


Minutes of the Regular Meeting Lewistown Public Library 	
Lewistown Public Library Board of Trustees	Thursday, 10/18/2018 2:00 PM – 3:20 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, Cathy Moser, Jean Collins and Patty Turk. 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: Jean Collins

Executive Session:

- Mary B motioned to move to Executive Session. Jean seconded. The motion passed unanimously
- A motion was made to end the Executive Session, it was seconded, and the motion carried unanimously

Revisions to the Agenda:

- Add Commission, Christmas Stroll and Youth Librarian to Continuing Business

Comments for the Good of the Library:

- Mary F stated we are going to have a great year
- Mary B shared about Humanities Montana grant opportunity and positive note that humanities folks around that state are talking about Lewistown. Grant cycle will open up in 2 years

Disposition of Minutes:

- Mary B moved to accept the September 20, 2018 regular Board minutes with the exclusion of Mary F.’s comment for the good of the Library. Cathy seconded. The motion passed unanimously

Financial Reports:

- Dani shared new report format that Niki created. Board appreciates the new breakdown

- Universal Heating handles library boiler. Patty suggests if city has a certified boiler person at the civic center that we have that person care for library boiler. Will save money. Board agrees
- The library does get state rates for travel
- Niki prints off all financial reports
- We are ¼ of way through budget year and have spent ¼ of library budget. No vacancy savings due to wage increases. This is an issue the board needs to dig into
- Dani recommends hiring a Youth Librarian as soon as possible
- Mary B requested a profit and loss statement for the last year. Dani will ask Niki for this report and ask her to attend the next board meeting
- Personnel costs not covered by soft money. Closing on Saturdays would save an estimated \$20,000.00. A compromise could be to stay open the 1st Saturday of each month to correspond with book sales at Book Station
- Closing Saturdays would require FT employees to work 36 hrs/week and have a slight reduction in sick leave, vacation leave and possibly some affect to retirement. Insurance will remain a full benefit
- Movement on the Library District can happen at anytime. It's a long process and the public may have negative opinion on the library district after the 1st failed attempt. It could be on the ballot in 2 years
- The Youth Librarian position will be advertised ASAP
- Patty moved to approve claims, Jean seconded. The motion passed unanimously

Director's Report:

- Stats are good
- Roof and drains were checked. Recommended to heat tape installed by electrician on back drain to avoid icing issue
- Drainage from alley is a huge issue. With the neighbor's new paved space and partial alley pavement the library suffers a lot of runoff by entry way. Needs to be addressed. Patty will mention to Holly
- Tony Tecca hasn't returned calls. Tony is expected to come back and check on bubble on exterior. Bubble hasn't grown in size.
- Closed for Thanksgiving November 22 – Saturday, November 24 and reopen Tuesday, November 27 at 9am
- MT Repertory Theatre wasn't well attended for multiple reasons. Jean suggests a letter be sent addressing issues. Dani suggests an afterschool play performance would work better than a Sunday afternoon
- Dani shared numbers patron usage around the Thanksgiving holiday. Numbers are pretty low during this holiday
- Russell Rowland canceled his October 13 book reading due to bad weather. He may try to reschedule for the spring
- New trash can for main entrance will be donated by HCR
- State is updating statistics

Communications:

Friends of the Library:

- The Chokecherry book sale raised \$1,114.00. No report for October sale
- The next FOL meeting is Wednesday, October 31 at noon
- The Christmas Sale is on schedule for December

Commissioner's Report:

- Soccer MOU signed
- Approved a grant for 911
- Joe Ward was hired as Fire Chief
- October 22 is leaf cleanup day
- Zane Fulbright and Toni Gies appointed to Historic Preservation

Discussion with the Public:

- None

Continuing Business:

- Kids activities will take place at Reids Building during the Christmas Stroll

Upcoming Business:

- Chili Bowl potentially January 18. Need to confirm with Jack
- Author Dinner ideas shared. 3rd Wednesday in May. Bring ideas at next meeting

New Business:

- CMF partners brunch Thursday, October 25 9:30-11:30. Dani and Mary F will attend
- Mary F shared on South Central Federation. Anticipating a face-to-face trustee training at the end of October
- Mary F suggested adding the option to vote by proxy in board by-laws. Will discuss at next meeting

(4:00 p.m. PM Mary B moved to adjourn, Jean seconded. Meeting adjourned.)

NEXT REGULAR BOARD MEETING: Thursday, November 15 at 2:00 p.m. in the Upstairs Meeting Room. Respectively Submitted: Kari Albertson – Denison, Librarian