

Minutes of the Regular Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday, 7/19/2018
2:03 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.”

2:03 PM Call to order -- roll call – Regular meeting of the Library Board of Trustees was called to order by Mary Frieze. Members present: Mary Frieze, Jean Collins, Mary Baumstark, Patty Turk and Cathy Moser. Excused members: Marie Anderson. Interim Director: Dani Buehler. Library Staff: Kari Albertson – Denison.

Appoint Recorder of Minutes: Kari Albertson – Denison

Reading of the Mission Statement: Mary Baumstark

Revisions to the Agenda:

- Mary F suggested to revise New Director report in Continuing Business
- Dani suggested adding Safety Fest to New Business
- Mary F suggested adding Cathy as Vice Chair to Continuing Business

Comments for the Good of the Library:

- Mary F is very impressed with the quality and dedication of the board and expressed her appreciation
- Tony Tecca is expected back to check exterior in near future
- Meeting Room bathroom update not to exceed \$3,000

Disposition of Minutes:

- Cathy moved to accept the June 21, 2018 regular Board minutes. Jean seconded. The motion passed unanimously

Financial Reports:

- Dani will get the end of fiscal report from Nikki before the City Commission presentation on August 6
- The Building Maintenance line includes expense for the Library cleaner position – involves about 4 hours a week
- Patty moved to approve the claims. Jean seconded. The motion passed unanimously

Director’s Report:

- Dani shared a letter in support to move Kari Albertson - Denison into the Library III position. Board chair will sign on behalf of Board. Q & A followed – Dani explained the Library has been without a Reference Librarian (Library III) for about 3 years and the Information Officer position will absorb those responsibilities as well as Circulations Manager duties.
- Mary B moved that the Board Chair sign the letter of support for Kari Albertson – Denison to move to Library III position, Jean seconded. The motion passed unanimously

- Overview of statistics. Currently 3,885 patrons. Great circulations. Many discards in Non-Fiction
- 10,000 moved to book fund
- Transactions up from the Summer Reading Program
- Presentation to City Commission on August 6
- Dani shared annual report
- The Library will request city funding to cover all personnel costs
- Mary F suggested Dani shared annual report with the county
- Mary B expressed the marketing budget is too low
- Overall budget looks good

Communications:

Friends of the Library:

- Mary F reported on behalf of Marie
- Marie reported the June book sale raised estimated \$850.00
- Friends noticed sandstone around upstairs entrance needs restoration and plan to look into that project
- The Friends had the landscaping done in June – salvia and grasses
- Next meeting is July 25 at noon in the library upstairs meeting room

Commissioner's Report:

- Patty shared 3 agenda items from the Commission Meeting
 - Memorandum of understanding between Sea Lions Swim Team and the City
 - Action on Tax Increment Finance District (TIF District)
 - Three-year audit contract with Olness & Associates and City signed by City Manager

Discussion with the Public:

- None

Continuing Business:

- Discussion of June's Officer election – Cathy was voted as Vice President in her absence and she expressed her dissatisfaction of this action. Cathy declined the position
 - Mary B moved to remove Cathy from Vice President position and elect Jean, Jean seconded the motion. The motion passed unanimously

Upcoming Events:

- Budget to City Commission on August 6
- Fall Workshop September 17, 18 in Billings – Dani & Kari will attend. Travel and training budget will cover expenses
- Safety Fest Mt in Lewistown August 14 – 16. Staff will be attending sessions throughout the 3-day free training

New Business:

- Mary F noted redundancies in every job description in the Library. These are tasks that all staff share. Making a very well rounded and capable staff

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- Board will hold a final special board meeting next week to finalize job description and move on

Upcoming Meetings:

- Special Board meeting on Monday, July 23 at 11am at the Library upstairs meeting room

(3:45 p.m. PM Jean moved to adjourn, Mary B. seconded. Meeting adjourned.)

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