

## Minutes of the Regular Meeting

### Lewistown Public Library



Lewistown Public Library  
Board of Trustees

Thursday, 4/19/2018  
2:03 PM – 4:24 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.”**

**2:03 PM Call to order -- roll call** – Regular meeting of the Library Board of Trustees was called to order by Mary Frieze. Members present: Patty Turk, Marie Anderson, Mary Frieze and new trustee Mary Baumstark. Excused: Jean Collins. 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:**

- Welcome Mary Baumstark and introductions.
- Mary F. noted that folks are excited about the Author Dinner.

#### **Disposition of Minutes:**

- Patty moved to accept the March 15, 2018 regular Board minutes. Cathy seconded. The motion passed unanimously.

#### **Financial Reports:**

- Snow removal this year is higher than ever before. Note: need more funding for the Advertising budget line next budget year.
- Cathy moved to approve March claims, Mary B. seconded. All in favor.

#### **Director's Report:**

- The new microfilm machine has arrived. Staff will get more training on it. KellyAnne will report to the Central Montana Foundation on the new machine.
- Mary B. has received her Trustee training with KellyAnne.
- Cathy has been appointed for a 2<sup>nd</sup> term by the City Manager and City Commission.
- KellyAnne will be gone April 23-26 and back in the library on Friday, April 27.
- KellyAnne attended one day of MLA. The State Library continues to struggle with funding.
- Dani is attending Mind in The Making Conference the end of April.
- Group discussion on the meeting room: charging for the space, public trust, cleaning charge for groups.
- Stats: Total patrons appears to be 1,000 less but figure isn't accurate due to a change in the system.
- Received \$8,000 donation from Hi-Heat for 2017 and 2018.
- South Central Federation \$ received very late. We won't get this anymore as related to coal tax.
- \$3,800.00 in donations. \$2,000.00 of this from CMF was pass through for microfilm machine purchase.

## **Communications:**

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

- Marie reported the April book sale raised estimated \$750.00.
- Jack Gies is still working on the doors for entrance way. Has been a much bigger project than anticipated but should be finished soon.
- The upstairs bathroom project will be postponed until further notice.
- Next FOL meeting is April 25 at noon in the Upstairs Meeting Room. Election of officers will take place.
- Group contributed \$1,000.00 toward the new microfilm machine.

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

- Patty reported on Resolution 1760 which prohibits dogs at downtown events that have food. It's a sanitary and safety issue. Steep fines for offenders. Has been approved.
- Southworths are looking for employees for the new brewery.

### **Discussion with the Public**

- Patty Turk mentioned that her friends come in and use the library microfilm and love the service.
- Mary shared that the bouquet was delivered to Blanche and she loved it.

### **Continuing Business:**

- Strategic Plan reviewed. KellyAnne plans to write a narrative to accompany.
- The last Strategic Plan was used as a template at the state level.
- New plan comes from board discussion, patron survey and staff recommendation
- Scaled back from 7 objectives to 5 objectives.
- Will add note on trust sustainability to #4 per Mary F.'s recommendation.
- Mary B. recommended adding accessibility facility ADA
- Mary B. move to approve Strategic Plan draft, Cathy seconded. All in favor.
- Payment has been sent for building exterior materials at \$38,000.00.
- The group moved outside to view the library exterior and examine color options for the EFIS. Mary B. moved to do the building exterior in the Tamarind color and Cathy seconded. All in favor.
- Policy updates: Internet & Conduct Policy. Suggested to add consequences of violating to the emergency plan by Mary B. Cathy motioned to approve the new policy, Mary B seconded. All in favor.

### **Upcoming Events:**

- Ghost Towns & Gold Mines presentation with Jerry Hanley Thursday, April 19 at 6pm.
- Author Dinner is May 16 with Mark Sullivan at the Elks Club.
- Summer Reading Program is June 5 – July 19 and theme is Libraries Rock!

### **New Business:**

- Author Dinner tickets are selling well with the Board. Will set up in the afternoon at the Elks. The silent auction will be in the new area. Wild Iris is doing center pieces with red roses - these will be sold at the end of the evening instead of door prize option. Accepting Author Dinner Silent Auction items. Auction will take place before the dinner and folks will receive a number for bidding rather than using their name. Will have a starting bid and minimum increment to bid up. Must have food order in the week before dinner.
- Plan to re-organize front desk area and main level areas per patron survey responses.

**Upcoming Meetings:**

- Montana Shared Catalog – May 3-4 in Helena. Dani will attend on May 3 and KellyAnne will attend May 4.
- NAC – May 8 in Helena. KellyAnne will attend online.

**Trustee Minute:**

- Board shared current reads

(4:24 p.m. PM Cathy moved to adjourn, Patty seconded. Meeting adjourned.)

**NEXT REGULAR BOARD MEETING: Thursday, May 17 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian**