

**Minutes of the Regular Meeting**

**Lewistown Public Library**



**Lewistown Public Library  
Board of Trustees**

**Thursday, 6/21/2018  
2:03 PM – 3:33 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: Marie Anderson, Mary Frieze, Jean Collins and Mary Baumstark. Excused members: Patty Turk and Cathy Moser. Interim Director: Dani Buehler. Library Staff: Kari Albertson – Denison.

**Appoint Recorder of Minutes:** Kari Albertson – Denison

**Reading of the Mission Statement:** Marie Anderson

**Revisions to the Agenda:**

- Dani suggested to add preliminary budget review. Agreed upon.

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

- Marie emphasized how great the library looks with the exterior finished. Bathroom remodel looks fantastic as well.
- Mary F. noted that the Summer Reading Program evening programs are great and well attended.
- Mary B. has noticed more kids and families popping in by Art Center and wondered if connected to library activity.

**Disposition of Minutes:**

- Marie noted under new business a typo – change written to write.
- Jean moved to accept the May 17, 2018 regular Board minutes as amended. Mary B. seconded. The motion passed unanimously.

**Financial Reports:**

- Dani reviewed claims –
  - 2220 - City Library fund for books, building repairs
  - 4001 – Depreciation fund- appears in hole \$10,000 (Dani explained building bidding process and shift of funds)
  - 2706 – Library exterior, building maintenance
    - Mary B. moved to approve May claims, Jean seconded. The motion passed unanimously.
- CMF Interest – On June 30 asked for \$10,000 for books. Dani shared breakdown on endowment sheet
- Note: Library Board presents budget to city commission on July 16 @ 7pm.
- Proposed budget reviewed.
- Marie noted that books and videos come from Central MT Foundation and funds pay through city- so technically this figure shouldn't be counted in overall budgeted \$ - requested to emphasize this point in presentation to city commission.
- Mary B. requested to see budget #s before presented to the commission. Dani will share.

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

- Exterior completion. Water bubble will be addressed with Tony Tecca when he returns to finish a minor projects.
- New seasonal hire at the library. Joanne Berry will be working at the library for the next few weeks to help where needed.
- Dani thanked the board for all their hard work for the Director position job search. Also, thanked the board for their help with the Summer Reading evening programming.
- Overview of statistics. State Library deleted some of stats in regular report before reported.

### **Communications:**

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

- Marie reported the June book sale raised estimated \$690.00.
- Lyle Gorman has sold around \$1,760 from special collections book sales on ebay. Total profits estimated \$10,000.00.
- FOL will pay for the bathroom remodel. Budgeted \$3,000 for the project.
- Plan to remove the trees in front of the library. Plan to hire a landscaper and install native grasses or plants that are low maintenance. Mary B. suggested Leah Grunsky and Leah is interested to help. Marie will follow up.
- Next meeting is June 27 at noon in the library upstairs meeting room.

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

- Dani shared new city ordinance prohibits dogs at community events which offer food. Chokecherry Festival and also including library events that offer cookies or other food.

### **Discussion with the Public:**

- None

### **Continuing Business:**

- As noted: repeat of Director's report.

### **Upcoming Events:**

- Jack and Kitty Concert July 14 @ 1pm
- Library budget to City Commission Monday, July 16 @ 7pm

### **New Business:**

- Election of Board officers for 1 year term.
- Jean nominated Mary F. as Board Chair, Mary B. seconded. All in favor.
- Jean nominated Cathy as Vice Chair, Mary F. seconded. All in favor.
- Library Director search report
  - Mary B. has merged two job descriptions into one. Dani will review to check if appropriate in spirit.
  - City does not have budget to bring applicants to Lewistown to interview.
  - Skype or video call was suggested.
  - Check with Carol Wicks for a night at the Bed & Breakfast and Mary F. also has a space for an overnight stay for a prospective applicant.

**Upcoming Meetings:**

- Special Board meeting on Friday, June 23 at 1pm at the Art Center.

**Trustee Minute:**

- Board shared current reads.

**(3:33 p.m. PM** Jean moved to adjourn, Mary B. seconded. Meeting adjourned.)

**NEXT REGULAR BOARD MEETING: Thursday, July 19 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian**