Jean moved to adjourn, Patty seconded. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, March 15 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian