

## Minutes of the Regular Meeting

### Lewistown Public Library



Lewistown Public Library  
Board of Trustees

Thursday, 5/17/2018  
2:00 PM – 4:03 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, Jean Collins and Mary Baumstark. Director: KellyAnne Terry. Library Staff: Dani Buehler and Kari Albertson – Denison.

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

**Reading of the Mission Statement:** Jean Collins

### **Revisions to the Agenda:**

- Mary F. suggested to move New Business up in the agenda. Was agreed upon.

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

- Board felt Author Dinner went very well. Location worked wonderfully and the silent auction raised more funds than previous fundraisers. Mary F. noted our city manager Holly Phelps had commented that we should continue hosting this event.
- Cathy Moser shared that the new Library Director will have big shoes to fill. KellyAnne will be greatly missed.

### **Disposition of Minutes:**

- Patty moved to accept the April 19, 2018 regular Board minutes. Cathy seconded. The motion passed unanimously.

### **Financial Reports:**

- Over budget on a few items- Advertising and travel. KellyAnne suggested more funds in Advertising for upcoming budget. More travel occurred this year due to the Leadership Institute.
- Funds used from Lib Dep 4001 for Toni Tecca – building exterior project
- Snow removal was very high.
- No change in CMF funds.
- Mueller funds have been dispersed. We won't receive anymore. \$44,000.00 to be moved before the end of June.
- Mary moved to approve April claims, Jean seconded. The motion passed unanimously.

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

- The upstairs bathroom will get an update. Dale Alaers and Vince Gies are working on it.
- Water in Alley – water main has been replaced. Vince Gies then installed a shut off switch in the boiler room so we can shut water off internally.
- Supplies have been ordered and stocked up for the summer.

- KellyAnne plans to help the library in the transition and will be on payroll through the end of June and assist with preparing the budget.
- KellyAnne resigned from NAC and has been asked to serve on the State Library Commission. KellyAnne will present at the State Library Leadership Institute next summer.

#### **New Business:**

- Library Director
- KellyAnne has her exit interview with Holly Friday morning.
- Dani will be Interim Director. Holly has accepted this appointment.
- KellyAnne recommends Board writer a letter to approve Dani as Interim Director.
- The Interim will receive starting wage of new Director (TBD)
- Kari will move into Labor Management Team as Dani will be unable to serve on the Team as Interim Director
- Need to budget in Library III position for next budget year for Kari's position – Information Officer
- Board is responsible to post the Director position opening.
- Marie suggested the entire Board interview as previous protocol.
- Mary B suggested a committee.
- Board to do: 1- Letter to Holly, 2-Schedule a second meeting
- Jean moved to appoint Dani as Interim Director and that the Board will submit a letter to Holly, Mary B seconded the motion. The motion passed unanimously.

#### **Communications:**

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

- Marie reported the May book sale raised estimated \$560.00.
- Friends are set to pay for the upstairs bathroom renovation.
- Next meeting is May 30 – back to monthly meetings per Blanche's recommendation.
- Officers were elected at the last meeting: Sandy Birkland Secretary, Tony Gies Treasurer, Arlene Mari Vice President, Marie Anderson President.

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

- Second reading for no dogs at community events. Expecting some disgruntled offenders. Fines are steep.
- No bidders on the sale of bleachers at civic center.
- Rates raised at the city pool.
- CDBG funds secured to train employees at the new Brewery (2 grants).
- Commissioners toured the LPD.
- Appointments made to police commission.
- Irrigation ditch causing problems.

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

##### **Continuing Business:**

- Patty moved to table election of Board officers until the next meeting. Cathy seconded the motion. The motion passed unanimously.

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- KellyAnne shared the Strategic Plan and mentioned she hasn't completed the narrative to accompany it. Marie suggested maybe we don't need a narrative since there hasn't been one before.
- KellyAnne recommends the Board compose an Emergency Response Plan as soon as possible. (ie. fire alarm, active shooter). The city does not have a safety officer. MMI may have a safety plan to use as a template.
- Jean moved the motion that the Board acknowledges the receipt of receiving the City of Lewistown Personnel Manual and Procedures, Cathy seconded. The motion passed unanimously.

**Upcoming Events:**

- Summer Reading Program is June 5 – July 14 and theme is Libraries Rock!
- Stick & String concert July 14 @ 6pm
- Mark Matthews June 21 @ 6pm
- Jack and Kitty Concert July 14 @ 1pm

**Upcoming Meetings:**

- Special Board meeting next week – need to schedule

**Trustee Minute:**

- Board shared current reads

**(4:03 p.m. PM Cathy moved to adjourn, Patty seconded. Meeting adjourned.)**

**NEXT REGULAR BOARD MEETING: Thursday, June 21 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian**