

Minutes of the Regular Meeting

Lewistown Public Library



**Lewistown Public Library
Board of Trustees**

**Thursday, 8/16/2018
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.”

2:00 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, Mary Baumstark, Patty Turk and Marie Anderson. Excused members: Cathy Moser and Jean Collins. Interim Director: Dani Buehler. Library Staff: Kari Albertson – Denison. Friends of the Library: Donna Phillips.

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:

- Marie Anderson expressed dissatisfaction with city manager’s quote in the Argus “It’s wonderful the library staff and library board are looking at a more sustainable option for the long-term.” Holly Phelps. Marie states the library board has always looked for sustainable long-term funding.

Disposition of Minutes:

- Mary B moved to accept the July 19, 2018 regular Board minutes. Patty seconded. The motion passed unanimously

Financial Reports:

- Not many claims as library still on stall to order supplies until budget passes
- Mary B moved to approve the claims. Patty seconded. The motion passed unanimously

Director’s Report:

- Dani informed that staff attended SafetyFest Montana at the Yogo. Misty took First Aid/CPR. Kari attended Suicide in Montana, Sitting is the New Smoking and Active Shooter. Nancy Sackett focused on Stop the Bleed and Defensive Driving
- Kari & Dani will each attend one day of Fall Workshop in Billings to help save on funds. Kari will attend Sept 17 and Dani Sept 18
- Joanne’s last day is Friday, August 17. She’s been a great help and addition to the staff this summer
- The Board suggests the staff take full advantage of the fall workshop
- Mary B asked for a check in with Dani

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Communications:

Friends of the Library:

- Marie reported the August book sale raised estimated \$760.25
- Marie and Donna met with Lyle Gorman about the Chokecherry book sale and determined MT history books will be featured books for sale.

Commissioner's Report:

- Patty shared lights were approved at Creekside
- WSA meeting
- Trying to think outside the box

Discussion with the Public:

- None

Continuing Business:

- Overview of proposed budget options for this year. City offering 7.3% increase. Leaving a \$23,420 deficit
- Mary F recommends Option #1 of the 4 options shared by Dani
- Option #1 – full time hours and operations for all staff
- Dani expressed a new Director needs to be hired before other budget/staffing decisions can be made
- The Director job description is stalled at the city office. Waiting for approval to move forward
- City Manager has requested Kristin Rutten post job description to the website
- Mary B moves we post and make the Director job description public. Patty second. Motion passed
- Mary B moves to organize a Fundraising Committee with Library staff, FOL and the Board to help raise funds. Patty seconded. Motion passed
- A library district will be researched for possible future funding
- Director job listing will be posted through Sept 25
- Interviews will take place mid-October

Upcoming Business:

- Final budget up for approval at City Commission on August 20
- Fall Workshop September 17, 18 in Billings – Dani & Kari will attend. Travel and training budget will cover expenses
- The Library will be closed at 2pm Friday, August 31 and Saturday, September 1 for Labor Day
- Library will be closed on Saturday, September 8 for Chokecherry Festival
- Montana Repertory Theatre October 7 – FOL will fund

New Business:

- The library does not have a Youth Librarian nor the staff to cover youth programming at this time. Board determined the Lewistown 3rd graders and Moore Schools programming will be pushed back until 2019. The colonies can still come for allotted

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times for check out only. Staff will look for volunteers to help with storytime or a person to help with front desk. Donna will send an email through FOL requesting volunteers for library work

- The Commission will give appropriation and final budget and vote on Library budget August 20. Board will choose direction the library takes once the budget is determined and a director is hired in October
- Sustainability is #1 goal

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

NEXT REGULAR BOARD MEETING: Thursday, September 20 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian