

**Minutes of the Regular Meeting**

**Lewistown Public Library**



**Lewistown Public Library  
Board of Trustees**

**Thursday, 3/15/2018  
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. Members present: Jean Collins, Cathy Moser, and Mary Frieze, Chairperson. Excused: Patty Turk and Marie Anderson Director: KellyAnne Terry. Public: Blanche Chapman

**Appoint Recorder of Minutes:** KellyAnne Terry

**Reading of the Mission Statement:** Mary Frieze

**Revisions to the Agenda:**

- None.

**Comments for the Good of the Library:**

- Mary commented that she enjoyed Dani Buehler's blog and her writing style.

**Disposition of Minutes:**

- Cathy questioned how staff evaluations went as they were reported in the minutes as being complete. Jean moved to accept the February 15, 2018 regular Board minutes. Cathy seconded. The motion passed unanimously.

**Financial Reports:**

- KellyAnne mentioned the 50% down payment for the microfilm was taken out of the Mueller available fund of the Central Montana Foundation.
- Budget is on track, not a lot of spending in February
- Cathy asked about the Survey Monkey claim, this was payment for analyzing the patron results from the survey created on Survey Monkey. KellyAnne had purchased a 3 month subscription to this online service.
- Cathy moved to approve February claims, Jean seconded. All in favor.

**Director's Report:**

- KellyAnne reported on the online NAC meeting she attended on Tuesday, March 13. The NAC is finishing up their work plan for the year and the State Library budget was discussed. KellyAnne mentioned the NAC will be supporting an advocacy program for Montana libraries with an emphasis on what librarians do, not just libraries. This brings a human touchpoint to the conversation.
- A 50% down payment was made to Total Imaging Solutions for a new microfilm machine. The machine is in transit to the library and the TIS people will come and help install the machine and train staff in the coming weeks. Funding for the machine beyond the down payment is \$2000 from Central Montana Genealogy Society, \$2000 from Central Montana Foundation grant and \$1000 from the Friends of the Library The board suggested the remaining \$1500 unfunded portion (what was not received in grant request from CMF) of the machine be paid for out of the Mueller fund held at CMF.
- Nancy Watts is working at digitizing and organizing the City Planning office as part of her appointed job of Historic Resources Preservation Officer.

- Women Lead Central Montana took place on March 12, 2018. The event was well attended and there was discussion that next year the Library sponsor the event. Mary, Jean and Patty all attended. Misty and Dani attended from the Library and Dani facilitated a discussion on Social Media. KellyAnne was an organizer of the event along with Snowy Mountain Development Corporation Director Kathie Bailey. SMDC was a sponsor.
- Port Authority – A meeting has been set up with Billings Works, the workforce development portion of Billings' economic development group. This meeting will be on March 16 at the College in Lewistown. City and County staff and commissioners as well as employers and other stakeholders will be attending this meeting. KellyAnne will be there.
- Board Member Update – letters of interest were due to the City Manager on March 9. An appointment will be made at the regular commission meeting on March 19. A new board member will be at the April meeting. Elections of officers for the Board of Trustees will be held at that time.

## **Communications:**

### **Friends of the Library:**

- Marie absent, report by KellyAnne
- KellyAnne presented the audit of the Friends of the Lewistown Public Library's financials as done by Dave Sather and organized by FOL secretary Tony Gies. The FOL have been consistent on their sales and received a sum from online sales of collectibles that were not selling at the regular book sales. Volunteer Lyle Gorman orchestrated this effort.
- The Friends are continuing to fund the refurbishing of the upstairs doors and will fund the updating of the upstairs bathroom when the door project is finished.
- The Friends will be funding some events this summer for the Summer Reading Program.
- Next FOL meeting is April 25 in the Upstairs Meeting Room. Officers will be elected at this time.

### **Commissioner's Report:**

- Patty absent, KellyAnne did not attend March 5 Commission meeting. No report.
- Mary mentioned that one topic is the proposed changes in the Wilderness Study Area in the Snowy Mountains and an opportunity for the City Commission to take a position on this.

### **Discussion with the Public**

- Blanche mentioned some of the economic development around town, especially Albertson's and how Albertson's does so well in a small town.

### **Continuing Business:**

- Strategic Plan Work- Public meeting is set for March 20, 2018 at the Library. A presentation of the patron survey results will be conducted followed by discussion.
- Building exterior update by Mary. Three bids were received at the City Office by Wednesday March 14. Bids are under advisement by the City Manager and will be awarded by the City Commission at the March 19, 2018 regular city commission meeting. Work should commence within a few weeks after award.
- Policy Update – the Board was asked to review the updated computer and internet usage policy as a first reading. More detail and discussion at next board meeting proposed on this policy.

### **Upcoming Events:**

- Ghost Towns and Mining with Jerry Hanley: April 19, 2018 @ 6:00 p.m.
- 8<sup>th</sup> Annual Author Dinner at Elks Club – May 16, 2018, Author Mark Sullivan
- Summer Reading Program – June 5-July 19, 2018

**New Business:**

- April 2, 2018 at 6:00 p.m. – Library will be the Committee of the Whole for the regular commission meeting. Discussion of how the Library Board works will also be at this time. Committee of the Whole will meet at the Library and tour.

**Upcoming Meetings:**

- MLA in Bozeman April 8–11, 2018 @ Bozeman, MT
- Mind in the Making April 27-29, 2018 @ Bozeman, MT (Dani attending)
- Montana Shared Catalog May 3-4, 2018 @ Helena, MT

**Trustee Minute:**

- Board shared current reads

**3:45 p.m. PM** Jean moved to adjourn, Cathy seconded. Meeting adjourned.

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